

POSTURE & MOBILITY GROUP (PMG)

MINUTES OF ANNUAL GENERAL MEETING (AGM) 2016 INTERNATIONAL CONVENTION CENTRE July 20TH 2016

Chair: Clare Canale (CC); **Vice-chair:** Richard Earl (RE); **Honorary Treasurer:** Pamela Harper (PH)
Chair elect: Diane Hargrove (DH)
Minutes: Olwen Ellis (OE), PMG Manager

1. **Apologies** received from Libby Bradshaw and Dave Long

2. **Minutes of the PMG Annual General Meeting (AGM) 2015**

Henry Lumley proposed that the minutes of AGM 2015 be accepted; seconded by Martin Moore.
Those present approved the minutes as a true record, and there were no matters arising.

3. **Trustees' report**

Kirsty-Anne Cutler proposed that the 2016 trustees' report be accepted; seconded by Henry Lumley. ***Report approved by those present.***

4. **New committees' structure**

- i) CC talked to the presentation on recommended changes to the PMG committee structure, which is an attempt to streamline the operations of the group; the current structure had become unwieldy and expensive. It was also detrimental for clear communications across the various committees and, at times, risked inefficiency through duplication of effort.
- ii) CC introduced PMG chair elect DH to those present.

5. **New PMG chair & questions from the floor**

DH introduced herself, thanking CC for her contribution to PMG, the PMG staff and conference team for putting on an excellent event again in 2016, then going on to describe the trustees' vision for the group going forward. She also called for all members to become engaged with the work of PMG even when not on one of the committees; there would always be important pieces of work to be done.

From the floor:

- i) John Colvin (JC) expressed his concern about the composition of the proposed PMG executive team in terms of the balance of supplier to provider. He hoped that the PMG trustees could find a way to encourage more NHS managers to allow time for staff to join and attend committees. DH responded that the trustees are aware of the difficulty for trusts to release staff, and thanked JC for his comments. Krys Jarvis agreed with JC, and asked if the PMG executive could look at ways of supporting people to become involved at the decision-making level.

The breakdown by sector of the new executive shown as follows:

NHS (current and retired): 4

Industry: 2

Academia: 1

Charitable: 1

Alison Johnston pointed out that most of the non-NHS members above are also clinicians. Additionally, the PMG sub-committees are influential in the group's

- operations, and these teams are comprised of a majority of NHS workers too, indicating that a number of provider managers are supportive of staff involvement in PMG.
- ii) Barend ter Haar asked about the continuation of feedback to PMG from the British Standards Institute (BSI) within the new structure; OE reported that Paul Harrington, the current PMG rep on the BSI Wheelchairs committee, would be on the new PMG Conference, Education and Communications (CEC) committee, should the new structure be approved. Membership of the three new committees would be listed on the PMG website similarly to current procedure.
 - iii) **Countries Trustee** - in answer to the question from the floor about the remit of this trustee, CC confirmed that, at present, it covers Northern Ireland, Scotland and Wales. This may change in future to embrace other areas, e.g. connections with the International Society of Wheelchair Professionals, as suggested by the questioner.

The motion to adopt the recommended new PMG committees structure was approved by those present, and DH took over the chairing of the meeting from CC.

6. Treasurer's report: PH spoke to her report which was available for attendees to read.

6.1 Status of PMG

On 5th January 2015 PMG changed from being a charity in England & Wales to being a Charitable Incorporated Organisation (CIO). All dates of appointment of the then trustees were changed to 5th January 2015 regardless of length of service. PMG remains a charity in Scotland.

6.2 Funds and spending

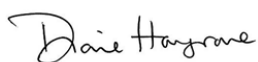
- i) The funds of the charity (£177,519.00) were termed donations when transferred to the CIO on 5th January 2015.
- ii) The income raised from the successful 2015 conference financed the group's activities, including initial costs of the website upgrading, and met all overheads.
- iii) Reserves increased by just over £15,000.00 from the previous year.
- iv) The trustees decided in January 2015 to set aside a contingency fund of £70,000.00 to ensure continuation of the group's charitable activities in the event of reduced income from conference activity.
- v) £36,228.00 currently ring-fenced for the Research fund.
- vi) Approximately £120,000.00 is held in 2 instant access savings accounts and, in view of this year's reduction in the government's Financial Services Compensation limit - from £85,000.00 to £75,000.00 - there may be a need for a 3rd PMG savings account in 2016.

Linda Marks proposed acceptance of the accounts, and Helen Critten-Rourke seconded the proposal. The accounts were duly approved.

AOB

CC announced that, with the removal of the post of vice chair in the newly agreed PMG structure, it meant that RE no longer held this role. CC presented RE with a gift as a token of gratitude.

Date and venue of next AGM: 19th July 2017 at Motorpoint Arena, Cardiff



Diane Hargrove
Chair, Posture & Mobility Group