



## HARWELL CHILTON & CULHAM WELFARE FUND

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

**Date** 13 February 2018

**Present** Mike Bellinger - MB (UK Atomic Energy Authority)  
Richard Bowen – RB (Cavendish Nuclear)  
Elizabeth Mansfield - EM (Chair HCCWF)  
George Ryall – GR (STFC, TU)  
Jenny Smith – JS (PHE)  
Graeme Stonell – GS (MAGNOX)  
John Wilkins – JW (President), Chair of this Meeting

Katherine Lord – KL (UKAEA HR, Guest)

**Apologies** Susan Humphreys – SH (STFC)  
Jane Treavis – JT (Treasurer)

## MINUTES

### 1 CONFIRM RE-APPOINTMENT OF PRESIDENT

The President's appointment had been due for renewal in October 2017, but had been overlooked at the last Committee meeting. JW confirmed that he was happy to continue and it was agreed by all present that his appointment should be renewed for a further 2 years. Following this, JW then took the Chair for items 2 – 9.

### 2 ACCEPTANCE OF AGENDA

The draft Agenda circulated on 12 February was accepted.

### 3 MINUTES

The Minutes of the previous AGM, held on 31 January 17, were agreed (Version 3 dated 27/02/17).

### 4 ACTIONS & MATTERS ARISING

There had been one Action (AGM2017/M1/01), to review the back-up media and storage arrangements for financial records. JT and EM had instituted a system whereby each quarter's financial records were copied to two USB sticks, held by both the Treasurer and Chair. The Action was deemed complete.

### 5 CHAIR'S ANNUAL REPORT FOR 2017

EM gave her report on the fund's activities in 2017, highlighting the following points:

- The launch of a new website had been a major achievement and had already proved successful in enabling applications for assistance. In response to a question, EM agreed to ask Perfect Web Design for data on the number of 'hits'. **Action AGM2018/M1/01**
- The Fund had received one application for assistance that had been completed within the calendar year. A gentleman on reduced pay due to long-term sick leave was struggling, especially with significant travel costs to attend hospital appointments. The Fund had given a Grant and also referred him to The Nuclear Industry Benevolent Fund (TNIBF) who had also provided financial assistance.

- Four Death-in-Service (DIS) Grants had been paid out during the year. These included one case from PHE, brought to the Fund's attention belatedly and which had involved someone who had died shortly after being medically retired. Although this case was not technically a DIS, the Trustees had exercised their discretion to assist the young widow and small child. The Trustees had agreed to discuss this strategy more fully in the Committee meeting scheduled to follow this AGM.
- Eight Christmas Grants had been paid to those employees on reduced income due to long-term sick leave.
- Challenges proposed for 2018 were to secure a successor to the Treasurer (hopefully already in motion), to promote the Fund more proactively in the eligible organisations and to review the application form and process with a view to simplifying it.

EM thanked the Trustees for their continued involvement with and commitment to the Fund.

There was a discussion of the continuing value of the Fund and the role it should play. All agreed that the Fund still had a valid role and that the assistance provided was appreciated. It was noted that signposting to other agencies could prove as valuable as providing direct financial support.

## **6 ANNUAL ACCOUNTS & FINANCIAL REPORT 2017**

JT had prepared the Annual Accounts and EM had prepared the accompanying Financial Report and had arranged the Independent Examination of the Accounts. With one minor correction, the Accounts had been signed off by the independent examiner. In the absence of the Treasurer, EM presented the Accounts and Report. There was a discussion concerning falling income from current employees – by way of deductions from pay – and it was accepted that, although the principal organisations could still offer this service, it had become unfashionable for employees to enter this arrangement. It was agreed to point out that donations were always welcome and recommend bank standing orders, as part of the planned publicity initiative. After some discussion, it was agreed not to approach the principal organisations directly, to request corporate contributions to the Fund. The Accounts and the Financial Report would be published on the website; EM to arrange at the same time as **Action AGM2018/M1/01**

## **7 STATISTICS**

EM presented updated statistics as follows:

- Donation income – small reduction between 2016 and 2017, included two anonymous donations via the Charities Aid Foundation.
- One Grant awarded in 2017 after two years with no assistance given.
- Four DIS Grants given, for the fourth consecutive year.
- The number and total value of Christmas Grants had fallen from 10 (£2300) in 2016 to 8 (£1600) in 2017. Note that Grants differ in value depending on the reduced pay status of the individual concerned.

## **8 RISK REGISTER**

JW had drafted an update of the Risk Register (Version 4). RB suggested that L2 (risk of Data Protection non-compliance) should be especially reviewed in the light of impending changes to the law. There was also an impact on Op6, where in future the Fund would need to seek an applicant's explicit permission to check their eligibility with any 3<sup>rd</sup> party. JW suggested the onus should be on the applicant to provide proof of eligibility in the first instance. GR suggested that the wording of Op2 could be misconstrued and perceived negatively; JW agreed to revise it. JW would amend the draft Risk Register V4, for circulation with the Minutes of this meeting. **Action AGM2018/M1/02**

## **9 APPOINTMENTS**

All Committee members due for re-appointment had indicated their willingness to continue, prior to the meeting, and were duly elected. As GR had initially been appointed in May 2017, his term of appointment was adjusted to bring it in line with AGM timing. JT had indicated that she would like to remain a Committee member, but to step down from the post of Treasurer. Simon Row (SR) from Magnox at Harwell had been approached and had agreed to take on the role, but not for another ~2 months. It was therefore agreed that JT would be re-appointed Treasurer in the interim

and the target date for handover of the role would be the May Committee meeting. As SR was not known by all Trustees, EM agreed to ask him to supply a short resumé of his work history on the Harwell and Culham sites. **Action AGM2018/M1/03**

The Fund had been without a Deputy Chair for some time and JS agreed to take on this role, with the caveat that she may have a particularly busy period later in 2018.

The updated list of Appointments is shown at Appendix A.

## **10 TRUSTEE CHARTER**

All those present signed the Trustee Charter for 2018. Those not present would be asked to do so at the next Committee meeting.

## **11 ANY OTHER BUSINESS**

JW extended his thanks to all for their continued efforts on behalf of the Fund and wished to record good wishes for a speedy recovery to JT.

**John Wilkins, HCCWF President**

**Elizabeth Mansfield, HCCWF Chair**

**V1 16 February 2018**

**V2 26 February 2018**

## ACTION LIST

<b>ACTION NO.</b>	<b>WHO</b>	<b>DESCRIPTION</b>	<b>STATUS</b>
AGM2018/M1/01	EM	Ask PWD for data on website hits	NEW
AGM2018/M1/02	JW	Update Risk Register	NEW
AGM2018/M1/03	EM	Ask Simon Row to provide brief resumé	NEW

## APPENDIX A

### HCCWF APPOINTMENTS as agreed at AGM on 13 February 2018

<b>Post</b>	<b>Current appointee</b>	<b>Date appointed</b>	<b>Period of appointment 3 years unless otherwise stated</b>	<b>Comments</b>
<b>Committee Member</b>	Mike Bellinger	Feb 2017		
	Richard Bowen	Feb 2017		
	Susan Humphreys	Feb 2018		
	Elizabeth Mansfield	Feb 2018		
	George Ryall	May 2017	~2.75	
	Jenny Smith	Feb 2018		
	Graeme Stonell	Feb 2017		
	Jane Treavis	Feb 2018		
<b>Chair</b>	Elizabeth Mansfield	Feb 2018	1 year	
<b>Deputy Chair</b>	Jenny Smith	Feb 2018	1 year	
<b>Treasurer</b>	Jane Treavis	Feb 2018	2 years	
<b>President</b>	John Wilkins	Oct 2017	2 years	