

4Sight Vision Support Annual General Meeting
Wednesday 8th November 2017 at 11.00am.
QEII Room, The Shoreham Centre, Pond Road, Shoreham-
by-Sea.

1. Welcome

The meeting was opened at 11.02 by the 4Sight Vision Support Chairman Dr Norman Boyland DL who welcomed everyone to this years' meeting in Shoreham-by-Sea.

2. Attendees/Apologies for Absence

Apologies had been received from Trustee Maureen Jenkins and 71 members. In attendance on the day were 69 people made up of members, volunteers, trustees, VIP guests, guest speakers, staff and the 4SIGHT Auditor. In attendance also were ROVI and officer staff from West Sussex County Council and other sight loss sector organisations, including, the RNIB and Adur Talking News.

3. Minutes of the AGM held on Friday 28th October 2016.

The Chairman presented these minutes and it was **proposed by David Whyberd, seconded by Phil Revis and unanimously approved by all members present that these minutes be accepted as a true and accurate record of that meeting.** There were no matters arising from those minutes.

4. Report from 4SIGHT Chairman – Dr Norman Boyland DL.

I would again like to welcome you all here this morning. Thank you for coming to this important general meeting. The interest you show and the support you give makes an invaluable contribution to our continued drive to fulfil our mission.

You, our Members, elected four new Trustees at the AGM last year so it is appropriate that as a Board, we examined our mission, aims and values during the year. These now appear on the website and describe what we aim to do and the way we will do it.

We are a people focused organisation, and this includes the staff. I would like to start by saying something about our staff and the outstanding efforts they continue to make to ensure 4Sight delivers on our mission. This year they have continued to deliver great service to our Members, growth of the Charity and a stable, sound financial foundation as described in the annual accounts. A lot of the staff have been with 4Sight for many years and have selflessly contributed beyond expectations through challenging times. I would like to congratulate them for the results they have produced over the years, especially this last year and thank them on behalf of the Board and all the Members.

The Board continues to review strategy. Of necessity over recent years we have been driven by events and have had to react to a rapidly changing environment. Our intent is to help set the future agenda rather than react to it. To this end we are trying to be much more outward looking, working with others and helping set the agenda. We can all see the trends and the need for ever increasing levels of support across the sight impairment sector. Rather than wait we are thinking about the future and the way 4Sight may be ready to meet future needs.

Another obvious step is to ensure that everyone knows about 4Sight and how the charity can help. We have had some success in recent years with increased recognition of our name but there is a long way to go. We are conscious of the way recognition and profile helps some of the big charities gain support and funding. Our aim is to be widely known and instantly recognisable with a progressive and up to date image. While image is part of it name is important too and now is the

time to move on from linking our name with the past through our former designation – West Sussex Association for the Blind. Nik will shortly be speaking more about this and unveiling some very exciting images showing the way we are updating both our image and company designation.

Another key development during the year has been the decision your Board took to remove the annual subscription. It comes as no surprise that this move has been well received but from a corporate governance point of view it has some implications. In the past all paid up members of the charity have been entered on the register of members and have been eligible to vote at general meetings such as this. It's also probably worth mentioning that according to our Articles of association, once on the register, Members remain Members unless they submit a letter of resignation. There is however an issue with how we identify new members and admit them to the register. To deal with this issue the Board has spent time considering the best way forward and has taken professional advice. The result is reflected in some of the proposed amendments to the Articles of Association which we will be considering later in the meeting.

Operational achievements are laid out in detail in the Trustees Annual report. I have already mentioned the efforts put in by Nik and the whole 4Sight team but also wish to emphasise the tremendous efforts of the area committees and the volunteers who work with them. Over the last couple of years there has been a growing buzz around and within 4Sight and a clear acceleration of the things going on. This would not have happened without the full engagement of the area committees and the volunteers. They are very much the front line, the tentacles of 4Sight that reach out to draw in the members and the web that embraces them to help them manage their daily lives better. On behalf of the Charity, thank you all.

I mentioned earlier that you, the Members voted four new Trustees onto the Board at last year's meeting. I would like to commend these new Trustees for the way they have settled into their responsibilities and contributed in such a positive and worthwhile manner to the business of the Board. Some of us have been Trustees for very much longer and we are all conscious of the need to renew the Board on a regular basis. We will be actively searching for and recruiting new Trustees to help carry the Board forward in future years. As far as Board retirements are concerned, we will be following the guidelines in the revised articles provided they are adopted later in the meeting. In the meantime, and in line with good practice, all Trustees will be seeking re-election each year commencing today.

I hope you are excited about some of the changes taking place and about the way the board together with Nik and his team are moving 4Sight towards a very vibrant and worthwhile future. We are beginning to think about the Charity's 100th birthday, all that has been achieved in the last 100 years but more than anything, how we can be relevant and contribute to the wellbeing and enjoyment of our members in the future.

5. Report from 4SIGHT Chief Executive – Nik Demetriades.

Using a series of PowerPoint slides to illustrate his Report, Nik started by saying that it had been 'a positive year of change' for 4Sight. To demonstrate this, Nik referred to last year's AGM at which a number of key objectives had been set for the 2016-17 year, which were as follows;

- To rebrand and rename the charity
- To create new Vision, Mission, Values, Aims & Objectives
- Create a new ethos of working, based upon the Henshaw's 'Pathway to Independence' model of practice
- Appoint a Project 360 Liaison Officer
- Review and develop our services in light of these changes

- Reintroduce services in the north of the county
- Introduce free membership from 1st April 2017

Nik said that he was pleased to report to Members that all of the above objectives had been put in place and/or done, thanks to an excellent effort by the staff and volunteers, whose outstanding performance can be seen in the following statistics:

- 2,252 Contacts with members & service users by the Outreach Staff & Volunteers (up by 25%)
- 2,500 Contacts with members & service users by the Sight Care Advisor team
- 590 people supported by the Sight Care Advisor team in Worthing & St Richard's Hospital Eye Clinics
- 128 people supported by the Sight Care Advisor team at Goring Hall Hospital
- 311 Low Vision Assessments were carried out in our Centres and in Crawley and Horsham Hospitals
- 331 Members took part in 4Sight Social/Activity Clubs
- 201 Volunteers supported and enabled members to participate in the county-wide 4Sight Social/Activity Clubs

It was also positive financial performance for the charity, and Nik drew the Member's attention to the following financial information:

- Total Fundraising = Up 18%
- Donations = Up 317%
- Bognor Shop = Up 5%
- Net Income = Up by 480% to £556,611

Nik went on to explain the following significant developments that were taking place at the Charity, that had begun in this present financial year, but which would be continuing through the next financial year and beyond:

- The new name of '4Sight Vision Support' and a complete re-brand, to reflect the,
- Shift towards a person-centred approach putting our members at 'the heart of everything we do', which is in line with the,
- Henshaws 'Pathway to Independence' model of best practice in the sight loss sector and evidenced in our new
- Vision to 'be there when it matters for everyone living with sight loss'.

Nik also went on to talk through service developments including;

- 4 new members of staff appointed (Project 360 Officer/Volunteer Coordinator/Community Fundraiser/Facilities Manager, with a
- New Outreach Worker for the North/North East of the County to follow in December.

Nik took a question from Mrs Baker regarding the lack of a 4Sight presence in the Crawley area, and Nik referred to the forthcoming appointment of the new Outreach Worker for the area which would help to redress this lack of parity of service across the area.

Nik concluded by thanking all the 4Sight staff and volunteers for their excellent work during the previous 12 months and the Board of Trustees for their ongoing support.

6. Report from 4SIGHT Hon. Treasurer – Arthur Mayson.

Copies of the full statutory accounts have been available ahead of this meeting and further copies are here today if anyone requires them. They also will be available on line via the 4Sight website.

The accounts must comply with the requirements of the Charity Commission and the Companies Act and are an integral part of the Trustees Annual Report, also now available. There is therefore a considerable amount of detail and explanatory notes which can make them confusing to follow.

Usually most members simply wish to know how we have performed in the year and whether we are in a sound financial position going forward. I hope you will be pleased to learn that in the 13 years that I have been Hon Treasurer that this is the most successful year that I have reported on and the strongest financial position yet going forward.

I do not intend to talk through the accounts but to have an overview of where we are a summary account has been prepared and is shown on the screen. One does not need to look too closely to see what is behind the success. During the year we were very fortunate to receive a substantial legacy from a former member, in excess of £500K. Even without this however we would still have achieved a surplus.

We are of course deeply grateful as this now gives us the opportunity to build on the progress we had started to make last year. We shall be ever mindful of carefully controlling costs but able to expand activities into things we have always wanted to do but have been prevented by economic constraints. This will be done in a planned and careful way to ensure that any expansion of services can be maintained over the longer term.

As I mentioned last year, we would be changing the way we employed external fundraisers so that we had closer control of their activities. This has now been achieved and inevitably this meant some slowdown whilst we adjusted to new working methods. This accounts for a dip in this source of income although for the current year things are moving in the right direction as applications are starting to bear fruit.

Shop income has again risen and as indicated last year the improved financial position enabled us to commission an outside consultant's report of shop activities. Hopefully the recommendations will enable the shop to increase its contribution.

Clubs remain self-financing and I would like to thank them and Area Committees for their ongoing effort in raising not only funds but also our public profile. Similarly, we are very grateful to community fundraisers for their support. This includes Chichester University, Lions, Rotary, The Masons and town and parish councils. There are too many to mention individually but there is more detail in the Trustees Annual Report.

We are all well aware of the problems besetting the NHS and that sight care figures very low on their priorities. We will continue in our endeavours with our partners to get recognition- and remuneration- but despite our efforts, this continues to be a difficult area.

I am very grateful for the support of all our staff as all contribute towards our financial success and especially to Melanie and Sonia, our small finance & admin team who once again have achieved an unqualified examiner's report, and of course to Nik our Chief Executive who continues to exercise careful and thoughtful control over the Charity's affairs.

You will shortly hear from Paul Wright of Sheen Stickland, but I would like to add my personal thanks for his guidance and advice in the preparation of the accounts.

To conclude, several very difficult years, I believe we are in a strong position to carry our activities forward with careful expansion whilst being ever mindful of costs.

I am happy to take any specific questions at the end of the meeting.

7. Report from Auditor – Sheen Stickland

Paul Wright said that he had attended 82 AGMs this year already, but that it was always a pleasure to attend the 4Sight AGM, especially as the accounts for the year made for such positive reading with the net balance sheet standing at £1.1 million and income for the year almost at £1 million.

Paul said that was especially important given the difficulties in the Charity sector at present with both the Local Authority and the NHS cutting funding, but he was pleased to see that, although this had been an exceptional year because of legacies, they were the 'icing on the cake' because the charity had been through a process of adjusting its structure and activities which had impacted positively on its funding, and as a result, 4Sight now had the opportunity to take a longer view in its strategic planning

Paul concluded by saying that in his role as the appointed Auditor, everything was as it should be with the Charity's finances. In concluding, Paul referred to the '7 Principles of Leadership', saying that he was reassured to note that the Trustees were following those principles, which he believed would stand 4Sight in good stead for its next 100 years.

8. Annual Trustee Report and Accounts for 2016/2017.

Norman Boyland formally presented the accounts for adoption and the **Annual Trustee Report and Financial Statements for P/E March 2017 were proposed by Phil Revis, seconded by David Whyberd and unanimously approved by all members present.** There was one abstention, Mr David Shaw, who had to abstain because his visual impairment precluded him being able to read through the accounts

thoroughly. Otherwise, there were no member comments on these accounts or report.

9. Nomination and election of Trustees

Norman Boyland explained the Trustees plans to stand 'en bloc' for re-election at this year's AGM and he asked Members to vote on the matter. At the vote, **29 Members voted to allow Trustees to stand for election 'en bloc'. There were no objections or abstentions.**

Members were then asked to vote for all Trustees to be re-elected; **there were 33 votes for the motion, with no objections or abstentions and all Trustees were re-elected as follows.**

Honorary Officers

- Chairman: Norman Boyland
- Vice-Chair: David Whyberd
- Treasurer: Arthur Mayson

Elected Trustees

- Jan Penn
- Robert Hayes

Area Trustees

- Phil Revis (Mid-Sussex)
- Derek Drake (Crawley)
- Phil Revis (Mid-Sussex)
- Maureen Jenkins (Arun & Chichester)
- Velia Hall (Midhurst)

10. Special Resolutions – Changes to name of the Charity and to the Articles of Association.

The Chairman, Dr Norman Boyland DL explained to Members about the reasons why the Board of Trustees felt that changes to the Articles of Association were required and he referred them to **Agenda Item 10. the Special Resolution to amend the Articles of Association – Notes on changes to the Articles** (see Appendix A below) which had been circulated along with copies of the new **Articles of Association** (See Appendix B below) prior to the meeting, with copies in all formats available on display in the room.

Norman talked through each point in the Notes and in particular, he referred to the fact that it was the Trustees intention for the charity to change its name officially from 'West Sussex Association For The Blind' to '**4Sight Vision Support**'.

After Norman had finished talking through the Notes, Vice-Chairman David Whyberd provided clarification to the AGM attendees on the difference between being a Member with a capital 'M' and a member with a lower-case 'm', which was to do with the matter of having voting rights at the charity's General Meetings.

A vote on adopting the change of name of the charity to '4Sight Vision Support' and on adopting the new Articles of Association followed, and it was carried by a vote of 37 in favour, with no objections or abstentions.

11. 4SIGHT Volunteer of the Year Awards 2016.

This year's awards were shared between 'all-round superstar' Jean Hall - for her long-standing volunteering contribution at the 4Sight Vision Support Centre in Bognor - and the four Audio-

Library volunteers who had provided such outstanding service to Members for over 20 years; Richard Green, Sonia Elliott, Ruth Belcher and Matthew Blyther. Matthew was present to accept his award from the Chief Executive and after stating that it was 'nice to be acknowledged', he was widely applauded by the AGM attendees, as was Jean Hall when she was presented with her award from the Chief Executive.

12. Adur Talking News (ATN) Presentation.

A special brass plaque was presented to ATN Chairman Ann Simmons and ATN volunteer Cyril Pelluet by the Chief Executive on behalf of all at 4Sight, to thank them for 'all the support given to members' between 1976 and 2016 and for their donation to 4Sight's ongoing work in the Shoreham and Adur area. In the 40 years that they were active, ATN provided:

- 40 Years of Service
- Over 1600 Editions
- 128,000 minutes
- 2,200 hours
- 200 listeners a year

Ann and Cyril made a short speech and thanked everyone for the presentation, for which they received huge applause.

13. Questions from the Floor – there were no questions from the floor, but a point was raised about the need for the following assistive tools at future AGMs to assist participation and inclusion:

- Audio/hearing loops
- Microphones and a PA system for speakers

14. Chairman's closing remarks

The meeting was closed at 12.50pm by Dr Norman Boyland who said the meeting had been very enjoyable and informative and he thanked the staff and volunteers of the 4Sight Vision Support Centre in Shoreham, and other staff and volunteers for all their hard work in arranging the event and for making us welcome.

Signed: Date:

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Dr Norman Boyland DL