

MINUTES OF THE 23rd ANNUAL GENERAL MEETING OF EDINBURGH HEADWAY GROUP HELD AT HEADWAY HOUSE, EDINBURGH ON TUESDAY 22nd NOVEMBER 2016.

PRESENT: A Ley (Acting Chair), R Matheson (Treasurer), M Keenan (Chief Executive) David Williamson, Nadir Khan-Juhoor, Fraser Watt, Grenville Barkley, Alastair Clark, Gus Hogg, Anne Hunter, Alastair McKay, Carol McKay, Margaret Murray, Andy Stevenson, Alan Stokes, Andrew Taylor, Douglas Moffatt, Liz Todd, Bill Bryden, Jean Bryden, Neil Bryden, Dottie Wallace, Joyce Richardson, Mike Baillie

STAFF ATTENDING: Leigh Thornton, Eilidh Jones, Lynne Atkinson, Catherine Fyfe, Mark Waugh, Pepe Hermoso, Fiona Walls (minutes).

ATTENDING: Gaille Gray

APOLOGIES: There were apologies from Mike Burton, Christine Burton, Keith Bailey, Kathleen McMonagle, Gordon Dodds, Ian Murray, Ronnie Pollock, Peter Carruthers.

1. WELCOME

Mr Ley welcomed everyone and declared the meeting quorate and open. He introduced himself as acting Chair of Edinburgh Headway Group along with other members of the Management Committee present. The agenda, as outlined in the Notice was approved.

2. CONSIDERATION OF ACCOUNTS for Year 1st April 2015 to 31st March 2016

R Matheson briefly went through the Annual Accounts and reported a good year overall. The income received totalled £250K which included grants from the City of Edinburgh Council and NHS Lothian. This total income generated a £14K surplus which showed a slight fall in surplus from last year. Mr Matheson reported a satisfactory year in terms of expenditure.

Mr Matheson guided the attendees through the balance sheet and gave special thanks to HBJ Gateley for their continued support and the donation of £33,000 from their annual Sportsquest event. Mr Matheson concluded there is a strong balance sheet with a sound platform to move forward.

3. ORDINARY RESOLUTIONS OF EDINBURGH HEADWAY GROUP

Members were asked to vote on the resolutions as set out in the Notice of the AGM –

1. To adopt the Accounts as the accounts of EHG for the year 1st April 2015 to 31st March 2016.
2. To re-appoint Mr Roderick Matheson, who retires by rotation, as a Director of EHG for a period of 3 years.
3. To re-appoint Mr David Williamson, who retires by rotation, as a Director of EHG for a period of 3 years.
4. To appoint Ms Lorraine Allen as a Director of EHG for a period of 1 year.
5. To re-appoint Messrs Whitelaw Wells CA as auditors of EHG, to hold office from the conclusion of the AGM to the conclusion of the next meeting at which accounts are laid before the members of EHG.
6. To authorise the directors to determine the remuneration of the auditors.

All the members present carried the resolutions unanimously.

34 proxy votes were received in favour of the resolutions and 1 proxy vote against the resolutions.

Mr Ley closed the formal business of the meeting and then gave an update on the current position of Edinburgh Headway Group including some of the challenges and opportunities that lie ahead.

He reported that EHG continues to operate against a background of limited funding. In that context in particular, the staff team, supported by the committee, has put in an exceptional performance and the Trustees thanked them for all of their hard work and dedication.

He emphasised the point that EHG has managed to accommodate an increased membership this year, albeit demand still exceeds capacity and that's something the charity needs to continue to focus on going forward.

The whole purpose of Edinburgh Headway Group is to identify and serve the needs of its members. With that in mind, and contemplating the challenges of funding and accommodation, Mr Ley referred to the member survey and thanked the members for their participation with this exercise.

Mr Ley reported that accommodation remains a major area of focus for the charity. The existing premises, which are owned by NHS Lothian, will be sold as part of the NHS Lothian redevelopment project. Whilst we may have up to 2020 before EHG are forced to move, the Trustees are aiming for a summer 2018 move. Options are currently being explored to properly review the facilities and services required, as well as the location that will best suit our members.

He emphasised that the charity's financial prudence over many years means that the charity is far better placed than many others to try to effect a move "on our terms". However, he cautioned that the funding isn't infinite and we have to be realistic about how the charity's operating costs are to be funded going forward. It costs over £200,000 a year to run our services - 19% of that funding is received via grants from NHS Lothian and City of Edinburgh Council and the remaining 81% is reliant on fundraising, sponsorship and donations. Although EHG has been extremely successful in meeting its fundraising targets over the last 3 years, competition for funds from trusts and charities is becoming tighter. This is because funding from councils has largely dried up or been frozen, forcing charities like EHG to seek funding from the finite resource of other funders. This demand has forced some funders to put restrictions on the level of funds they can donate to any one charity and in some cases timelines have been imposed directing charities not to reapply for funds within a 12 or 24 month period.

In addition, when we eventually move from Headway House, EHG will be responsible for its own rental and overhead costs, which are currently provided free of charge by NHS Lothian – so costs will increase.

Mr Ley stressed that all of this means that change is inevitable and is coming. In particular, the charity will likely move to a new location in the next 2 years and to support the charity, a new funding and cost model is likely. He advised that although the Trustees do not have anything to present at this time, they are aware that the majority of the charity's peer groups do charge something for their services, to at least contribute to costs. He informed that the Trustees will aim to provide an update on their thinking in the New Year.

Mr Ley concluded by assuring that his commitment to the membership is to lead openly and decisively through this period of change. He is confident that the Trustees will act as a team, with positivity and determination, and all he asks is for the members to do likewise. Mr Ley stated that he is confident that the charity and its members will look back in the years to come and recognise what an important and positive period of change 2017 and 2018 was.

Mr Ley closed the meeting by thanking everyone for attending the AGM and for supporting the charity so wholeheartedly in 2016.