

# Churches' Agency for Safeguarding

## Annual General Meeting

Thursday 14<sup>th</sup> June 2007

(Methodist Church House, 1.30-3.00pm Room 100)

### Present:

Paul Martin (London Baptist Association, Chair), John Brown (URC), Ron Ludgate (Head of CAS), Stephen Haward (Congregational Federation), Pearl Luxon (Methodist), Tom Bruch (Lutheran), Peter Hammond (CAS Treasurer), Steve Pearce (Methodist), Adrian Child (COPCA), Alan Elson (Baptist Union), Clive Sheridan (Baptist Union of Wales), Sheila Mitchell (Moravian), Anne Hosking (Quakers), Jill Steele (Church of Scotland), Katherine Shaw (CAS), Sanya Strachan (CAS), Olubusola Odukoya (CAS), Kim Medford-Vassell (CAS & MC),

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### 1. Welcome

From Paul Martin

### 2. Devotions

Led by Paul Martin

### 3. Apologies

Janet Quarry (BMS), Colin Braithwaite (Wesleyan), Emma Wilcox (Wesleyan)

### 4. Minutes of last AGM

The minutes of the AGM held on 31<sup>st</sup> October 2006 were agreed and there were no matters arising that were not on the agenda of this meeting.

It was noted that these minutes were from the previous organisation but due to the common membership they were accepted at this meeting.

### 5. Matters arising not on the agenda

Please see above.

### 6. Introduction to the new company and charity

RL explained that CAS was registered as a Private Limited Company on 25<sup>th</sup> October 2006 and registered as a Charity on 17<sup>th</sup> April 2007. RL had received verbal confirmation from Customs and Excise that CAS has no liability to register for VAT. This has yet to be confirmed in writing.

An extract of the Articles of Association was circulated advising members that the company could carry out a wide range of activities relating to Safeguarding. Copies of the full articles of association are available to members at this meeting.

### 7. Election of Trustees

The following had been proposed to stand as trustees:

- |      |                |                           |
|------|----------------|---------------------------|
| i.   | Alan Elson     | Baptist Union             |
| ii.  | Paul Martin    | Baptist Union             |
| iii. | Pearl Luxon    | Methodist Church          |
| iv.  | Steve Pearce   | Methodist Church          |
| v.   | John Brown     | United Reformed Church    |
| vi.  | Stephen Haward | Congregational Federation |

Jill Steele, seconded by Anne Hosking, proposed these trustees.

The AGM unanimously elected the candidates.

#### Company Secretary

Paul Martin, seconded by Pearl Luxon, proposed Peter Hammond  
The AGM unanimously elected Peter Hammond as Company Secretary

#### Chair of CAS

Pearl Luxon, seconded by Anne Hosking, proposed John Brown  
The AGM unanimously elected John Brown as Chair of CAS

### **8. Acceptance of accounts**

Accounts for 2005/06 prior to company registration were noted.  
The Budget Status Report for 2006/07 was also noted. RL reported that the budget for 2008 was very tight and already had deficit risks. The budget was set to maintain the market £12 application unit cost and to keep the inflationary factor acceptable to the main funders.

The error rate income had been calculated on the basis of 50% of last years' error activity would be charged the £5 error fee. Currently a significant proportion of errors were being resolved over the phone and therefore not incurring the charge. Therefore there is a predicted shortfall due to a projected lower income from this area.

As staff contracts were under the Methodist Church terms and conditions the rise in salary costs are much higher than acceptable inflationary rises.  
With a cost of living rise of 4.4% and incremental rises the total increase in total salary costs are above 7%.

The following motions were proposed :

- A) Item 9 of Company Rule 1 proposed by Pearl Luxon, seconded by Stephen Haward
- B) The appointment of auditors or account examiners is delegated to the Board of CAS proposed by Jill Steele, seconded by Steve Pearce
- C) The financial year of CAS will run from January 1<sup>st</sup> to December 31<sup>st</sup> proposed by Steve Pearce, seconded by Paul Martin

### **9. Proposed budget for 2008**

Please see above.

### **10. Report from the Head of CAS**

RL gave a powerpoint presentation covering service improvements, performance standards and possible strategic directions for CAS. All members have a copy of this presentation.

### **11. Questions and Discussion**

Question and Discussion session took place.

### **12. Date of 2008 AGM**

Thursday 19<sup>th</sup> June 2008 at 12.30pm. It was suggested and agreed to have a speaker at this meeting.

**13. Any other notified business**

JB thanked CAS staff for their outstanding efforts during the last year in reducing the backlog and for their continued hard work on behalf of the denominations. PL also wished to thank RL for the work he has carried out over the past year.