

NORTH HIGHLAND CANCER INFORMATION AND SUPPORT CENTRE, SCIO (SC048935)



**5A High Street
Thurso
KW14 7AG**

Minutes of Annual General Meeting held on Monday 24th October 2022 at 11.00 am.

PRESENT:-

Alison Moar
Andy Angus
Annette Ward
Barbara Cormack
Belle Wolfe
Elisha Ross
Frankie Murdoch
Fred Austen
Gaye Catlow
Isobel Marshall
Jean Dunnet
Jenny Gregory
Joan Mackay

Laura MacDonald
Linda Sutherland
Liz Smith
Mairi Forbes
Malcolm Clark
Margaret Bruce
Margaret Sutherland
Mary Thompson
Nesse Mills
Rowland Shawcross
Sandra Smith
Stan George

1. WELCOME

The Chair welcomed everyone to the meeting stating that it was good to see so many members attend. She paid thanks to the many individuals who had contributed so much to the Centre during the course of what had been another difficult year.

2. APOLOGIES FOR ABSENCE

Margaret Mackay
Colin LLoyd
Karen Lloyd
Fred Catlow

Paul Cannop
Jen Ironside
Ann Smith

3. MINUTES OF THE PREVIOUS MEETING

The minutes of the 2021 AGM were distributed to all the members and were adopted as a true record.

Proposed: Jean Dunnet
Seconded: Barbara Cormack

4. CHAIRMAN'S REPORT

Isobel intimated that her report was pretty much self-explanatory but the following points were worthy of note. More details on each of these topics can be found in the Chairman's Annual Report; this was made available to all members prior to the meeting.

4a. Cancer Support Group for Men (CSG4Men). The CSG4Men was now in its 6th year and continued to support 6 to 7 men at each of its meetings. They had two guest speakers during the year and Malcolm expressed his thanks on behalf of the group to the Chair and NHCISC Committee for allowing them to use the Centre for their meetings.

4b. Macmillan Cancer Support funded Admin Post. Malcom has been in discussions with Macmillan Cancer Support for them to fund an Administrative Post for about two years. This resulted in a visit by one of their Lead Engagement Team visiting the centre to establish the viability of such a proposal. The visit proved very positive and this was followed by a survey of the NHCISC members to establish what they felt about the NHCISC; what was good and what areas could be improved upon. He thanked everyone who took the time to complete the questionnaire. As a result, Macmillan identified three streams of work to take the centre forward and these are:

- Development Manager
- Volunteer Co-ordinator
- Virtual Services Coordinator

The Macmillan team have enough information to create a business case for the funding. They have identified three possible sources of funding and are quietly optimistic about a successful outcome. However, this is not guaranteed and therefore an element of caution must be maintained until a decision is finalised. Malcolm will keep the Committee informed of progress.

4c. Bereavement Awareness Training. On 20th April 2022 Ann Craig from the Highland Hospice in Inverness came to the NHCISC to deliver Bereavement Awareness Training. About 12 volunteers attended the training and it was very well received. Those who attended agreed that more awareness training would be well received by the committee, volunteers and members. All members of the NHCISC are encouraged to raise awareness of training events that will benefit those who use the centre.

4d. Volunteers Meeting. An informal meeting of the NHCISC volunteers was held on 31 January 2022 to air any problems, improvements that the volunteers would like to see at the Centre. This was very well received and numerous suggestions were considered and some where practicable (not all) have been implemented.

4e. North of Scotland Cancer Alliance. On 26 September Amy Anderson from Aberdeen visited the Centre. She is a project co-ordinator for the North Cancer Alliance, a collaboration of 6 NHS Health Boards in the North. She spent over an hour with us and was very impressed with the Centre. A few of our committee and volunteers attended and were able to present our views to her.

4f. Display Screen Monitor. The 40" Display Screen Monitor in the lounge has proved very useful for training and meetings at the Centre, including today's AGM.

4g. New seating. The purchase of the new chairs and two sofas for the Centre are part of an on-going effort to keep the centre looking nice. It is a well-used facility and it is important to keep up the appearance of all fixtures and fittings.

4h. Calendar. Barbara Cormack has produced another lovely Calendar for 2023 and members are encouraged to buy them for themselves, family or friends.

4i. Christmas lunch. The Castletown Hotel has been selected for this year's Christmas Lunch. Menus and prices will be available in the coming weeks.

5. TREASURER'S REPORT.

The treasurer presented her report and a copy was displayed on the Monitor in the lounge. There were no questions in respect of the finances. A copy of the report is attached to these minutes.

6. ANY OTHER BUSINESS

6a. Admin Support. Andy Angus suggested contacting the college to see if there were any business students who may be interested in assisting with the Administration at the Centre. It may prove beneficial to the Centre and the student's CV.

6b. Heating/Electricity contract. Barbara Cormack stated that the Heating/Electricity Contract needed to be discussed at the next Committee meeting to ensure the Centre got the best deal available for its power supply.

6c. Note of gratitude. Jenny Gregory passed on her thanks to the NHCISC Committee for keeping the Centre going despite the many challenges.

6d. Christmas Raffle. Linda Sutherland will be running the Christmas raffle this year and asked for raffle donations. The raffle will be drawn in December 2022. More details to follow.

7. COMMITTEE.

At this stage of the AGM the committee would normally retire from office as detailed in Clauses 59 and 61 of the Constitution. However, as no member had advised the Committee prior to the AGM (Clause 60.1) that they did not want to be re-elected the current Committee members continued in office. The Committee members are:

- Isobel Marshall - Chair
- Jean Dunnet – Deputy Chair
- Frankie Murdoch - Treasurer
- Malcolm Clark – Acting Secretary
- Margaret Mackay - Committee member
- Barbara Cormack – Committee member
- Linda Sutherland - Committee member
- Joan Mackay - Committee member

8. CLOSING REMARKS.

Isobel once again thanked everyone for attending the AGM and there being no other competent business the meeting closed at 11.40.

MALCOLM CLARK
Temporary Secretary, NHCISC

Attachment:

Treasurer's report

TREASURER'S REPORT 2021 -2022

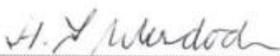
North Highland Cancer Information & Support Centre
Receipts & Payment Account for Year Ended 30 June 2022
Charity No SC048935

	£
Represented By :	
Cash in Hand 1 Jul 2021	
Current Account at 1 Jul 2021	71,161.76
	<u>71,161.76</u>
Excess/(Deficit)	13,611.58
Balance at 30 June 2022	<u>84,773.34</u>
Cash in Hand 30 June 2022	0.00
Current Account Balance at 30 June 2022	84,773.34
Balance at 30 June 2022	<u>84,773.34</u>

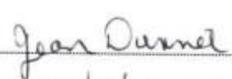
I have examined the records of the above organisation and hereby certify that, to the best of my information and belief, the above is a true record of income and expenditure for the year ended 30 June 2022.

Signed - Auditor 

Date 13 AUGUST 2022

Signed - Treasurer 

Date 13/8/2022

Signed - Chairperson ^{PP}  *Vise chair*

Date 13/8/2022