

ANNUAL GENERAL MEETING MINUTES 2025

Monday 8th September 2025 at 10am

Held at the Healthwatch Derbyshire Office, Milford, Belper

Present:

Denise Gould (DG)	-	Chair of the Board of Directors
Al Garrett (AG)	-	Board Member
Carl Hardman (CH)	-	Treasurer
Fiona Marshall (FM)	-	Board Member (Joined remotely)
Hannah Parry-Payne (HPP)	-	Board Member
Helen Severns (HS)	-	Board Member
Helen Henderson	-	Chief Executive Officer

Apologies:

Tim Broadley (TB)	-	Board Member
Jo Hall (JH)	-	Board Member
Victoria Sweetmore (VS)	-	Board Member
Tammi Cooke (TC)	-	Office Manager

1.0	Welcome and introductions DG welcomed everyone to the meeting and advised that only members of the HWD Board are eligible to vote at this AGM.	
1.1	DG presented the minutes of the Annual General Meeting (AGM) held on 9 th September 2024. No points of accuracy raised.	

1.2	It was proposed by HPP, seconded by CH and resolved unanimously that the minutes of the 2024 Annual General Meeting of Healthwatch Derbyshire be adopted as a correct record of the same.	
2.0	Annual Report 2024/25	
2.1	DG confirmed that the 2023/24 Annual Report had been submitted on time at the end of June 2025.	
2.2	DG highlighted that the report throughout highlights and evidences how much work had gone into truly listening to people. DG thanked the HWD team for their work and putting together a coherent report which clearly demonstrates the impact of our work.	
2.3	The report was formally accepted as a true and accurate representation of the work carried out for the reporting year.	
3.0	Annual Accounts 2024/25 DG handed over to CH as Treasurer to present the annual accounts.	
3.1	CH presented his second Treasurer's report following his appointment to the role at the Board meeting of 11 th December 2023. CH presented the annual accounts for the year ending 31 st of March 2025, and noted: The principal funding source for the function of Healthwatch Derbyshire is provided by Derbyshire County Council (DCC).	

	○ This contract continues to operate on a flat budget which continues to present financial challenges. • Additional funding has been received for specific pieces of commissioned work. ○ Sources for such income have come from Derby & Derbyshire Integrated Care Board and Derbyshire County Council Public Health. • The unrestricted reserves are higher than shown at the end of the previous year. ○ These reserves are considered to be sufficient to meet the last three months of operational costs and comply with the Reserve's Policy. • Statement of financial activity: Figures show an improved financial position on the previous year. ○ The most significant costs relate to staff wages and pension contributions ○ During the year the average number of employees was eleven. • The level of net assets and total funds show an increase from the previous year's balance. ○ Additional income has been sought from the pieces of funded commissioned work • The government has announced the proposed closure of Healthwatch England and the local Healthwatch networks. ○ A national group has been formed to raise concerns about proposals to change arrangements and to safeguard	
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	the independent public voice in health and social care ○ Several initiatives are currently under way to support this work. • The HWD financial position remains robust ○ This will continue to be monitored and scrutinised by the Finance & Audit subgroup ○ The subgroup meets every three months and reports to the HWD Board. • The current independent auditor, Graham Gilbert of Cameron Hughes, reports that he has no concerns and has come across no other matters in connection with the examination to which attention should be drawn in his report. • CH proposed the reappointment of Graham Gilbert of Cameron Hughes Limited as independent examiner of Healthwatch, Derbyshire's financial statements. This was unanimously agreed.	
4.0	Constitution • The constitution was tabled including amendments and discussed and agreed. • This version of the Constitution was proposed by FM and seconded by DG, and resolved unanimously that this tabled version be formally adopted.	
5.0	Appointment of Directors • DG announced that in accordance with the organisation's Articles of Association, the directors who have been in post the longest	

	and are to stand down at this AGM are DG and TB. • DG and TB have both expressed that they are willing to stand again as board members. • Both of the appointments as board members for a period of three years were proposed by CH and seconded by AG. • DG and TB were duly re-elected for a three-year term to the Board of Directors. • The appointments of the Chair, Vice Chair and Treasurer will be made at the Board meeting the follow this AGM.	
6.0	Closing remarks • DG congratulated everyone involved for what had been a good year for HWD. • FM stated that we need to celebrate how strong we are as a local Healthwatch	