



**THE MINUTES OF THE ANNUAL GENERAL MEETING OF THE
CORNWALL MOBILITY CENTRE HELD ON TUESDAY 25 JULY 2017**

Present:	Mr P Peace	Vice-Chairman (in the Chair)
	Mr T Fry	Treasurer
	Lord St Levan	President
	Dr M Abban	
	Mrs A O' Shea	
	Mr S Blamey	Chief Executive and Company Secretary
In Attendance:	Mrs G Grace	Deputy Centre Manager/Finance
	Miss G Breen	Minutes
	Ms Caron Hucknall	Staff Representative
Apologies:	Professor C Roberts	Chairman
	Mrs C Gilmore	
	Mr C Nicholls	
	Mr G Squibb	
	Mrs T North	

One member of the public was present.

17/7/1 APOLOGIES FOR ABSENCE

17/7/1/1 Apologies had been received from CR, CN, TN, GS and CG.

17/7/2 WELCOME AND INTRODUCTIONS – OPEN AGM

17/7/2/1 PP welcomed the President, Lord St Levan, Scott Bentley from PFK Francis Clark Auditors, Simon Blamey as our new CEO and Mr Beresford, member of the public.

17/7/3 TO APPROVE THE MINUTES OF THE MEETING HELD ON 27 JULY 2016

17/7/3/1 Mrs O'Shea should have been included on the list of attendees. The minutes were then approved.

17/7/3/2 Mr Beresford asked if the minutes of the AGM were made public. SB explained that the minutes were not currently made public but that publishing the minutes would be looked into. MA suggested the minutes should be approved by the Board before publication. **This was agreed unanimously.**

Action: SB

17/7/4 TO RATIFY THE ANNUAL REPORT AND AUDITED ACCOUNTS FOR YEAR END 31 MARCH 2017

17/7/4/1 PP proposed that the department name 'Driving Mobility' should be changed to 'Driving and Assessments Department. **This was agreed unanimously.**

Action: SB

17/7/4/2 Scott Bentley from the Auditors, PK Francis Clark, presented the Audited Accounts for the year end 31 March 2017.

Both the Annual Report and Audited Accounts were approved unanimously.

17/7/4/1 AUDITORS' SALIENT FEATURES DOCUMENT

Mr Bentley presented the Audit Completion Report for the year ended 31 March 2017 and raised the following points:

- Cost of salaries exceeding secondment income relating to income received in relation to Driving Mobility using Cornwall Mobility's CEO where, since year end, the income received was lower than the salary paid by Cornwall Mobility. SB explained that this had occurred due to the initial secondment period being extended. In future, adjustments to salaries will be paid back to Cornwall Mobility.
- Adjusted errors – additional funding on DfT grant – this was confirmed following the audit.
- Financial highlights – performance had improved on the previous year with a reduction in the overall deficit from £61k to £39k. The increase in income related mainly to a £46k increase in vehicle adaptations and a £34k increase in DfT funding during the year. The investment portfolio performed well during the year with an overall gain of £40k during the year, compared to a loss on investments of £15k in the previous year. The most notable changes in costs were a £76k increase in wages costs, £37k increase in direct purchases and £11k increase in the write off of obsolete stock.

17/7/4/1 PP thanked Mr Bentley for his presentation.

17/7/5 TO CONSIDER ROTATIONAL RETIREMENT AND RE-ELECTION AS PER ARTICLES OF ASSOCIATION

17/7/5/1 To consider rotational retirement and re-election as per Articles of Association: to retire and stand for re-election: PP and TF. MA took over as Chairman of the meeting and asked PP and TF if they would be prepared to stand for re-election. Both agreed to stand and **the motion was carried unanimously.**

17/7/6 MOTION TO RE-APPOINT AUDITORS – FRANCIS CLARK

17/7/6/1 SB explained that the Finance Sub Committee had reviewed the appointment of Auditors and, following a competitive tendering process, recommended that Robinson Reed Layton should be appointed as Auditors. **This was agreed unanimously.**

17/7/7 CHAIRMAN/CEO REVIEW OF 2016-17 AND PLANS FOR THE FUTURE

17/7/7/1 PP reported that a memorial service had been held for the late Lady Mary Holborow at Truro Cathedral on 6 July and that CM had been represented by two Trustees. He also thanked all staff and Trustees, particularly Sue Mantle for their help in organising and taking part in the recent CEO recruitment and interview processes.

17/7/7/2 SB reported that as he had only recently been appointed CEO his report would focus on future projects which were: the prototype sandchair project, the Adapt project, potential wheelchair maintenance contract due in 2018 and the Driving Mobility accreditation process which would take place in October 2017.

17/7/8 QUESTIONS FROM THE PUBLIC

17/7/8/1 Mr Beresford asked how CM's contractual arrangements with other agencies aligned with the charities objectives. SB explained that it was the duty of the Board of Trustees to ensure that all CM's activities met the aims of its charitable objectives.

17/7/9 CLOSE AGM

17/7/9/1 PP closed the AGM.