



**SALFORD HEART CARE  
MINUTES OF THE ANNUAL GENERAL MEETING  
HELD ON: TUESDAY 5<sup>th</sup> NOVEMBER 2019, PATRICROFT URC**

**Present:** Jim Collins (Chair, Director)      Alan Rowe (Treasurer, Director)  
 Vincent Clifford (Director)                  Barbara Walker (Director)  
 Jim Clough (Director)                          Jean Chubb (Director)  
 Victor Bailey (Director)                        Jane Hamilton (Therapist)  
 40 SHC members                                 Serena Rice (Coordinator, minute taking)

**Jim Collins opened the meeting at 10:58 AM. A one-minute silence was observed for those members who have passed away during the year.**

1	<b>Apologies</b>	<b>Action</b>
	Apologies were received from Denise Paterson, Joan and Nephie Ashton, Olwyn Dootson, Maureen Chapman, Mavis and Norman Yarwood, and Pauline Hudson.	
2	<b>Minutes</b>	
	The minutes of the last meeting, held on 6 <sup>th</sup> November 2018 were acknowledged.	
3	<b>Matters Arising</b>	
	All matters arising will be discussed as part of the agenda.	
4	<b>Report and Accounts</b>	
a)	<p><b><u>Annual Report</u></b></p> <p>Jim Collins expressed his thanks to all the volunteers for supporting the work of Salford Heart Care. Volunteers include the members who organise day trips at Eccles, Little Hulton and Irlam, and special events such as holidays and parties, and those who help out at the branches.</p> <p>Jim thanked our patron Dr Fitchet for his continued support, as well as The Oglesby Trust, Salford's Cardiac Rehab team, The Egan Project, Helping Hands and the work of the Coordinator, Serena Rice.</p> <p>Jim requested support from new volunteers including meet and greeters, people to help set up the hall and requested more activities to encourage men to attend, such as pool and indoor games. He suggested providing support with transport for those who needed it, and also offering more entertainment.</p> <p>Jim made members aware of the new club at St. Luke's in Irlam o' th' Height that had launched in March 2019 and thanked the volunteers who were involved with this work.</p> <p>Jim highlighted that Salford Heart Care has experienced a good financial year and thanked the members for their support.</p> <p>Serena Rice presented the Annual Report and highlighted the main funds received. She also discussed branch attendance and participation in activities provided at the clubs, noting a decline in take up of reiki appointments and exercise sessions at Eccles. It was also noted that donations in memory of our late volunteer, Joyce Brent, had reached £1,447.00.</p> <p>Jean Barr expressed a preference for Maureen's dance exercise over chair yoga and said she would prefer dance exercise to be offered every week. However, chair yoga is suitable for all levels of physical ability and can be done seated so it is beneficial to offer chair yoga regularly.</p> <p>Fred Gorvett asked why relaxation was no longer available at Eccles and Jane Hamilton responded that participation had declined more recently, however she</p>	

then suggested that this could be reinstated if there was enough interest from members.

Jean Barr asked if Joyce Brent's family had specified how donations in her memory should be spent. Serena confirmed that she would ask Joyce's family, and that the funds would be used to support Eccles.

Several members requested leaflets to place in community venues and GP surgeries. Serena confirmed that a new leaflet had just gone to print and would be available very soon.

Gordon McKay asked if British Heart Foundation shops were allowing us to promote and raise awareness of our club. Serena said that it depended on individual shops and their managers and that some stores were more helpful than others.

Gordon McKay requested a thank you letter that he could give to members of his Healthy Hips & Hearts exercise club in acknowledgement of receipt of donations of bric-a-brac items. Serena agreed to provide the letters.

**Serena**

### **Annual Accounts**

b) The audited Accounts for the year ending 30<sup>th</sup> September 2019 were presented to the members. Alan Rowe, Treasurer, confirmed that similar to previous years, the Finance Committee paid all expenses and invoices on a monthly basis by cheque, where two signatures are required, and that all monies (cash and cheques) collected from the branches had been banked by the Coordinator at the Post Office. Accounts continue to be produced on a monthly basis and are balanced with monthly bank statements. The accounts are sent to the Coordinator and Directors. The Management Committee reviews the accounts on a regular basis.

Alan confirmed that the accounts had been audited very thoroughly by a qualified accountant and that there were no issues or problems to report. Alan reminded the members that following last year's audit the accountant suggested that reserves could be better invested as returns were low in business savings accounts and bank accounts.

Alan highlighted that funds in Eccles, Irlam, Bereavement and Donations had increased on last year, whilst funds in St. Luke's (previously Weaste), the Office and Subscriptions had declined compared with last year.

Funds from The Oglesby Trust have now been spent, having been transferred to Office during the year (a total of £8,000 was transferred compared with £12,000 last year – a reduction of £4,000).

Alan mentioned that overall capital is £3,004 lower than last year and this is mainly attributable to a one-off payment of £2,500 on a recent 5 year investment.

Alan explained to the members that two investments had been made during the year. The first being £50,000 invested with Nationwide for a fixed term of 5 years at a rate of 1.6%. This should generate £4,000 of interest at the end of the 5 year term.

The second investment is £50,000 with Bright Wealth Management (through St. James Place). St. James Place has more than 700,000 clients and manages more than £100 billion investments. The investment is also based on a 5 year term and is spread across three portfolios with different levels of risk. Alan suggested that this is mainly treasury stock in the United States and Asia and hoped that it could generate 3-5% return in 5 years, but could make as much as

	<p>7%. Alan confirmed that the company is FSCS registered, and that there are sufficient funds available in the accounts to enable us to continue for the next 5 years. More information and detail was available should members request this.</p> <p>Alan asked if there were any questions about the accounts.</p> <p>Lynn Frier asked for clarification of where she could locate the investments within the end of year accounts and Alan guided members through the papers.</p> <p>Yasma Osman asked if there was an annual management charge for the investment and Alan confirmed that the charge was approximately 1.5% per annum.</p> <p>Fred Gorvett asked why there were no expenses against the office and telephone this year. Serena explained that the office had closed in May 2018 and that there were no associated expenses for the telephone because outgoing calls were made using a personal mobile phone with inclusive minutes. Serena also explained that Salford Heart Care's telephone number was in the process of being ported to a "virtual landline" and that calls would be diverted directly to a designated number, such as a mobile phone. The cost of this would be £6 per month.</p> <p>Marion asked how £198 had been spent in weight management. Serena confirmed that this expense covered the purchase of two Kardia Mobile devices that were being used for pulse testing at the clubs. The purchase was recommended by Cardiologist, Dr Fitchet.</p> <p>Alan confirmed that the Management Committee had recommended that membership fees should remain at £10 this year.</p> <p>The accounts were adopted - <b>agreed by Marion El Qasem and Victor Bailey.</b></p>	
<b>5</b>	<b>Appointment &amp; Election of Officers</b>	
	<p>Jim invited members of Salford Heart Care to join the Steering Committee or Funding Committee. Alan stated that attendance at Committees was not too onerous and amounted to approximately 7-8 meetings per year.</p> <p><b>The members agreed that the directors should be reappointed for the forthcoming year.</b></p>	
<b>6</b>	<b>Membership Subscriptions 2019-2020</b>	
	<p>The Management Committee recommended that annual subscriptions should remain at £10 per person for 2019-2020 financial year.</p> <p>Jean Barr asked if a higher door entry charge for non-members was still being applied at the clubs, and how that was being managed. Serena confirmed that all members had paid their subscriptions at Irlam, and that this was not an issue. The system was not being implemented at Eccles and Little Hulton. Serena explained that the cut-off date for £10 subscriptions was the month of August. Marion said that a £5 membership charge should apply from August until November.</p> <p>Lynn Frier asked if it was necessary to complete the gift aid section of the membership form each year. Serena confirmed that completion of the declaration form was essential to enable us to claim gift aid on tax payer's donations amounting to 25%.</p> <p><b>Members agreed with the proposal that subscriptions will remain at £10. Membership subscriptions for 2019-2020 are now due.</b></p>	<p><b>Serena / members</b></p>

<b>7</b>	<b>Any Other Business</b>	
	<p>Jim Collins wished to remind members to pay at the door using the correct change.</p> <p>Jim Collins reminded members about the Christmas Party to be held at De La Salle Sports and Social Club on Tuesday 17<sup>th</sup> December 2019. Tickets have now sold out. Donations of raffle prizes were also requested.</p> <p>Anne Sutcliffe asked if a first aid kit was available at the club. Serena confirmed that Salford Heart Care does have a first aid kit, and this is stored behind the stage together with an accident book. There is also a first aid kit in the kitchen, as well as plasters kept with tea and coffee supplies.</p> <p>David Gorvett asked if we had a trained first-aider at the club and Serena confirmed that she was trained and that many of the instructors and some members also have first aid training.</p> <p>Jane Hamilton wished to congratulate Salford Heart Care on behalf of the members for the fabulous work and noted how hard the volunteers worked. She said she was very proud of the organisation and what had been achieved over the years.</p>	
	<b>The meeting closed at 11:50am.</b>	