**3VA ANNUAL GENERAL MEETING**

**17.00 – 17.30, 12th December 2024**

**Online**

**DRAFT MINUTES**

**1 Welcome to the meeting from the Chair**

Gary Walsh, Chair of 3VA, welcomed everyone to the online meeting and thanked those who had attended the Celebrating Communities Event the day before. He said that the event was a great way to recognise the contribution of the Community Groups that 3VA supports, he also thanked the team for putting the event together. This is a Business AGM to cover elections to the Board and reports including the audited accounts and a short film showing 3VA’s highlights from the previous year.

Gary confirmed with Geoff Durrant that the meeting was quorate.

**Formal AGM**

**2 Apologies**

Chief Executive 3VA John Williams

3VA Trustee Andy Holter

3VA Trustee Peter DuPont

3VA Trustee Chris Strutt

Uckfield Luxford Centre Dorothy Sparks

**3 Minutes of Last Meeting 3VA AGM held 13th September 2023**

The meeting agreed that the minutes were a true record.

**4 Matters arising**

At the 2022 AGM it was announced that two sub committees had been created as part of the Trustee review. There has now been an external review

facilitated by NVCO and these committees have now been put in place.

1. **Election of Trustees**

Louise Coppen, Business Insights and Membership Manager advised the Chair that there are 3 Trustees retiring this year.

* The first is Alan Wenham who has been Treasurer for 3VA for many years and we would like to extend our thanks for his commitment to the organisation.
* Secondly Gary Walsh is retiring as Chair of Trustees, but we are pleased to confirm that he will be reapplying for the position at today’s meeting.
* Andy Holter has also come forward for re-election to the Board.

Members were asked to vote for

* Gary Walsh to be re-elected as Chair, Louise confirmed that the vote was quorate, and Gary was voted in.
* Members then gave a show of hands to vote Andy Holter back onto the Board, again it was confirmed that this vote was quorate, and Andy was reappointed.

Gary Walsh reiterated his thanks to Alan Wenham and noted that Alan was a Trustee with 3VA for 15 years. Alan first joined Eastbourne Action for Voluntary Services which was one of the organisations that came together to create 3VA over 10 years ago. He has been Vice Chair for 7 years and has been a great supporter of the organisation and the voluntary sector and we would like to extend our thanks to him for his support.

Gary Walsh advised the Members that three new Trustees had been co-opted onto the Board, Annalisa Bicknell, Mozmil Hussain and James Morton. Gary asked the Members to formally vote them onto the Board. This was agreed.

Members were then asked to appoint Annalisa Bicknell to the role of Treasurer this was agreed. As Alan Wenham was retiring the role of Vice Chair was now vacant.

1. **Presentation of Trustee Report**

Gary reflected that it had been a particularly busy year for 3VA and that some of the highlights included achieving NAVCA accreditation which was an extensive piece of work. The accreditation process is changing and 3VA will look to undertake the new accreditation in due course.

3VA funded an external governance review which produced 25 recommendations including that we are supporting team members to deliver the right services to the community and voluntary sector. This will also inform our new Strategy which is in draft form and will be agreed at the December meeting.

3VA would like to extend its thanks to Natasha our Business Insights and Membership Officer for creating the new 3VA website. This is a fantastic piece of work which has helped us to better communicate with our members. We also welcome our new Finance Director Ronke Adeagbo.

1. **Annual Report and Finance Statement**

3VA’s annual accounts for the year ending 31st March 2023 were presented by Annalisa Bicknell and Ronke Adeagbo. These accounts have been independently audited by Knill James.

Annalisa extended her appreciation to Alan Stevens the former Finance Manager for his assistance and support in welcoming Ronke to the organisation. The 2023 -2024 audit went smoothly, and the auditors have given is a clean bill of health again. There has been a 27% increase in turnover, 29% increase in expenditure and 11% increase in surplus in year.

Ronke asked if there were any questions – and from a 3VA member ‘*The money in the bank seems quite large in terms of cash holding, we have sold an investment this year would it be beneficial to reinvest some of that money?*’ To answer: the £819,000 is made up of two bank accounts where we have savings on a higher rate fixed term. £314,000 is in a fixed term high-interest rate account where we must give 6 months’ notice. The differential between the £819,000 and the £314,000 is in a current account.

Gary asked Members for a show of hands to accept the accounts and sign them off. Members agreed and the accounts were accepted.

**8 Proposal to appoint Knill James as auditors for next financial year**

Knill James our current auditors have expressed interest in auditing our accounts for 2023-2024. We are seeking the approval of our members to appoint Knill James. After a show of hands, it was agreed that Knill James would be appointed by 3VA as independent auditors for the financial year 2023-2024.

**9 Showcase of Celebrating Communities**

[Celebrating Communities 2023](https://youtu.be/ZU2Tok6_qQU)

**10 Any other business.**

No items had been sent to the Chair prior to the meeting. Paul Sparkes, who represents the Uckfield Volunteer Centre, commented that the Centre heavily relies on funding from external sources and post the pandemic it was getting harder to access funds from existing sources. What is 3VA’s experience of raising funds for Voluntary Groups? Do you have any advice or tips as to how we could be more successful? Lee Shepherd, 3VA’s Community Development Manager, responded that 3VA would be running an online funding training session on Thursday 5th October 10.30-12.30, you can book a place on the 3VA website. The 3 Communities Development Workers will be there to support people writing funding bids and there will be a funder there. We also provide feedback on funding applications we can review them for you and give robust feedback. At yesterday’s Celebrating Communities Event, funding came out as the top priority for groups.

**Gary Walsh thanked everyone for attending and wished them well for the coming year.**