



Plymouth Social Enterprise Network

Plymouth Social Enterprise Network Minutes

of the

Annual General Meeting

held on 21st May 2013 at Devonport Guildhall

Present: Annette Morton (Peninsula Enterprise/Social Enterprise Focus), Gareth Hart (Iridescent Ideas), Dirk Rohwedder (Dartington School for Social Entrepreneurs), Michelle Virgo (Plymouth Business School), Peter McNamara (Plymouth Community Homes), Ed Whitelaw (Real Ideas Organisation - RIO), Lindsey Hall (Real Ideas Organisation - RIO), Kate Smith (Memory Matters), Sarah Stevenson (Plymouth Business School), Vaughan Lindsay (Dartington Hall Trust), Simon Petherick (The Word Machine), Tim Culverhouse (Francis Clarke LLP), Kirsty Wick (KW Accounting Services), Sarah Burgess (Community Interest Company Regulator), Iain Slade (Stiltskin Creative Arts & Theatre CIC), Sarah Glenister (Deepblue Accountants Ltd), Dave Kilroy (Application Insight)

1 – Welcome, introductions and apologies

Michelle Virgo acting as Chair welcomed all present and invited everyone in the room to give a brief introduction to themselves and their social enterprise. No apologies for attendance were recorded.

2 – Minutes of the last meeting

Copies of the minutes of the previous Annual General Meeting held on 15th May 2012 were available at the meeting (in addition to being available on the Network's website). There were no matters arising and the minutes were accepted by the meeting.

3 – Presentation: Social Enterprise in the Regional Economy

Vaughan Lindsay of Dartington Hall Trust gave a presentation on 'Social Enterprise in the Regional Economy' which was followed by a lively discussion. Copies of Vaughan's presentation will be attached to these minutes.

4 – New Membership Applications

The following new members were welcomed to the Network, 4 as full members and 5 as associate members (all previously approved by the executive committee).

- Wood be Waste CIC (full membership)
- Focus Oral Health CIC (full membership)
- Trevi House (full membership)
- Peninsula Casualty Reduction Partnership (full membership)
- Counsellors South West CIC (full membership)
- Theatrebugs (associate membership)
- Plymouth Translate (associate membership)
- Mind the Gap UK (associate membership)
- Boo Enterprise (associate membership)

This brings membership of the Network to 101.

5 – Officers Reports

Treasurers Report – Dave Kilroy noted that his report would cover the period from August 2011 to 31st March 2013. Copies of independently drawn up accounts for 2011-2012 and 2012-2013 had been made available in the room (and will be posted on the Network's website for public viewing). Two separate Treasurer's reports are included in those accounts so Dave summarised by saying that the 18 month period showed a lot of activity in this time; starting with the opening of the bank account with a balance of zero and ending with earned income of in the region of £5,500 and grants received of just under £32,000.

Dave introduced the Network's accountant, Sarah Glenister of Deepblue Accountants Ltd. Sarah confirmed that all activity was reported in accordance with the Financial Reporting Standards and invited any questions concerning the accounts either during the meeting or at a later date. Dave also invited any questions concerning the Network's finances.

Chairs Report – Michelle Virgo presented a celebratory report highlighting the excellent year of activity. At the previous AGM the Network had a membership of 33. This has grown in the year to 101 – 68 of which are full members.

Michelle paid tribute to the work undertaken by Harriet Edwards in her year as a Modern Apprentice at the Network. Harriet has successfully completed her apprenticeship and gone on to new employment.

The developing relationship with Plymouth City Council was given special mention. The impact that PSEN has made during the year now means that its presence and opinion is sought out for many initiatives such as the Jobs Task Force. PSEN is a member of the 1,000 club, supporting young people in to employment. It is also working to support the procurement of services from social enterprises throughout the city.

A major achievement in the year was the Directory of Social Enterprise, funded by Awards for All, sponsored by Plymouth University and launched at the Festival for Social Enterprise in 2012. The work on producing this report will be built on and kept fresh in future years.

Co-ordinators Report – Gareth Hart described the very successful Venture programme in detail. This is part of a 4-stranded Transforming Local Infrastructure project overseen by CASAP designed to support the voluntary and community sector in becoming more business-like. To date, 40 organisations have been supported by Venture which runs until September 2013.

The Network has also hosted a number of events, including the very well attended ‘MoneyTalks’ conference held at the University and concerning Social Finance. The Network’s newsletter is sent out regularly to 900 subscribers. PSEN has also developed a role in supporting other social enterprise networks throughout the region as they develop.

The week long festivities that made up Social Enterprise Week 2012 were worthy of particular note, including involvement from national organisations, culminating in the Festival of Social Enterprise held at the University. Planning is already underway for the 2013 Festival.

The PSEN Development day held in February 2013 proved to be excellent for steering the future of the network and highlighted a number of areas as the focus of future work:-

- The membership of the network and how best to take this forward
- The importance of the Social Enterprise City brand
- The need for Social Enterprise solutions to current economic and social challenges.

CASAP Representative Report – Ed Whitelaw reported an eventful year as the Network’s representative on CASAP’s Board of Directors. Ed reminded the meeting that CASAP ran the project that hired Debbie Stewart of the Community Enterprise Unit to work to establish the Network back in 2010 and 2011 – so they are all very involved in our establishment.

Ed reported that Plymouth City Council are in the process of retendering the role that CASAP has held in the city and no more activity can take place in this area until the tendering process has been completed.

6 – Incorporation of the Network

A proposal concerning the incorporation of the network has been on the PSEN website for the past few weeks.

It was proposed that members:

- a) “Agree in principle to incorporate the network and task the executive committee to research the options
- b) Task the executive committee to present these at a future network meeting with a vote on the final option to take place in due course”

After some discussion the proposal was accepted unanimously.

7 – Membership Fees

Gareth introduced this topic – once again, documents on it had been on the Network’s website, included in our newsletter as well as being discussed at previous meetings.

Membership of the Network has up until now been free of charge however we have found, increasingly, that we need a certain level of resources to manage and administer the Network for the benefit of all.

So far much of this effort has been voluntary with some grant funding and small amounts of sponsorship and other income.

As proposed by participants at the Development Day in February and discussed at the Network meeting in March, the executive committee is making suggestions for a modest membership fee to help cover the running costs of the Network. The proposal document has been on the Network’s website for review by the membership for a number of weeks.

In summary, the proposal document outlined the costs involved in running the Network and noted that if the Network was to continue operating as it had been up to the present, and to continue to develop in the future as it planned to – that an additional income of two to three thousand pounds from a source such as membership fees that the Network would be needed. The document also included a table of different levels of membership fees (see below).

Turnover band	A: Low fees	B: Medium fees	C: High fees	SEUK for comparison
0-£10k	£10	£20	£20	£75
£10k-£50k	£20	£30	£40	£75
£50k-£100k	£25	£40	£60	£100
£100k-£500k	£30	£50	£100	£175
£500k-£1m	£50	£75	£250	£350
£1m-5m	£75	£100	£500	£800
£5m-10m	£100	£150	£750	£1,700
£10m+	£150	£250	£1,000	£2,800
Estimated income	£1,500	£3,500	£8,500	

Gareth reported that the committee was recommending the Network adopt fee structure B from 1st July 2013.

After an in-depth discussion this proposal was accepted unanimously.

8 – Election of Officers.

The executive committee is made up of 6 individuals consisting of 4 officer posts (Chair, Treasurer, Co-ordinator and CASAP Representative) and 2 additional member posts plus additional co-opted individuals at the discretion of the committee.

The following nominations were received (and voted on by the membership present) for the officer posts.

- **Chair** - Gareth Hart was unanimously voted in having been proposed by Michelle Virgo and seconded by Lindsey Hall
- **Treasurer** - Kirsty Wick was unanimously voted in having been proposed by Gareth Hart and seconded by Ed Whitelaw
- **Co-ordinator** - Ed Whitelaw was unanimously voted in having been proposed by Gareth Hart and seconded by Sarah Stevenson.

It was decided that the **CASAP Representative** role would be co-opted from the new committee at a future meeting.

The nominations for 3 **member** posts were: Tim Culverhouse, Dave Kilroy and Sarah Stevenson – all of whom were voted in unanimously.

Michelle Virgo, and Victoria Hurth were immediately co-opted onto the new committee.

The **Executive Committee** for 2013-1014 was confirmed as: Gareth Hart, Kirsty Wick, Ed Whitelaw, Tim Culverhouse, Dave Kilroy, Sarah Stevenson, Michelle Virgo and Victoria Hurth.

9 – A.O.B

None brought to the meeting.

Meeting closed 4.55pm.