



## HARWELL CHILTON & CULHAM WELFARE FUND

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

**Date** 9 February 2016

**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)  
Susan Humphreys – SH (STFC)  
Jenny Smith – JS (PHE)  
Graeme Stonell – GS (MAGNOX)  
Jane Treavis – JT (Treasurer)  
John Wilkins – JW (President), Chair of this Meeting

#### Apologies

Graham Toplis - GT (STFC)

## 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 2015, were accepted.

### 3 ACTIONS & MATTERS ARISING

AGM 14/01: EM confirmed that the fund has been added to the list of charities to benefit from Culham charity book sale – Closed

There were no outstanding Actions or Matters Arising.

### 4 CHAIR'S ANNUAL REPORT FOR 2015

EM thanked Jane Smithard who resigned during the year for her work on the committee, and welcomed Jenny Smith from PHE who has agreed to join the committee.

One of the main focuses for the year was on reviewing the fund rules to encapsulate the changing structure of organisations and their eligible current and previous employees.

Emphasis has also been placed on publicising the fund in local publications and organisations including Citizens Advice Bureau and Age UK.

A future issue may be to review the composition of the committee, including the balance between retired and working members. It was noted that work pressures made it more difficult for staff to support the fund. We need to retain the current demography of trustees currently working for each organisation; this aids communication with individual HR departments for relevant information on those that need our help, i.e. Death in Service and Christmas grants.

Although individual requests for our help have fallen, it has been confirmed from the acknowledgements received by those who have received discretionary grants, that our services are greatly valued

## 5 TREASURER'S REPORT FOR 2014

JT presented the financial report for 2014

- Christmas Grants - £1375 of grants were raised none had cleared by 31.12.2015. However, at the time of the meeting most have now been cleared but there are still 2 outstanding. JT confirmed that she will monitor the situation on these remaining items.
- Death in Service Grants – £1350 were raised during the course of the year of which £800 had cleared by 31.12.2015.
- Loans – 1/2006 loan remains outstanding with irregular payments being made.

Regular donations have decreased again this year however an anonymous online donation of £100 has been made to the fund. The meeting raised the question of how many donations are being received from our organisations, JT confirmed that individual data is not made available to her and the income is made as one figure, however she did agree to create a graph on the historic contributions made by each organisation to see if they are following a significant trend.

### (ACTION 15/01)

- The petty cash balance remained at £13.32.
- The opening balance on the current account was £3376.45 and the closing balance at 31<sup>st</sup> December 2015 was £6437.42. This reflects money that was moved from the deposit account to cover Death-in Service and Christmas grants and, as at 31.12.2015, none of the cheques had been presented.
- The opening balance of the deposit account was £23687.34. Interest during the year was £163.63. Closing balance at 31<sup>st</sup> December 2015 was £20850.97.

This reflects the necessity to bring some money back from the deposit account to cover some of the grants during 2015. The interest rate has gone down again but the meeting agreed there was little chance of finding a more favourable interest rate.

The accounts would be handed over to the independent examiner for verification, which should include sufficient details of individual case loans and grants so it was clear that the payment had been made to the appropriate person.

## 6 APPOINTMENTS

The President thanked the Chair and Treasurer for their reports and expressed his appreciation of both current and past committee members for their continued support during the last year especially with the increasing time constraints from their daily commitments. He also welcomed Jenny Smith the new representative for PHE who had temporarily stood in for Jane Smithard on her departure during the year. He asked, and the meeting agreed, to ratify JS membership for the next three years. PS, whose period of appointment was up for renewal agreed to continue as a member. EM agreed to stand as Chair and JT to continue as Treasurer. All appointments were agreed by the meeting with no objections. All other trustees confirmed they were willing to continue with their current appointments.

Both the Chair and Treasurer announced that the meeting should look to recruit future members from within the organisations to work alongside the current officers so that a significant period of settlement could take place before being asked to take on increased duties. EM would approach Stephen Fowler at STFC to see if he would be interested in the Treasurer's role

### (ACTION 15/04)

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 given in Appendix A

## 7 TRUSTEE CHARTER

All trustees attended today's meeting and duly signed the charter for 2016. It was proposed that the charter will be signed by continuing trustees at the start of each year. EM agreed to contact GT, who was absent from this meeting, in order to get his signature (**ACTION 15/03**).

## 8 RISK REGISTER

JW presented V2 of the Risk Register and Scoring Matrix dated 2<sup>nd</sup> January 2016. Although there are no major changes to this version the meeting discussed the following actions:

G1 Review of rules – JW Nov 2015 updates to the proposed rules was distributed to the committee in email 12 January 2016 for discussion. If time constraints are incurred during the following committee meeting the members will be asked for their comments via email.

Op1 Lack of Contributions – Currently there seems to be no crisis of funds. JT has agreed to furnish a trend report (see action 15/01) for further discussion.

Op4 Fraud causing lack of funds – JT confirmed that she has spoken to Lloyds who are willing to set up a process where a delegate requests the funds for electronic payment which are not authorised until confirmed by the Treasurer, this will be covered on completion for a new form available from the bank. It was agreed that with the very small use of electronic payments and the fact that it was only the current account which could be accessed in this way no further action should be taken at this time. Currently cheques have to be signed by two out of the three designated signatories currently EM JT and GS.

On speaking to Scottish Widows (Deposit Account) JT reported that they still had Kerry Broom and Chris Manning as signatories who are no longer committee members and Trustees. Changes can be made by completing a form available from their web site accompanied by an official set of minutes stating the officers have left. JT agreed to download the form for presentation at the 10th May 2016 Committee meeting and to review Scottish Widows signatories (**ACTION 15/02**).

Op9 Emergency access to financial records – EM confirmed that she had received from JT all relevant credentials needed to access bank accounts and other related information. In the event that the Chair needs urgent access to written records then JT has made further arrangements that EM receive every possible assistance to access relevant fund information. Work to develop a simple procedure to cover handover is ongoing.

PP2 WEB site to be re-established - EM confirmed that she had written to Firstserv in order to get control of the [www.hccwf.com](http://www.hccwf.com) domain without success. Further action will be followed up in the following committee meeting. The importance of resolving the web site issues was emphasised.

## 9 ANY OTHER BUSINESS

JW President and Chair of this meeting and thanked everyone for their contributions during the year.

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

**10<sup>th</sup> February 2016**

## ACTION LIST

ACTION NO.	WHO	DESCRIPTION	STATUS
AGM 15/01	JT	Report on historic contributions made by each organisation to see if they are following a significant trend.	New
AGM 15/02	JT	Contact both Lloyds and Scottish Widows to amend signatory procedures for accessing HCCWF accounts	New
AGM 15/03	EM	Graham Toplis to sign Trustee Charter	New
AGM 15/04	EM	Contact S Fowler at STFC re Treasurer's role	New

## APPENDIX A

**HCCWF APPOINTMENTS** as agreed at AGM on 9 February 2016.  
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		
	Patricia Sagar	Jan 2016		Appt renewed at AGM
	Jenny Smith	Jan 2016		Appt approved at AGM
	Graeme Stonell	Feb 2014		
	Jane Treavis	Feb 2015		
	Graham Toplis	Feb 2015		
Chair	Elizabeth Mansfield	Feb 2016	1 year	Appt approved at AGM
Deputy Chair	Vacant		(1 year)	
Treasurer	Jane Treavis	Feb 2016	2 years	Appt approved at AGM
President	John Wilkins	Oct 2015	2 years	Appointed by the Committee at meeting held 27/10/2015

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