

Annual General Meeting Minutes

Present:

Sharon Adamson	Chairman (SA)	
Jill Burgess	Trustee (JB) Teams	
Louise Cooper	Trustee (LC)	
Jared Corner	Trustee (JC)	
Christina Hamill	Trustee (CH)	
Lorna Hood	Trustee (LH) Teams	
Gillian Green	CEO (GG)	
Susan McCallum	DoC&Q (SM)	
Debbie Mooney	DoIG (DM)	
Alex Webb	Milne Craig (AW)	

Apologies:

Brendan Faulds	Trustee (BF)	
Ian Findlay	Trustee (IF)	
Catherine Livingstone	Wylie & Bissett (CL)	

Item	Agenda	Action
1	Welcome & Apologies Chair welcomed everyone to the meeting and apologies noted from BF, IF AND CL JB and LH joined on Teams. Chair noted that AGM notice posted on website for public information.	
2	Declarations of Interest No declarations of interest noted.	

3	<p>Minutes 14 December 2023 Minutes from 14th December 2023 confirmed as accurate and accepted.</p>	
4	<p>Chairman's Report</p> <ul style="list-style-type: none"> • SA acknowledged the hospice has had an incredibly good year after welcoming GG as Director of Income Generation in the first instance, and then as CEO. SA praised the positive changes in culture and leadership. • SA thanked everyone who has contributed to the significant changes over the previous year. • SA noted thanks to Wylie & Bisset and the SVH team for the effective management of finance. • The Chair noted that the rebranding of "The Little Hospice with the Big Heart" has been deeply embedded and the improvement to the estate overall was acknowledged with thanks to SC and the Support Services Team for the significant improvement. The strong comments by Healthcare Improvement Scotland (HIS) following their recent inspection were noted. • SA also recognised the community contribution to the hospice during challenging financial times, staying involved with the hospice to fundraise, supporting the hospice to change and grow. • SA also noted the changing attitudes and relationship from Healthcare Partners to support effective working practices. • SA concluded with a huge thank you to everyone for getting us to where we are this year, well done and we would look to stay steady this year and continue to improve our reputation. 	
4	<p>Adoption of 2023-24 Accounts</p> <p>JC noted three key themes:</p> <ol style="list-style-type: none"> 1. Improvement in performance of Income Generation and Finance 2. Increase in impact IPU usage and Community. 3. Improved position at end of year in comparison to where we started. 	

	<p>JC noted the following points:</p> <ul style="list-style-type: none"> • Increase in nearly all income lines is a positive indicator and gives confidence to repeat the performance this year, which is credit to GG and the team. • Increase in costs in line with increased activity was to be expected. • Net Assets are critical on the balance sheet, and we have seen an improvement from £1.6m in 2022/23 to £2.1m in 2023/24 with an additional £0.5m in reserves. • FGC stripped out the Fixed Assets • £774k reserves in 2022/23 to £1.3m in 2023/24 a huge increase and huge credit to management. 	
5	<p>Audit Overview – Milne Craig</p> <p>AW gave overview of financial activity for the group, noting the following points:</p> <ul style="list-style-type: none"> • Pg10 on report Financial Group Activity highlighted the End of Year up £790k with SVH Trading performing better. • Legacies were also up £250k on previous year. • Grants and donations were up £200k on previous year. • Although there has been an increase in expenditure this is not to the same levels as increased income and therefore, £506k surplus on bottom line, an exceptional result. • The organisation is fully compliant with the Companies Act, both as a charity and as Limited Company • Unrestricted funds +£349k, Restricted +£169k mainly due to Coldstones Trust which will be drawn down in February 2025. • Pg 11 Balance Sheet looks healthy with cash in hand £2.1m v £1.1m LY mainly due to the timing of the RHSCP payment. Overall surplus is positive. • Auditors have no issues or concerns and no adjustments. 	

	<p>AW concluded by saying it was smooth and clean audit of the business and expressed his thanks to GG and the Finance Team.</p> <p>Chair thanked AW and Milne and Craig and extended thanks to Wylie & Bissett for their financial support.</p> <p>The Boards accepted the Accounts for the year concluding 2023/24.</p>	
6	<p>Appointment of Auditors for 2025/26</p> <p>GG recommends that we remain with Milne Craig.</p> <p>JC raised discussion around change of ownership of Milne Craig which was acquired by Azets. AW confirmed there would be no change to the account management and future audit process. AW will continue to lead the audit.</p> <p>JC further confirmed that we are in year one of three-year commitment, following re-tender.</p> <p>The Trustees gave their agreement to Azets (Milne Craig) being the appointed auditors.</p>	
7	<p>Appointment of Directors</p> <p>Chair sought confirmation that attendees are happy to remain as Trustees.</p> <p>This position was confirmed by those present. SA will check the position with BF and IF.</p>	
	<p>Chair thanked everyone for their attendance concluded the meeting.</p>	