



## **HARWELL CHILTON & CULHAM WELFARE FUND**

### **ANNUAL GENERAL MEETING: K2/1 LLEWELLYN-SMITH ROOM CULHAM**

**Date** 3 February 2015

**Present** Elizabeth Mansfield - EM (UK Atomic Energy Authority, Chair HCCWF),  
Pat Sagar – PS (UK Atomic Energy Authority – TU) Secretary to this Meeting  
Richard Bowen – RB (Babcock International)  
Jane Smithard – JS (HPA)  
Graeme Stonell – GS (RSRL)  
Susan Humphreys – SH (STFC)  
Graham Toplis - GT (STFC)  
Jane Treavis – JT (Treasurer)  
John Wilkins – JW (President), Chair of this Meeting

### **Apologies**

None

## **MINUTES**

### **1 ACCEPTANCE OF AGENDA**

Meeting confirmed acceptance of agenda

### **2 MINUTES**

The Minutes of the previous AGM, held on 3<sup>rd</sup> February 2014, were accepted.

### **3 ACTIONS & MATTERS ARISING**

AGM 13/01: JW has produced a Risk Analysis during 2014, which should be reviewed at regular intervals for updates, e.g. at least annually at the AGM. Closed  
AGM 13/02 JT/MW Follow up un-presented DIS cheques – these have all cleared - Closed  
AGM 13/03 EM confirmed that an official thank you had been sent to LF for her previous service to the committee. – Closed  
AGM 13/04 JT confirmed the trustees details had been updated on the Charity Commission website – Closed.

There were no outstanding Actions or Matters Arising.

### **4 CHAIR'S ANNUAL REPORT FOR 2014**

EM reported another successful year for the fund. After the previous year when a lot of discussion was based on developing procedures to replace those previously undertaken by Chilton Counselling, this year focused on the varied cases that had come in during the period. Along with requests for financial help, the committee also gave informal help on a further case that allowed for the individual to access funds that were already available to them through the Pensions service. Christmas and Death in Service grants were also provided from information received by individual organisations' HR services. The Chairman reported that the use of email discussions on individual cases prompted an early outcome for applications that had come in through the year and the meeting agreed that this practise should continue.

## 5 TREASURER'S REPORT FOR 2014

JT made the following report

- Christmas Grants - ~8 paid out for Christmas 2014 amounting to £1550 which has all cleared through the bank.
- Death in Service Grants – 4 grants paid out in 2014 totalling £800
- Special Grant – A further grant of £1000 was also paid out during the year
- Loans – 3 Loans were outstanding at the beginning of 2014
  - 6/2008 – cleared in March
  - 2/2013 – cleared in October (earlier than expected)
  - 1/2006 – still outstanding. The payments continue to be erratic; payments of £700 had been received during the year, reducing the balance from £2100 to £1400 c/fwd into 2015.

Donations have decreased slightly again this year from £580.13 to £571.44 as previous contributors have left and not been replaced. The meeting thought that this could be that individual pay services are reticent to administer deductions directly from salaries. The meeting discussed other forms of fund raising that could be undertaken in the separate organisations; EM will propose our charity to be placed on the list as a recipient of the book sales held on the Culham site. **(ACTION 14/01)**

- The petty cash balance remained at £13.32.
- The opening balance on the current account was £3882.06 and the closing balance at 31<sup>st</sup> December 2014 was £3376.45
- The opening balance of the deposit account was £23466.76. Interest during the year was £220.58. Closing balance at 31<sup>st</sup> December 2014 was £23687.34

If there is a requirement for another loan or several grants it might be necessary to bring some money back from the deposit account during 2015. The meeting agreed that as interest rates were still low at the moment the impact of the loss of interest if the 90 day notice period could not be given was negligible.

The accounts would be handed over to the independent examiner for verification.

## 6 APPOINTMENTS

The President thanked all continuing and past committee members for their support during the last year and appreciated the effort shown to the fund especially with the added time constraints from their daily commitments.

Thanks go to Miriam Walters and Chris Manning from STFC who left during the year and were succeeded by Susan Humphreys and Graham Toplis.

All other trustees confirmed they were willing to continue. JT flagged up that she would not continue indefinitely as Treasurer, but would give ample notice for a successor to be found. A revised appointments table is shown as an appendix to these minutes.

The following officers of the fund were duly re-elected:

Chair – EM

Treasurer – JT

Vice Chairman – remains vacant at this time

(President – JW remains in office)

## 7 TRUSTEE CHARTER

All trustees attended today's meeting and duly signed the charter for 2015. It was proposed that the charter will be signed by continuing trustees at the start of each year.

## **8 ANY OTHER BUSINESS**

JW proposed, and the members agreed, that a meeting organiser should be appointed for subsequent meetings. It was suggested that the host organisation holding the meeting should volunteer an officer to arrange venue facilities and circulate documents so that the Chair was relieved of the responsibility for making such arrangements in future

**John Wilkins, HCCWF President**  
**Elizabeth Mansfield, HCCWF Chair**  
**Pat Sagar, Minutes**

**21<sup>st</sup> April 2015**

## ACTION LIST

ACTION NO.	WHO	DESCRIPTION	STATUS
AGM 14/01	EM	Request fund should be added to list of charities to benefit from Culham charity book sale	New

## **APPENDIX**

**HCCWF APPOINTMENTS** as agreed at AGM on 3 February 2015.  
The Table below shows the date and period of appointment.

Post	Current appointee	Date appointed	Period of appointment#	Comments
			3 years unless stated otherwise	
Committee Member	Richard Bowen	Feb 2014		
	Susan Humphreys	Feb 2015		
	Elizabeth Mansfield	Feb 2015		Appt renewed at AGM
	Patricia Sagar	Jan 2013		
	Jane Smithard	Jan 2013		
	Graeme Stonell	Feb 2014		
	Jane Treavis	Feb 2015		Appt renewed at AGM
	Graham Toplis	Feb 2015		
Chair	Elizabeth Mansfield	Feb 2015	1 year	
Deputy Chair	Vacant		(1 year)	
Treasurer	Jane Treavis	Feb 2014	2 years	
President	John Wilkins	Oct 2013	2 years	Appointed by the Committee. Committee to consider appointment in October 2015

# Taken from HCCWF Rules & Constitution October 2013. Date in brackets not specified in rules.