

Minutes of the Catalyst Stockton Annual General Meeting

LOCATION: Zoom Meeting
DATE: Thursday, 9th September 2021
TIME: 10:00am – 11:00am

MONDAY



AAGBEVR7

A03 01/11/2021 #1

COMPANIES HOUSE

BOARD PRESENT:	Guru Naidoo (GN) – Chair of the Board
BOARD APOLOGIES:	Lesley Cooke (LC), Cllr Steve Nelson (SN)
NOT PRESENT:	
MEMBERS PRESENT:	Jim Scollen (JS) (Voice Forum), Anita Johnson (ROC), Claire Andrews (Roseworth Big Local), Debbie Fixter (Little Sprouts), Emma Howitt (Middlesbrough & Stockton Mind), Heather Whitfield (DWP), Ian Bartlett (Stockton & District Advice & Information Service), Ibrahim Diallo (Mano River Union), James Hadman (BELP), Janice McCollm (Tees Valley Rural Action), Karen Collighan (Thirteen), Katharine Lam (Stockton Baptist Church/Refugee Futures), Sharlein Smales (Tees Valley Together), Susan Mansaray (Purple Rose), Ivan Wright (Stockton Troubled Families), Sahida Datta (Amal Project Teesside), Julie Thornton (Involve Tees Valley), Kelly Smith (Stockton Borough Council), Annie Murphy (Moneywise)
CATALYST STAFF PRESENT:	Jon Carling (JC), Karen Grundy (KG), Heather Sykes (HS), Alice Robinson (AR), Lucy Owens (LO), David Ballantyne (DB)
PROXIES RECEIVED:	Gill Watson, Michael Bertram
In Attendance	Adil Rajput (AR) (DWP), Darryl Parkinson (DP) (Tees, Esk & Wear Valleys NHS Trust), Michael Elliot (ME) (Stockton Borough Council), Gemma Jones (Tees, Esk and Wear Valleys NHS Trust), Khami Miraf (KM) (Migrant Help), Margie Stewart-Piercy (MSP) (Stockton Borough Council) David Norris (DN) (Anderson Barrowcliffe)

Item		Action
1	<p>Welcome</p> <p>JC opened the meeting and introduced himself and handed over meeting to GN.</p> <p>GN, introduced himself and noted the Voice Forum will follow the AGM.</p> <p>GN briefed members on the work undertaken for Catalyst throughout 2020/21.</p> <p>GN said it had been a difficult 19/20 for Catalyst, but Catalyst has been stabilised in 20/21 and continue to support voluntary organisations.</p>	

	<p>GN said the pandemic caused huge changes and the demands on the VCSE increased, but the sector stepped up and volunteers made an enormous difference. Catalyst is under new leadership and has a fairly new team. JC, KG and LO make up a skilled management team.</p> <p>GN said they support the VCSE through new ways of working and there are lots of positives. Catalyst has managed to bring in £170,000 to the Borough, most of which was COVID related funding. He thanked funders for their support.</p> <p>There has been a focus on volunteering and are bringing it in as a mainstream activity.</p> <p>The Catalyst Conference and Achievement Awards are taking place on Friday 12th November. Catalyst have also worked on a Poverty Reduction Strategy – focussing on access to surplus food, as well as working with VCSE partners to access funding and governance support.</p> <p>GN thanked Anderson Barrowcliffe, for their support with finances, his fellow trustees for their support, the sector for their ongoing support of Catalyst and Stockton Borough Council for their backing as core funders. He also thanked the Chairs of Catalyst Forums and the Council of Interest.</p>	
2	<p>Accuracy and Approval of the Minutes of the Previous AGM</p> <p>GN requested that the members accept and approve the minutes of the previous Annual General Meeting.</p> <p>This was proposed by IB and was seconded by HW.</p> <p>Minutes were approved by members.</p> <p>Matters Arising</p> <p>GN opened the meeting to matters arising. No matters arising.</p>	
3	<p>Catalyst Stockton Accounts</p> <p>DN said Catalyst has an unrestricted surplus and have £78,000 of free reserves. This is off the Board's ambition of £120,000 in reserves, but the budget for the next predicts another surplus.</p> <p>DN said that Catalyst's income has increased. Catalyst's net assets are worth £457,000 with £348,000 in the bank of which £78,000 is unrestricted funds.</p> <p>JC said Catalyst staff are aware of managing budgets. GN thanked the auditors and the Catalyst team as their work has put Catalyst in a better position.</p> <p>JC apologised that the accounts had only become available in the last few days so hadn't been circulated, but would be after the meeting. GN proposed accepting the accounts in principle then circulate them for comments.</p>	

	Members agreed to adopt the accounts in principle.	
4	<p>Nomination for the position of Trustees</p> <p>i) Trustees Standing for Re-election</p> <p>JC said there are 6 Catalyst Board members and 2 are coming to the end of their second 3 year term, Steve Nelson and Lesley Cooke, and are up for re-election.</p> <p>SN was nominated by IB and seconded by JS. Members agreed his re-election.</p> <p>LC was nominated by JT and seconded by KS. Members agreed her re-election.</p> <p>ii) Election of Chair</p> <p>EH nominated GN to remain as Chair, this was seconded by IB. Members agreed his re-election as Chair.</p> <p>JT nominated LC to remain as Vice Chair, this was seconded by JH. Members agreed her re-election as Vice Chair.</p> <p>GN thanked members for their support.</p>	
5	<p>Changes to the Memorandum & Articles of Association</p> <p>JC said this was an opportunity to look changes and focus on their key priorities. He said this changes had been voted on at the Special General Meeting in May, but due to reasons out of Catalyst's control hadn't been accepted by the Charity Commission in the time frame.</p> <p>Additional Object 1: The new object is 'To build the capacity of Voluntary, Community and Social Enterprise sector organisations and provide them with the necessary support, information and services to enable them to pursue or contribute to any charitable purpose; provided that in pursuing the objects.'</p> <p>Members voted in favour of the object being added.</p> <p>Additional Object 2: The second new object is 'To promote community cohesion; to promote; organise and facilitate co-operation and partnership working between Voluntary, Community and Social Enterprise sector, statutory and other relevant bodies in the achievement of the above purposes within the area of benefit.'</p> <p>Members voted in favour of the object being added.</p> <p>Number of Trustees</p>	

	<p>JC said they are looking to revise Article 33: The Board shall at all times comprise of no less than 6 and no more than 9 Trustees. This is a change from a maximum of 12 trustees to 9 trustees.</p> <p>ID was opposed to reducing the number of trustees, he felt a larger number will facilitate more ideas and make the Board more inclusive. GN said that while 9 is the maximum, the Board are able to co-opt members for certain projects if additional skills are needed. This means they can have more than 9 members in certain cases, but will retain a good mix of permanent Board members. JC said he was happy to speak to ID about Board membership and about joining as a Catalyst Trustee.</p> <p>Members agreed the change.</p> <p>Trustee's Length of Service</p> <p>JC said they are proposing changing the length of the terms served by Board members. The revised term will now be 3 terms of 2 years, instead of 3 terms of 3 years.</p> <p>Any Board members that are in their third term of 3 years will be unaffected and can complete 9 years on the Board.</p> <p>Each Trustee will serve a total of 6 years, except where the resignation of another Trustee will take them below the minimum needed, where they may be asked to stay on until another Trustee can be found.</p> <p>Members agreed to this change.</p>	
6	<p>Presentation of Annual Review</p> <p>JC presented the Catalyst Annual Review 20/21, which can be found here: https://www.catalyststockton.org/wp-content/uploads/2021/09/AGM-2021-annual-review.pptx</p> <p>The Annual Review included a list of Catalyst's core activities, such as Grantfinder appointments, governance support, training opportunities (though JC acknowledged that these had been reduced due to the pandemic) and representing the VCSE sector on strategic Boards.</p> <p>Catalyst Communications are strong and utilise the Catalyst eBulletin, social media (Facebook, Twitter, Instagram), mapping of the sector to help identify gaps and Catalyst now has 148 members.</p> <p>Volunteering has become a focus at Catalyst and have developed a Volunteering Strategy with support from Stockton Borough Council and voluntary sector organisations. Catalyst now has 50 registered volunteers.</p> <p>Other areas of work Catalyst were involved with are: working with the refugee and asylum seeker community, digital inclusion, the Food Power Network, Roseworth Big</p>	

	<p>Local, the Holiday Activities and Food Programme, the Holiday Enrichment Programme, the Care Home Navigator and Finding Me projects.</p> <p>The next steps for Catalyst are to gain Trusted Charity status, introduce the Volunteering Kitemark, Roseworth Big Local will be moving into a space within Kiora Hall, Grantfinder will be moving to online for organisations to access and the implementation of the Food Poverty Reduction Strategy.</p> <p>Catalyst's goals are to enable and support the voluntary sector, as well as to continue working with the VCSE, develop projects and bring in money for Stockton and spread funding across the sector.</p> <p>JC thanked the Trustees for their work over the last year. He added that there are vacancies on the Board and would like to see voluntary sector organisations represented and people can get in touch with himself if they would like to join or want more information.</p> <p>JC said the Catalyst Conference and Awards are taking place on Friday 12th November at the Oakwood Centre.</p>	
7	<p>Any Other Business</p> <p>There was no any other business raised.</p>	
8	<p>Close</p> <p>GN brought the AGM to a close and thanked everyone for their attendance.</p>	