



PMG Annual General Meeting 2025

13 OCTOBER 2025, online

MINUTES

Chair: Nathan Robson (NR) and **Treasurer:** Pam Harper (PH)

Minutes: PMG Manager - Lisa Thompson (LT)

(Members present: varies during meeting but maximum 39 and minimum 34. Quorum: "the quorum for general meetings shall be the greater of 1% or 25 members". Therefore, the meeting was quorate.)

1. **Apologies for absence** received from Rebecca Oakes, Executive Committee member.
2. **Minutes from PMG AGM 2024:** There were no matters arising.
Pam Harper proposed acceptance of the 2024 Minutes as being an accurate record, seconded by Dave Long. Minutes approved.

3. **Trustees' Review – NR**

Executive Committee – changes in personnel

- a. Rebecca (Bex) Oakes was recommended to be appointed Vice Chair of the Executive. Acceptance proposed by Lorna Tasker and seconded by Mark Bowtell.
- b. Lorna Tasker is retiring from Executive Committee at this AGM. Lorna was one of the original trustees named in the Constitution when PMG became a CIO in 2015. She has also been Editor of the PMG Journal and has provided proof reading services to Lisa for the Conference Proceedings booklet since 2023. NR thanked Lorna for her commitment to PMG.
- c. Mark Bowtell voted by Executive members to join Executive Committee as a PMG trustee to fill the vacancy created by Lorna leaving.
Tim Adlam proposed acceptance of Mark's appointment and seconded by Pam Harper.
- d. The PMG Constitution stipulates the rules regarding the retirement and /or reappointment of trustees each year at the AGM. In accordance with this the Executive Committee recommend that:
 - i. Rebecca Dunstall is re-appointed for a 2nd term, as her previous term having covered a period of maternity leave.
 - ii. Nathan Robson is to remain as Chair.
 - iii. Pam Harper is to remain as Treasurer.

Conference, Education and Communication Committee – changes in personnel

Tim Adlam has retired from the Committee. NR thanked Tim for his valuable involvement with PMG over the years.

Mark Bowtell will be stepping down from CEC and joining the Executive Committee. During his 4 years on CEC, Mark was instrumental in ensuring that the poster presentations for the conference were efficiently organised.

The Executive Committee have approved the following people to join CEC:

- Rachael Hall, Physio, Treloar School
- Jayachandran Jaganathan, Clinical Lead, Posture and Mobility Service, Wrexham
- Tom Smith, Marketing Manager, BES Healthcare
- Jemima Hamzelou, NHS Business Development Manager, ETAC

They have all been notified and have all accepted their place on CEC. NR welcomed the new committee members and noted that CEC has a wealth of experience.

Activities

- a. The annual event, comprising of a conference and exhibition, continues to be the main activity of PMG. Following a member survey which asked about best geographical location and time of year, we were planning on announcing a new venue at this AGM. However, we hit a stumbling block at the last moment around guaranteeing dates. A new venue will be announced as soon as possible.
- b. BPGs
 - i. BPG1 - PMG have agreed to fund an update to the document. The revised version will be available next year.
 - ii. BPG8 - Stability Testing. Version 1 is available to read on the PMG website. Please notify LT if you have any comments.
- c. A project is underway to replace the 10-year-old website and associated backend software. Potential suppliers are being approached and once contracts are signed it is anticipated that the project will take 3 – 4 months to complete.

4. Treasurer's report – PH

- a. The 2024 Annual Accounts have been approved by the Executive Committee and are recommended to the members.
Samantha Taylor proposed acceptance of the 2024 Annual Report and Financial Statement. Bicky Ho seconded.
- b. PH to upload the approved accounts to the Charity Commission website.
- c. The 2024 financial year ended in a financially good position as the surplus made from PMG2024 covered the running costs.
- d. Running costs in 2025 continue to be kept as low as possible, with budgeting in place to cover expenditure on the website and revision of BPG1.
- e. The bulk of the reserves are in a savings account with Triodos Bank, in addition to a current account with HSBC.

5. Date of next AGM to be confirmed.