

**Brighton and Hove Community and Voluntary Sector Forum
Annual General Meeting (AGM)**

**Wednesday 27 November 2013
Brighthelm Centre, North Road, Brighton, BN1 1YD**

Minutes

1 Introductions and Announcements

Ronald Olufunwa (Trustee) welcomed everyone to the AGM. Ronald is standing in for Ceri Davies (new Chair of the Board) who has sent her apologies.

Apologies were received from trustees: Ceri Davies, Lisa Dando, Vanessa Lynch

Ronald announced the meeting was quorate with 50 member organisations represented (18 members needed). 12 apologies had been received.

Attendees were reminded that there is one vote per member organisation, and when speaking attendees should give their name and the name of the member organisation they are representing.

2 Minutes of the previous AGM meeting – 17 October 2012

There were no matters arising.

The meeting was asked to agree that the minutes of the 2012 AGM were an accurate record of that meeting. The motion was proposed by Jess Wood, Allsorts and seconded by Geraldine Des Moulins, The Fed Centre for Independent Living.

The motion was carried.

3 Minutes of the EGM meeting – 23 July 2013

There were no matters arising.

The meeting was asked to agree that the minutes of the 2013 EGM were an accurate record of that meeting. The motion was proposed by Geraldine Des Moulins, The Fed Centre for Independent Living and seconded by Jannet Cook, Metamorphosis.

The motion was carried.

4 Review of the Year – Sally Polanski, Chief Executive Officer

Providing information and increasing knowledge

We are a broker of knowledge. Our elists, newsletter, website, member directories, postal mailings and policy briefings, help to broker knowledge about community-based services and government agendas. This is what our members say about us:

- 87% say we are an excellent source of information about local and national policies, strategies and initiatives affecting the sector
- 90% say we help them to feel informed about services and activities delivered by the sector (compared with 68% in 2008)

- 81% say that their organisation better understands local policies and strategies (compared with 77% in 2012)
- *“Leaders in Front Line Organisations can often feel isolated. To know you can ask an informal question makes you feel that there is support.”*
- *“The trusted, friendly service, breadth of expertise of the staff and the network means that there will be a helpful response to move things forward.”*

Supporting sector partnerships

We support the sector to meet, network, grow, and work together. We held 51 events and network meetings in 2012-2013, which were attended by over 1,000 participants.

This is what our members say about us:

- 82% say our networks help them to share knowledge and information with their peers
- 79% say that its possible to put the skills, knowledge and experience gained from being involved in our activities, to practical use in developing their own organisations and services
- *“It [the CVSF network] brings me into touch with the wide range of organisations and groups that exist across the city; it provides opportunities for information, networking and support and enables us to see potential for joint working and projects.”*

Fostering cross sector partnerships

We support the sector to develop constructive and mutually beneficial relationships and partnerships with statutory services and public organisations. This is what our members say about us:

- 73% say our networks help their group to get its voice heard
- 62% say our networks give them a change to engage in decision-making around service delivery
- 80% felt that relationships between the sectors are constructive (compared with 70% in 2012)
- *“It [the CVSF network] is also an important point where public sector partners can have a conversation with the sector so that the city receives the best cross-sector strategy and support.”*

Involving all groups

We work to ensure that everyone can be involved in our work, from the smallest most isolated groups in the city the largest most well-connected organisations. This is what our members say about us:

- 80% say that we champion the views of smaller groups and organisations (compared with 60% in 2012)
- 84% of small groups feel better informed as a result of being involved with us
- *“It is a positive association [with CVSF] that makes me and my group feel connected to other grass roots initiatives and also feel supported and part of the ‘real’ fabric of the city. Reduces isolation and provides a great network of services, events and opportunities. It means a lot!”*

In 2012-2013:

- 126 of the 165 attendees at the small groups network were volunteers
- 56% of all participants at our meetings, events and networks were from identifiable equality groups
- 43% of all participants at our meetings, events and networks were representing a characteristic which is protected from the 2010 Equality Act

Developing the sectors role and representing the sector

We led and supported our members in influencing a wide range of citywide strategies and plans. Including: Health and Wellbeing Strategy, Financial and Digital Inclusion Strategy, Welfare Reform changes, Council Tax reduction scheme, Community Mental Health services, Police Crime Plan, Lewes Road Transport project, Youth Services, and Child Poverty. This is what our members say about us:

- 85% say that our representation is effective and of high quality
- *“CVSF supports the strategic decision making process in the city, ensuring that the role of the sector as key providers of health and social care services is recognised and supported.”*

New services and transition

In July 2013, our strategic objectives and aims as an organisation were changed. Our new and developing services will make it easier for community groups and voluntary organisations to get the support needs diagnosed and met. Our new services will be prioritised and targeted. Some services will be free, others will be charged for as appropriate. New and developing services include:

- Training. 12 courses have been provided so far to 129 participants from 112 organisations
- Mentoring. 12 people from community groups and voluntary organisations have been matched with 12 mentors and received 81 hours of support all together
- Volunteering. Online networks and website have been developed to support young people to volunteer
- One-to-one support. Support to over 50 groups and organisations have been provided by staff and through our developing consultancy service
- Skills Exchange. Over £100,000 in pro-bono support from businesses has been given
- Community Health Fund. In partnership with Sussex Community Foundation is providing grants and support to small health-focused groups

A New organisation

We are developing into a new organisation with a new name and remit.

We propose to rename ourselves: Brighton and Hove Community Works. Our new vision is: We want voluntary and community action to have the greatest possible impact on people in Brighton and Hove. We put in place the support and networks that make it happen. Our new services will include:

- One-to-one support
- Diagnosing what development your group or organisation needs
- A pool of trusted consultants
- Funding support
- Good practice, information and signposting
- Opportunities to network, mentor and learn from each other
- Links with business, sharing skills and expertise
- Volunteer brokerage
- Training
- Influence over public policy

5 Member votes

CVSF members were asked to vote on changing the organisations name to Community Works. The motion was proposed by Helen Russell, CHIBAH and seconded by John Patmore, Brighton and Hove Wildlife Forum.

The motion was carried. CVSF will now be referred to as Community Works.

Community Works members were asked to vote on the proposed changes to membership categories which would create two new categories of membership: members and affiliate members.

QUESTION: (Mark Strong, Hanover Community Association) Are Local Action Team's eligible to be members?

ANSWER: It depends on the governance of the group. Some Local Action Team's are independently constituted and some are not. Those that are independently constituted are more likely to be eligible for full membership, but will need to meet our membership criteria the same as other groups or organisations would.

The motion was proposed by Kate Kirkham, Clocktower Sanctuary and seconded by Rachel Travers, Amaze.

The motion was carried.

6 Presentation of accounts – Rik Child (Treasurer)

Rik Child presented the accounts for the financial year 2012-13:

- Total incoming resources for 2012-13 amounted to £719,494 compared to £440,638 in the previous year, an increase of £278,856. This increase is largely the result of the Transforming Local Infrastructure grant which has funded the development of Brighton and Hove Community Works and its new services
- Total expenditure for 2012-13 amounted to £708,135 compared to £432,838 in the previous year, an increase of £275,297
- We maintain a healthy amount of reserves which roughly equate to three month's running costs
- Rik took the opportunity to thank all funders who had supported us this year

QUESTION: (Val Cane, Working 50 plus) How much did the new logo cost?

ANSWER: The new logo was part of an overall re-branding exercise which was funded through the Transforming Local Infrastructure grant. A robust tendering process for this work was followed.

Community Works members were asked to vote on whether to accept the accounts.

The motion was proposed by Michael Creedy, Starlings Housing Co-op and seconded by Geraldine Des Moulins, The Fed Centre for Independent Living.

The motion was carried.

7 Appointment of Auditors

Community Works members were asked to vote on whether to re-appoint Plummer Parson as its auditors. The motion was proposed by Daniel Brookbank, East Susses Association of Blind and Partially Sighted People and seconded by Caroline Ridley, Impact. **The motion was carried.**

8 Trustee Elections

- Simon Lewis, Lisa Dando and Geraldine Des Moulins have formally retired (in line with our Memorandum and Articles of Association) and put themselves forward for re-election
- Ceri Davies, Arran Evans, Kate Kirkham, Mike Pattinson, Jo Wren and Jess Wood have also all put themselves forward for election
- All 9 received the number of votes they need to confirm their appointment
- Rik Child, Ann Hickey and Suzy Horne will be continuing in their trustee roles
- Rachel Travers stood down as a trustee at this election
- Ronald Olufunwa and Vanessa Lynch have been re-appointed to their co-opted trustee role

9 Any Other Business

QUESTION: (John Patmore, Brighton and Hove Wildlife Forum) asked what Community Works' web address is: www.bhcommunityworks.org.uk

Helen Russell, Co-operative Housing in Brighton and Hove thanked CVSF/Community Works for all their hard work over the years.

10 Close

The formal AGM closed at 11.00am