



**Reading Advice Network (RAN)
Minutes of the Fifth Annual General Meeting
Monday 7th October 2020
By Video Conference**

Attendees;

Richard Harrison, RAN Chair
Francesca Yates, RAN Trustee
Mike Allen, RAN Trustee
Peter Kayes, RAN Treasurer
Fiona Price, Age UK Berkshire
Catherine Mcleod, Dingley's Promise
Mandeep Kaur, Healthwatch
Nick Harborne, Reading Refugee Support Group
Rachel Spencer, Reading Voluntary Action
Sarah del Tufo, Reading Community Learning Centre

Apologies

Hazel Wright, RAN Vice-Chair
Caroline Marsh, RBC

The AGM commenced at 09.30. Richard Harrison, RAN Chair, opened the meeting and welcomed all those present.

1 RAN 2019 AGM Minutes

Richard introduced the RAN 2019 AGM minutes and asked members if these were an accurate record of the proceedings of the AGM. This was agreed by all the member organisations present.

2 RAN Report and Accounts for 2019-2020

Peter Kayes introduced the RAN Report and Accounts for 2018-2020, which had been approved by the RAN Trustee Board and by the Independent Examiner, Julian Ansell. Peter explained that the Board had taken further measures during the year to reduce expenditure, primarily by moving to a new host for the RAN website, and that all the member organisations not still covered by their initial 3 year membership fee had paid their subscription for 2020. If this continued RAN's annual income would be at least £480, and expenditure

would only be marginally greater. Given its current bank balance of nearly £8,000, RAN's financial position was secure for the foreseeable future.

One member asked whether the Trustee Board had designated a specific level of reserves. Peter replied that, given the healthy bank balance, the Board had concluded that this was not necessary.

Richard asked whether the members present were content to approve the Report and Accounts, and this was agreed unanimously.

4 Election of Trustees

Mike Allen took the Chair. He reminded those present that under the constitution one third of the Trustee Board had to retire each year but could stand for re-election. This year Richard Harrison and Peter Kayes had to retire but wished to stand for re-election. He asked if member organisations were content to approve their re-election, and this was agreed by all the member organisations present.

5 Award of the RAN Quality Standard

Richard resumed the Chair. He congratulated Reading Refugee Support Group on the work they had done over the last year to meet the requirements of the Quality Standard and awarded the Standard to their CEO, Nick Harborne.

6 Closing remarks

The Chairman made the following closing remarks:

Because of the Covid-19 pandemic this had been a much quieter year for RAN:

- We had held one Advice Forum, exactly a year ago, immediately after our last AGM, on 'Working with clients who have complex problems', but had had to cancel two planned for March and July this year
- We had welcomed one new member - Reading Association for the Blind - and moved onto a system of £30 annual subscriptions.
- One more member, RRSB, had achieved the RAN Quality Standard. Other members had been working towards it, but the disruption to their services caused by the pandemic had made it impossible for them to complete the process
- We had held 5 meetings of the RAN CEOs Group - the last 3 by Zoom, and those attending had all said that they had found them useful.

- Today we were holding our first virtual Advice Forum. If it proved successful we would look at holding a number of others in the year ahead, while the pandemic continued.

He concluded by expressing his gratitude to his fellow trustees - Fran, Hazel, Mike and Peter - for all their help and support over the past year.

The AGM concluded at 09.50.