**ROTHERHAM MCVC TRUSTEES MEETING & AGM – 13th March 2020**

Silverwood Miners Welfare Centre

Minutes of the meeting

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| **Trustees** | **Apologies** | **In Attendance** |
| **Chairman**  MM – Lt Col RA McPherson MBE (Mac)  **Vice Chairman**  JD – Lt Col J Dawson MBE (John)  **Board Members**  CB - Christine Bradley  AH- Maj Adie Hunt REME DL  AM – Andrew Ball  SR – Capt Sam Rodgers REME  TC - Tony Clabby | ZR- Zanib Rasool MBE  RH – Sup Russ Hughes WYP | RM – Ron Moffett – Chairman Executive Group MCVC  KC – Kevin Costello - MCVC Outreach Project Manager  IJ - Cllr Ian Jones – Armed Forces Champion |

| Item | Heading | Remarks | Action |
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|  | Welcome & Apologies | The meeting opened at 1110, MM welcomed everyone to the meeting and thanked them for giving their valuable time.  The fol apologies were received – (see above).  A list of those who had sent messages of support to the charity was provided. | MM |
|  | Conflict of interest? | In accordance with best governance practice, the Trustees declared that they had no personal interest in the issues under consideration at this Board Meeting. | MM |
|  | Minutes of the previous mtg | The min of the previous mtg have been circulated prior to the mtg. They have been on the MCVC notice board and website. | MM |
|  | Points arising from previous mtg. | The following points arise from the previous meeting in Sep 19.   * The Fin Plan was not presented, and the subsequent strategic Finance planning for this year had not yet not be agreed. * Another update on the progress of gift aid application was requested. * Assurances were sought that prompt action to recover grant funding from RMBC- we are a small charity and at times have significant funds owed to us from the council. This prevents us from allocating funds in support of our mission statement.   These points were be covered in the Finance report to follow. |  |
|  | Report from Exec | RM provided the following report to the meeting:  The Executive team and volunteers have had another busy year and the MCVC have been recognised as a well-run and organised Charity, gaining Acceptance into Association of EX-Services Drop-in Centres, The Duke of York’s Community Initiative Award and with the signing of the Armed Forces Covenant, the Employers Bronze Award. I would like to thank all those who helped us gain this recognition. Whilst this may not make a significant impact on the group in general these are all significant steps forward and recognise the MCVC as a class leading veterans support group.  The executive team board members have reduced with the resignation of two members and the ill health of Michael Goodyear. We have been helped by the volunteers who support the Executive in the running of the Charity, whom without we would not be able to do all the activities we do. The Charity would not be able to function without the support and guidance of the Trustees and I would like to thank them for their work.    We also received grants, which enabled us to do various activities, Low level IT Training, walks, craft sessions, days out to Whitby and the NMA, all under the funding of the NHS for which we remain extremely grateful.  During the year we had a summer BBQ and Raffle, a Christmas Dance at New York Stadium and a Xmas Raffle at the Drop In. The charity took an active part in the AFD, Mayors Parade, Rotherham Show and the Remembrance Parade.  The Charity had two visits to the Town Hall; a Veteran was presented with his Korean War Medals by the Mayor and the second one to Launch the South Yorkshire Outreach Project having taken Delivery of the Outreach Vehicle. We hope to visit again this year as our Armed Forces Champion, Cllr Ian Jones will be the Mayor (subject to the elections!) I would like to offer the grateful thanks of the MCVC to Cllr Jones for the valuable support he provides the MCVC. We look forward to a great veteran’s turnout on his inauguration in May.  The Volunteer’s supported the South Yorkshire Outreach Project which had a change of Management with Jim Oakes stepping down and Kevin Costello taking over, Kevin will give and update on the Project.  Both the Drop In and Breakfast club are well supported, we have been visited by the both High Sherriff of South Yorkshire and the Mayor of Rotherham, along with speakers from the Police, Fire Service and other related charities. So much goes on at the Drop In and Breakfast Club I would be here all day talking about these activities. They both remain vibrant.  We will continue to support the Veterans and serving personnel in the future and have a full and varied plan for the next year which will keep you informed about. The Trustees and the Executive are looking at ways we can fund the Charity going forward, I would like to thank all those here today for your support. Thank you. | RM |
|  | Report from Outreach | As at February 2020  This is a collaboration project within South Yorkshire to provide a voice for the veterans across the region through increasing awareness of services available to them via the Military Community Veteran Centre’s Outreach Trailer.  Since the project launch at the end of April and November 2019 the van has been deployed on 30 occasions across the four authorities, supported by volunteers from Rotherham Military Veterans Community Centre (MCVC) accumulating in excess of 500 man-hours to the project.    During that period, it is estimated, by those that have booked the van, that we have had exposure to circa 171,500 members of the public at various events with engagement from veterans ranging from just a quick chat to signposting to the various organisations available to the veteran.    2020 shows an excellent start to the year with 11 confirmed bookings to date but there is more to be done.  I have put together some ideas on how we might best utilise the vehicle to take full advantage of its potential:     * **Where is the footfall?**   (The van is considerably easier to deploy, perhaps we could consider its placement for a few        hours rather than a whole day.)     * **Market Days**   (What days are the markets open and could we position the vehicle in a prominent place on those days?)     * **Transport Interchanges**   (Are we able to position the van during main rush hour periods?)     * **Motorway Service Areas**   (Woodall Services, Woolley Edge, Blyth and Doncaster North are available on main routes in South Yorkshire (M1, M18, A1 etc).)     * **Regimental Associations**   (These are often hard to reach and engage with. Existing contact lists require updating and briefings on the AFC and veterans affairs needs to be provided via monthly meetings/breakfast clubs.)     * **Media Strategy**   (Keeping the outreach work in people’s interest and looking at keeping us in the public eye until we get out on the road more prominently in the spring.)     * **Emergency Services**   (A good number of ex service personnel work within them, what associations do they have.)    ​It would be great to bring any of these ideas to fruition but without the support of the SY Councils and AFC Group Members from across South Yorkshire, we find ourselves presenting as MCVC and the services it offers.    **Booking the Vehicle & Trailer**    Both the vehicle and trailer are available to be booked by Local Authorities, Military Charities and Associations and non-profit making organisations. If an organisation does not fall into these categories the request will be considered if the event supports the Military Veterans Community.  Volunteers must be provided by the organisation booking the vehicle/trailer to staff it for the full period of the event.  The final decision for approving the request for the vehicle/trailer will remain with the Veterans Outreach Project Manager. | KC |
|  | Fin | The financial report for the period ending 31 August has been circulated and placed on website and notice boards for the last 2 weeks. In addition, the auditors’ independent financial statement with observations on the accounting period have been circulated to the board and executive.  The treasurer was invited to provide the background to the last accounting period. The reports are attached to these minutes. Some of the detail was questioned and the Fin Cttee undertook to review the report in more detail. In particular improvements need to be made on the timeliness of the reports to the board. In addition, the accuracy of the information is critical. Finally, the treasurer needs to adopt a more open and inclusive operating system and particularly needs to ensure that the payment of the charities statutory liabilities are paid promptly avoiding any interest payments on overdue HMRC payments.  The fin report up to 31 Aug 19 was agreed and we adopted the accounts as a true and accurate record.  The board was to nominate an independent auditor for the next fin year. The value for money aspect of previous arrangements was discussed and it was agreed to provide the fin cttee additional time to investigate alternative providers.  In summary AH provided the fol statement:  The management of our financial affairs has recently lacked the precision and rigour which is vital to our fiscal repute and frustrates strategic planning for future spending in support of our mission statement. In particular it is vital that we reconcile our account monthly and promptly pay our statutory liabilities. Gift Aid remains a considerable unrealised income stream. | CB |
|  | Trustees Q’s | None |  |
|  | Chairman of Trustees Report | AGM is traditionally a mtg to elect officers of the charity. MM was pleased to report that with one exception the trustee board will remain unchanged for the next year.  In keeping with the guidance from CC, COBSEO we need to have allocated specific tasks to trustees. MM proposed the following appointments:   * JD – Vice chair and chair of the nominations cttee * TC – Nominations cttee * ZR – Community engagement LO with RUSCT * CB – Treasurer * AB – Chairman of the Finance committee * SR – QA and Finance Cttee * RH – not allocated at this meeting.   MM was pleased to report that the nominations committee had a number of potential trustees on the talent bench, and they would report back to the board with recommendations at the next meeting.  MM reported on the recent formation of an events and fundraising committee which reports directly to the Chairman (RM)  The board was asked to support an MCVC awards night. The aim was to have an annual event to formally recognise those volunteers who had provided noteworthy service throughout the year. Nominations will be taken from the group and the nominations Cttee (+) will be convened to select those who are most noteworthy.  In addition to those nominations it was also announced that Lt Col McPherson is handing over as the chairman of the trustee board to Maj Hunt.  MM thanked the trustee board for their support, commitment and dedication to the charity which has been pivotal in the charity becoming class leading. This is evidenced by the request from ASDIC for the MCVC to become the regional coordinator of drop in and breakfast club groups. In addition, we have recently been awarded the AFC Employer Recognition Scheme, Bronze Award. MM offered the grateful thanks of the charity to KC who was the single driving force in achieving this national award. MM also stated that the MCVC is well placed to continue to thrive long after his departure. The charity is well governed, well organised and provides vital safe space for us all to meet each Friday. The outreach activity will change, and it is not clear what shape the evolving outreach activity will take. MM has been immensely proud of all of those who have given their time in support. Of particular note Bill has been a magnificent ambassador for the MCVC in General and the outreach in particular. MM expressed his gratitude to RM for his considerable commitment to the MCVC as our chairman – giving his time willingly and freely in our support. MM also commented on the significant contribution made to the outreach project by JO who work so hard to set up the program and KC who has invested so much to its continuing success.  MM then formally handed over the chairmanship of the MCVC board to AH and thanked all present for their support and friendship over a number of years. | MM  Agreed |
|  | Points from the trustees | AH thanked MM for his commitment and wished him well in his future ventures. |  |
|  | Points from the floor | * TC asked for a vote of thanks to RM (and Sally) for the considerable unseen work on behalf of the charity * The benefit of having a PA system to aid those with hearing loss * Visibility of the outreach grant fund and an outline of the future of the S Yorks outreach project * The impact of changing our postal address   All of the above was noted and satisfactory responses provided as accurately as was possible. Work to continue the outreach project was ongoing but predominantly this was led by RMBC with MCVC carrying out the task on behalf of the four council groups. |  |
|  | AoB | AH addressed the fol points:   * ASDIC – regional coordination role. * COBSEO – Membership for 2020 - £65 – agreed? | AH |
|  | Closing remarks | The Chairman thanked all those attending and those who had contributed by email for their time and commitment and support.  The meeting concluded at 1210 | AH |
|  | Dates of next mtg. | Will be in June – date to be announced in due course | All |