



Root & Branch
Westmill Farm
Watchfield
Oxfordshire
SN6 8TH

Minutes of Annual General Meeting – for the year 2022

Tuesday 11th October 2022 held remotely online on ZOOM at 6:30 pm

These minutes were approved by members present at the 2023 AGM on the 10th October 2023

Present

Karen English, Centre Manager
Nick Daisley, Chair of the Trustee Board
Emma Welch, Trustee
Rosemary Wheeler, Staff
Svetlina Jeannerett, Co-opted Trustee
David Atkins, Co-opted Trustee
Adam Twine, Founder Member and Patron
Alistaire Knight, Co-opted Trustee/ Treasurer
Yvonne Castellano, Staff
Charlotte Watmough, Guest, visitor from Restore
Richard Taylor, Volunteer and member
Lindsey Hughes, Staff
Sue Douglas, Member
Valerie Jones, Volunteer

Apologies:

Brian Mildenhall, Member
Ian Matheson, Trustee
Jill Petersons, Member
Roger Wilkins, Volunteer

1. Welcome and opening remarks

Nick Daisley welcomed those present at the meeting and thanked everyone for attending. He acknowledged on behalf of the trustee board, Karen, the staff team and the volunteer team, and he thanked them for all their hard work this year.

2. Minutes of previous meeting (held October 12th 2021)

The minutes of last year's AGM were approved as a true record: proposed by Nick Daisley and seconded by Karen English. There were no matters arising.

3. General report and Report of the New Strategic Plan

Karen, Centre Manager, gave her annual report for the Year April 2021 to March 2022. The report started with testimonials from current service users who describe finding hope and purpose at Root & Branch. Karen described how, at Root & Branch all thirty-one Service Users have achieved this year, either through finding employment,

starting a new activity or starting a course or training. All have built resilience and improved their physical and social wellbeing.

The year has seen the Project rising to new challenges by diversifying the funding streams, managing change, measuring impact and raising the profile of the charity by building partnerships.

Karen thanked her staff team and a dedicated team of volunteers and trustees, and all of the funders and partners who work closely to support Root & Branch.

David Atkins talked through the process of creating a new strategic plan for the charity. The strategic plan will take the charity through 2023, 24 and 25. The new strategic plan was created this year following strategy days held by both the staff and trustee teams and were guided by Sally Britton from the Lloyds Enhance Programme. David talked through the new plan which keeps nature and outdoors at the heart of what we do. The plan describes our values, vision, scope and objectives and begins to explore how we intend to measure and monitor our impact. The final plan will be published on the Charity Website by the end of 2022.

Adam Twine asked questions about our vision and about impact measurement. When a service user first joins the project, we aim to agree and create a personal plan with them to understand their needs. Karen explained that yes, often when someone is referred via a GP or other health care professional they do come with knowledge and well-defined goals. However, when a service user 'self-refers' they might be a little less clear of their journey and for this reason the 'personal plan' agreed will remain flexible and adaptable throughout their placement. The monitoring of their progress during their placement will be both subjective and objective, it will involve both observational and anecdotal measurement by staff and volunteers as well as the more formal monitoring of ReQol scores and recovery stars performed with their key workers.

4. Financial Report

Alistaire Knight provided a summary of the official financial situation for the year 1st April 2021 – 31st March 2022, highlighting that Root & Branch continues to be in a good financial position. The Project ended the year with a healthy reserve. Alistaire thanked all our donors large and small.

The full Annual Accounts have been independently checked by an accountant and can be viewed on our website. They will be published with both Companies House and the Charity Commission.

The expenditure at the project has gone up noticeably from the year 2020/21 but this is due to the fact that Root & Branch is now back open and offering a full service again following the COVID Pandemic. To reflect this: the income generated from the Project's own fundraising has increased again back to pre-pandemic levels.

A key focus this year for the board has been fundraising and new funding of £10,000 has already been achieved. Alistaire pointed out that, in 2023, a funding gap will open up due to the Lloyds grant coming to an end. However, the new fundraising strategy going forward aims to mitigate the risk by prioritising the search for replacement funding.

Nick thanked Karen, David and Alistaire for their reports.

5. Election of trustees

Four trustees were put forward for election to the board at the 2022 AGM. One proxy voting form had been received from member Brian Mildenhall.

Trustee Ian Matheson stood down by rotation at the meeting. Ian was put forward for re-election. Ian was proposed by Alistaire Knight, seconded by Svetlina Jeannerett, and voted back to the board by the majority of members.

Co-opted trustee David Atkins was proposed by Nick Daisley, seconded by Alistaire Knight, and voted back to the board by the majority members.

Co-opted trustee Svetlina Jeannerett was proposed by David Atkins, seconded by Emma Welch, and voted back to the board by the majority of members.

Co-opted trustee Alistaire Knight was proposed by Emma Welch, seconded by Nick Daisley, and voted back to the board by the majority of members.

Meeting closed at 19.30

*Minutes prepared by Emma Welch
16th October 2022*