



## HARWELL CHILTON & CULHAM WELFARE FUND

### ANNUAL GENERAL MEETING: K1/0/36 MEETING ROOM CULHAM

**Date** 31 January 2017

**Present** Mike Bellinger - MB (UK Atomic Energy Authority)  
Elizabeth Mansfield - EM (Chair HCCWF),  
Pat Sagar – PS (UK Atomic Energy Authority – TU) Secretary to this Meeting  
Graeme Stonell – GS (MAGNOX)  
Jane Treavis – JT (Treasurer)  
John Wilkins – JW (President), Chair of this Meeting

#### Apologies

Richard Bowen – RB (Cavendish Nuclear)  
Susan Humphreys – SH (STFC)  
Jenny Smith – JS (PHE)  
Graham Toplis - GT (STFC)

## MINUTES

### 1 ACCEPTANCE OF AGENDA

The President welcomed the attendees to the AGM and received confirmation from the meeting of the acceptance of agenda.

### 2 MINUTES

The Minutes of the previous AGM, held on 9 February 2016, were accepted.

### 3 ACTIONS & MATTERS ARISING

- AGM 15/01: EM reported that she and the Treasurer had tried to find a trend in contributions but the figures available from individual organisations did not give a significant result – **Closed**
- AGM 15/02: JT has contacted both Lloyds and Scottish Widows to amend signatories on the HCCWF accounts – **Closed**
- AGM 15/03: EM has been in contact with GT regarding the signing of the Trustee Charter who unfortunately has had to stand down as a current Trustee. - **Closed**
- AGM 15/04: EM reported that S Fowler declined the offer of taking up the Treasurer's role – **Closed**

There were no outstanding Actions or Matters Arising.

### 4 CHAIR'S ANNUAL REPORT FOR 2016

EM thanked Pat Sagar, who is retiring, for her work on the committee, and welcomed Mike Bellinger who has agreed to join from UKAEA.

She also thanked the trustees for their continued work and participation during the year and appreciated the time constraints the members were under from their current workloads.

The Chair reported that, although it was disappointing not to complete one request for financial help (due to the potential claimant's failure to provide sufficient information), we have received

thank you messages from some of the 4 Death in Service and the 10 Christmas grants that were awarded throughout the year; this continued appreciation of the work of the charity is always welcome.

The web site was still causing concern over the inability to transfer the domain account contact to the current HCCWF officers, efforts continued to rectify the problem, so that the domain name could be used on a future new web site.

The Fund has been successful in establishing and retaining links with other charities such as the NIBF and SSAFA and publicising our charity through local organisations and publications.

The President thanked EM for her successful role as chair throughout the year. He also acknowledged the effort that EM had made in successfully bringing a long-standing loan to completion.

## **5 TREASURER'S REPORT FOR 2016**

JT presented the financial report for 2016

- Christmas Grants - £1025 Christmas grants from 2015 cleared in January 2016. £2300 of grants were raised in December 2016, of which £1850 cleared in the same month.
- Death in Service Grants – There were 4 DIS grants during the year. Two cleared in 2016, which had been raised in 2015.
- Loans – The final loan (ref. 1/2006) had been paid off during the year. The recipient overpaid by £200, which they donated to the Fund.
  - Donations totalled £993.16 of which £500 were three anonymous payments through CAF.
  - The petty cash balance remained at £13.32.
  - Lloyds current account opening balance as at 1.1.2016 was £6437.42.

Closing balance at 31.12.2016 was £3465.58.

- Scottish Widows deposit account opening balance as at 1.1.2016 was £20846.54. Interest during the year was £93.82. Closing balance at 31.12.2016 was £20940.36.

The interest on the deposit account remains low, especially when you compare it to current account interest rates advertised by some high street banks, but these advantageous rates are unlikely to be offered to a charity account. The meeting agreed that in the current financial climate, and considering some banks charge Charity accounts transaction fees, there was no need to investigate a change from the Scottish Widows account.

JT reported that the Christmas grants were sent out earlier in December 2016 than in 2015, due to the well-timed help and information from the individual organisations.

The accounts are subject to verification by the independent examiner. Any issues arising would be reported to the next committee meeting.

## **6 APPOINTMENTS**

The President thanked the Chair and Treasurer for their reports and expressed his appreciation to the committee for the responsible and diligent way they have endeavoured to bring successful conclusions to the requests for help. He welcomed Mike Bellinger (the new representative for UKAEA, who will replace Pat Sagar). EM confirmed that Graham Toplis from STFC would be standing down due to time commitments; all other trustees had indicated their willingness to continue; the meeting confirmed their appointments.

EM agreed to continue in the role of Chair and JT confirmed she is happy to continue as Treasurer with the proviso that a replacement will be found in due course, so that they gain experience as a trustee before taking on the appointment.

The meeting also expressed concerns that STFC would now be under represented and it would be advantageous to replace the now vacant position after GT's resignation. The attendees agreed to try to find others from their organisations who may be willing to stand on the committee, and this would be addressed at future committee meetings.

The President confirmed that 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

A summary of the appointments is shown at Appendix A

## 7 TRUSTEE CHARTER

All continuing trustees attending today's meeting signed the charter for 2017. Those absent from the AGM will be asked to sign at the next committee meeting.

## 8 RISK REGISTER

JW presented V3 of the Risk Register and Scoring Matrix dated 3rd January 2017. The following actions were discussed:

G3 work pressures on committee members – Although the inappropriate governance is unlikely, the work commitments on members is not a trivial issue. There could be a problem if pressures cause low attendance, resulting in a meeting being non-quorate. Current members have suggested some possible new appointments – No further action required at the moment.

Op1 Lack of Contributions – The bank balances show no sign of a problem at the moment. With the remains of a long outstanding loan and additional donations being made this year the meeting considered that, even with an increase in grants it is likely that funds should be available for approximately 6 to 7 years. If the accounts start to show that outgoings reduce the balances significantly then the item should be reviewed. Regular treasurer's reports would highlight any concerns. The committee also agreed that if no applications for loans were made within a 3-year period then a review of the fund should be made.

Op5 Non repayment of loans – There are currently no outstanding loans

Op9 Emergency access to financial records – The current Chair and Treasurer have access to all financial records and storage. Concerns were discussed with the backup devices used and the storage of all data in one location, it was thought that other media could be employed, i.e. backups made to Cloud services: periodic backups to additional usb device kept by other officers in addition to the treasurer. – **Action AGM2017/M1/01**

PP2 WEB site to be re-established – continuing action is being taken to resolve domain issues and will be addressed through committee meetings.

L5 Legal challenge to faulty equipment – It is unlikely that the Fund would supply equipment, but a recommendation that our funds should be for equipment meeting an appropriate standard, or based on professional advice, could be made.

*Note added after meeting: the Risk Register was updated following the meeting, for circulation with the Minutes.*

## 9 ANY OTHER BUSINESS

JW and EM thanked everyone for their contributions during the year, wishing PS well for her retirement and thanks to MB for joining.

**John Wilkins, HCCWF President**  
**Elizabeth Mansfield, HCCWF Chair**

**V1, 16/02/17**

**V2, 17/02/17**

**V3, 27/02/17**

## ACTION LIST

ACTION NO.	WHO	DESCRIPTION	STATUS
AGM2017/M1/01	EM & JT	Review backup media and location of data storage of additional copy of financial records in event that 1 <sup>st</sup> location not accessible.	New action

## APPENDIX A

### HCCWF APPOINTMENTS as agreed at AGM on 31 January 2017

Post	Current appointee	Date appointed	Period of appointment#	Comments
			3 years unless stated otherwise	
Committee Member	Mike Bellinger	Feb 2017		
	Richard Bowen	Feb 2017		
	Susan Humphreys	Feb 2015		
	Elizabeth Mansfield	Feb 2015		
	Jenny Smith	Jan 2016		
	Graeme Stonell	Feb 2017		
	Jane Treavis	Feb 2015		
	<b>STFC Vacancy</b>			<b>Committee to identify a new member from STFC.</b>
Chair	Elizabeth Mansfield	Feb 2017	1 year	
Deputy Chair	Vacant		(1 year)	<b>Need for appointment to be kept under review by the committee.</b>
Treasurer	Jane Treavis	Feb 2016	2 years	
President	John Wilkins	Oct 2015	2 years	Appointed by the Committee who agreed appointment in October 2015.

# Taken from HCCWF Rules. Date in brackets not specified in rules.