KASBAH – Supporting Disabled People Towards Independence

**Charity No: 1123362**

**Annual General Meeting on Tuesday 6 October 2020,**

**Virtual Meeting due to Government restrictions (Covid 19)**

**AGM Minutes finalised at the KASBAH Board Meeting 20 October 2020**

## Draft AGM Minutes 2020

**From the 6 October 2020 there was a two-week consultation period for members to raise points or ask questions which were to be addressed and responded to at this KASBAH Board Meeting on 20 October 2020.**

**These Minutes were agreed by the KASBAH Board with no abstentions.**

This is KASBAH’s first virtual meeting in 54 years of being founded.

Attendees: Richard Chapman (Acting Chair), Trevor Sinclair (Treasurer), Christine Taylor (Trustee), Branden Walsh (Trustee), Charissa Baldock (Trustee), Veronica Higgwe (Trustee), Jason Owen (Trustee), Stephen Field (Advisor to the Board)

1. **Chair’s welcome – Richard Chapman (Acting Chair)**

Hello Everyone

You may know that Stephen Field, KASBAH’s Chair of the Board of Trustee’s, stepped down in June 2020. However, he remains as an Advisor to the Board.

Since that time, I have been Acting Chair, I was looking forward to meeting many of you at the AGM, but of course, that will not be possible in the current situation.

The past few months have been difficult for everyone and not least for KASBAH. However, thanks to the tremendous hard work of our staff and volunteers throughout this period of lockdown, self-isolation, sickness and furlough, KASBAH has survived very well. Throughout this time, Emma Carver (Chief Executive Officer) has been fulfilling two roles – CEO of the organisation and in training mode for the Social Worker qualification.

I would therefore like to put on record my heartfelt thanks to all our staff and volunteers for the tremendous hard work that they have put into KASBAH not only through this difficult period but throughout out the whole year.

I am also very pleased to say how well our service users have responded to all the difficulties - they have had to cope with lockdown, self-isolation, limitations on their activities as well as changes in staff and various other problems.

Staff have told me that the service users have coped extremely well. So well done everyone.

During this time, we appointed 3 new members to the Board of Trustees who have been formally elected at the AGM. I would also like to thank our Trustees who give their time and enthusiasm to KASBAH and are always pro-active in their support.

We can only hope that next year will not present so many problems as the past few months have done.

I send my very best wishes to everyone connected to KASBAH - members, service users, staff and volunteers.

Richard Chapman

Acting Chair of KASBAH Board of Trustees

*We do use both terms of Trustee and Director and it is the same function, but Trustee is a term used for Charities and Director is a term used for Company regulation, as KASBAH is both a Charity and a Ltd Company.*

1. **Apologies for Absence – Not applicable**

Items on the Agenda that will require voting on:

Items 3,7,10 and 11 all required a vote, each KASBAH member had one voting right, and if they are a parent, one parent could vote in addition to the person with the disability. There were three options; in favour, against, abstain (did not wish to vote on this item).

(Staff were eligible to vote if they were a Member of KASBAH in their own right or if they are a parent/Carer of a registered KASBAH member.)

1. **Minutes of Annual General Meeting 2019**

AGM Minutes 2019 to be adopted:

Proposer: C Taylor

Seconder: T Sinclair

From the website electronic voting:

In favour (45)

Against (0)

Abstainers (1)

AGM Minutes 2019 have been adopted.

1. **Matters Arising**

None raised from the KASBAH members.

1. **Presentation of Annual Review 2019-20**

No queries raised at this time from KASBAH members.

1. **Annual Accounts 2019-20 & Financial Report**

The Annual Accounts for 2019-20 & the Financial Report could be found on www.kasbah.org.uk

This year has been a year of achievement and positive feedback from key stakeholders. A new full cost recovery funding model is now in place for all the KASBAH supported living sites in Kent. We submitted a successful tender application to Kent County Council for our Supported Living Services which will increase our funding streams and secure contracted services with KCC for our projects (with a move away from the Direct payment model of funding).

The Covid-19 pandemic has highlighted the need for increased cash reserves as the majority of KASBAH’s reserves are tied up in the properties, a focus on increasing KASBAH’s cash flow reserves will be a priority for the new financial year 2020-21.

Our budgeting assumptions have continued to be on the conservative side (as is appropriate in the general economic situation) and we have been able to generate a surplus. The audited accounts show a surplus of £154,401 generated on a turnover of £1,434,501 as a result of continuing attention to management of expenditure and maintenance of KASBAH’s income streams.

Approval of Annual Accounts 2019-20:

Proposer: T Sinclair

Seconder: J Owen

From the website electronic voting:

In favour (45)

Against (0)

Abstainers (3)

The Annual Accounts for 2019-20 have been approved.

1. **Chief Executive Officer’s Report – Emma Carver (Chief Executive Officer)**

Hi Everyone

I am sorry we have been unable to meet face-to-face but our priority has to be your safety and this way you get to see what you are agreeing to before you even vote. We have had an eventful year with many positive changes and development. There has been a real focus on increasing our behaviour knowledge and management and we have seen a 50% reduction in incidents from the year before as we have worked to upskill the staff team as a whole. We are passionate about our Positive Behaviour Support approach and have a greater understanding of the reason for the behaviours which has enabled this significant change by the staff adapting their approach and the environment as well as finding safe ways to meet the underlying need. Gingerbread House has also seen a re-focus and we are happy to say all four service users were ready to move this year, the plan is to increase our support into more complex needs and complement the service being provided in Shortbread House.

This year we have also seen the impact of the Covid-19 pandemic and cannot be prouder of the way the organisation has responded as a whole and how the staff team have pulled together to make this extra unexpected time together fun and engaging. Thank you everyone, we have made a very difficult situation manageable. Covid-19 has had very little negative impact on the whole. Please do take the time to read my report in the Annual Review document and if you have any questions please do not hesitate to contact me.

I would like to end by asking you all to remember our lost ones, one year on, Jill Tiller and Ann Everett who were both instrumental in getting KASBAH to the strong and positive place we are in today. They both remain firmly in our thoughts and in our hearts.

Best Wishes

Emma Carver  
Chief Executive Officer

1. **KASBAH’s Five Year Vision**

No queries raised at this time from KASBAH members.

1. **Election of Directors**

Proposer: R Chapman

Seconder: J Owen

**Agenda Item 10.1:**

Brendan Walsh

Veronica Higgwe

Charissa Baldock

Have been co-opted to the Board and have put their names forward for election  
  
From the website electronic voting:

In favour (43)

Against (0)

Abstainers (3)

**Agenda Item 10.2:** In line with KASBAH’s Articles of Association, two of the longest standing members of the Board were standing down:  
Stephen Field - Chair (is standing down to Advisor to the Board)  
Trevor Sinclair - Treasurer  
Trevor Sinclair put his name forward for re-election

From the website electronic voting:

In favour (44)

Against (0)

Abstainers (2)

**Agenda Item 10.3:** Board members for re-election:  
Richard Chapman/ Trevor Sinclair / Christine Taylor/Jason Owen/ Brendan Walsh/Veronica Higgwe/ Charissa Baldock

From the website electronic voting:

In favour (44)

Against (1)

Abstainers (1)

The KASBAH Board of Directors are as follows:

* Richard Chapman
* Charissa Baldock
* Veronica Higgwe
* Jason Owen
* Trevor Sinclair
* Christine Taylor
* Brendan Walsh

1. **Appointment of Auditors**

We have had another positive year with our Auditors who are Lindeyer Francis Ferguson Ltd of North House, 198 High Street, Tonbridge, Kent and we recommend that they are appointed our Auditors for a further year.

Appointment of Auditors:

Proposer: R Chapman

Seconder: T Sinclair

From the website electronic voting:

In favour (43)

Against (2)

Abstainers (1)

Auditors Lindeyer Francis Ferguson were appointed.

1. **Any Other Business**

No queries raised at this time from KASBAH members.

**Close of meeting**