

**MINUTES OF THE ANNUAL MEETING
OF THE GENERAL COUNCIL OF
THE NORTHERN POLICE CHARITIES**

**HELD AT THE CEDAR COURT HOTEL,
HARROGATE
ON FRIDAY 29 JUNE 2007**

PRESENT

The President
Vice Chairman
The Treasurer
Acting Chief Executive

The Hon. Simon Howard
Mr Tom McGhie
Mr Peter Henson
Mr Paul Grant

Members of the Board of Trustees of the Charities, Delegates, Members of Subscribing Forces, Welfare Officers and Professional Advisors.

APOLOGIES

Apologies for non-attendance had been received from:-

Mr J Stoddart
Mr J Crosse
Mr B Lawson
Mr J Foster
Mr R Pratt
Mr B Milthorpe

Durham
Humberside
Merseyside
Strathclyde
Strathclyde
West Yorkshire

Dumfries and Galloway Constabulary
Fife Constabulary
Merseyside Constabulary
North Wales Police
Humberside Police
Cleveland Constabulary
West Mercia Constabulary
South Yorkshire Constabulary

NORTHERN POLICE CHARITIES

JOINT MEETING

The President addressed those present, welcoming them to the Annual General Council Meeting, with a particular welcome to the Mayor of Harrogate, Councillor Clifford Trotter and North Yorkshire County Councillor Les Parkes, of the Harlow Harrogate ward, in which St Andrews is located.

ATTENDANCE: All Forces who contributed to the Funds with the exception of those detailed in the apologies section were present.

APOLOGIES: These had been received from those people listed in the preface to the Minutes.

The Vice Chairman Mr Tom McGhie opened the meeting with a short address. He began by explaining that during 2006 progress had been made in a number of business areas: a Business Plan had been put in place with budget management and regular reporting to the Board of Trustees working well. Mr McGhie recorded his thanks to Peter Henson, who had recently resigned as a Trustee, for the efforts he had made over last three years. He explained Mr Henson had established systems to ensure accurate assessments of income and expenditure, adding that Mr Henson was due to retire after thirty years police service but will continue as treasurer on ex-officio basis. This will allow the accounting systems to become embedded throughout charity.

Last year Mr McGhie reported how the Police Dependants Trust had donated £250,000 to assist with the refurbishment of the reception area at St Andrews. He was pleased to report work was completed on time and within budget. The charity is planning to embark on another major project to enhance facilities in gym and physio department at St Andrews. He also explained that a financial settlement had been reached with Alan Outhwaite which was to the satisfaction of all Trustees.

Mr McGhie told the meeting the resignation, for personal reasons, of Chief Executive Kath Martin had been unexpected. She left at the start of April after three challenging years and is now happily settled in Australia close to her elderly parents and on behalf of Trustees and members, Mr McGhie recorded his thanks for her hard work and dedication during last three years. He also recorded his thanks to Paul Grant who had been Acting CEO since Mrs Martin left.

The new CEO, Michael Baxter, is due to start on 1 July. Mr McGhie said he will bring thirty seven years of policing experience with him but more importantly, experience of managing a large organisation. He faces a number of challenges including ensuring the ongoing viability of charities and exploring ways to bridge the current gap between income and expenditure. Mr McGhie said he and the other Trustees look forward to working with him.

Mr McGhie then introduced Stephen Quaille of Smith Williamson to give the investment report for NPC&TC and the St George's Police Trust.

Mr Quaile began by giving the history of the company, his own career in investments and the remit he has in respect of the charities investments. He went on to explain the total value of the St George's Police Trust fund was £11,699,575 (as of 22 June 2007) and detailed how the fund is invested and the portfolio split. He gave the same breakdown for the Northern Police Convalescent and Treatment Centre funds which stood at £1,940,481 as at 22 June 2007.

Smith Williamson took over management of the funds in January 2007. S Quaile explained that in the first quarter of 2007 the St George's Police Trust funds increased by 3.5 percent and NPC&TC by 3.7 percent, against their composite benchmarks. He then concluded his report with an investment outlook for the remainder of the year.

The President thanked Mr Quaile for his report. There were no questions from the floor.

NORTHERN POLICE CONVALESCENT AND TREATMENT CENTRE

1. MINUTES OF THE COUNCIL MEETING HELD ON 30 JUNE 2006

These had been circulated to all members and were taken as read. It was proposed and seconded from the floor that they be accepted as a true record.

2. MATTERS ARISING FROM THE MINUTES

i. PAYROLL GIVING

The President explained this matter would be dealt with by way of a presentation from Charity Accountant, Howard Matthews, later in the meeting.

3. ANNUAL REPORT 2006

Mr McGhie explained that copies of the Annual Report had been circulated to all forces and proposed acceptance of the report. This motion was seconded by Mr D Barnett of Cheshire Police.

There was one issue raised from the floor relating to the number of outpatients treated at the centres (page 4 of the NPC&TC report) and the limit imposed on the distance people can travel to receive such treatment. Mr McGhie briefly explained a limit had been set so as officers don't aggravate their injury during an extended car journey. He asked that the query was put in writing to the Board of Trustees so that can look into the matter.

4. STATEMENT OF ACCOUNTS

The President introduced Howard Matthews of the Howard Matthews Partnership. Copies of the accounts had been made available to all present. Mr Matthews explained the accounts being presented were abbreviated accounts, but that full accounts were available on request.

He began by detailing how donations for the year had reduced by £54,000. In the 2005 annual report a donation from the Hebdon Trust was listed (£43,000) which the charity

hadn't received in 2006. There had also been a dispute over North West Police Benevolent Fund donations but both charities had reached an amicable agreement. Finally there was a bequest of £100,000 not included in the figures that has now been received.

He reported the income for NPC&TC had been fairly consistent with previous years however expenditure has been affected by the Trustees plan of continuous improvement for both properties. This had an impact on the repairs and renewals costs.

Mr Matthews explained the figure marked 'Debtors' represented money paid to the Charities Aid Foundation, who hold it for three months, before passing it onto the charity.

There were no questions concerning the finances so P Henson (Charity Treasurer) moved acceptance of the accounts and this was seconded by G Johnson (Greater Manchester Police).

5. ANY OTHER BUSINESS

There being no further issues, the President declared this section of the meeting closed.

THE ST. GEORGE'S POLICE TRUST

1. MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON 30 JUNE 2006

These had been circulated and were taken as read. It was proposed and seconded from the floor that they be accepted as a true record.

2. MATTERS ARISING FROM THE MINUTES

There were no matters for discussion.

3. ANNUAL REPORT 2006

The Vice Chairman, Mr McGhie explained that the first annual report for the St Georges Police Trust had been circulated. Mr McGhie proposed the annual report be accepted and Mr D Barnett of Cheshire Police seconded the proposal.

4. STATEMENT OF ACCOUNTS

Howard Matthews explained the figures appear a little misleading because of the merger of the Northern Police Orphans Trust and the St George's Fund in 2006. The comparative figures in the 2006 report are the old Orphans Trust and there are only seven months of the new Trust's figures being presented today.

The donations received in the first seven months stand at £268,000. The income of £5 million represents the transfer of funds between charities due to the merger. Mr Matthews explained the charity has been more prudent with the provision for future grants as previously they had been based on a life expectancy of twelve years. This was no longer deemed sufficient and was increased.

The Debtors figure again relates to funds held by CAF and some grants paid in advance. The Creditors figures relates to the management charge from NPC&TC whereby the charity had been invoiced but funds not paid by the time the accounts were completed.

Again, there were no questions about the finances and so P Henson (Charity Treasurer) proposed acceptance of the accounts for 2006 and G Johnson (Greater Manchester Police) seconded the motion.

5. ANY OTHER BUSINESS

No items being raised, the President declared this section of the meeting closed.

Following the conclusion of the financial business, the President introduced Acting Chief Executive Paul Grant who gave an update on events at St Andrews and Castlebrae.

He began by explaining 2006 was the first year the charity had worked to a formal business plan, with budgets devolved to departmental heads. All targets were met, with many exceeded. One major expense at St Andrews was the installation of a new heating system over a period of ten weeks which coincided with the refurbishment of the reception area. St Andrews was closed for three weeks and then ran at a reduced capacity which resulted in a small drop in the number of patients treated.

Despite this occupancy remained high with the clinical panel prioritising up to one hundred applications every week. Castlebrae continued to increase in its reputation as a conference and meeting centre with many day guests raising revenue for the charity and raising the profile of the centre among groups who may otherwise not have heard of the Castlebrae. A clinical audit began during the period and the results will be included in the next Annual Report.

The merger of the St Georges Fund and Northern Police Orphans Trust was completed in May 2006. During the year there was a ten percent increase in the number of children eligible for financial assistance including some who had previously been overlooked. Mr Grant urged those present at the meeting to contact the Trust if they had knowledge of needy cases. He added that in the coming year the Trustees may consider other ways to help St George's families, in addition to direct financial assistance.

August 2007 sees the sixtieth anniversary of the closure of the first orphanage set up by Catherine Gurney and an event is being hosted at St Andrews to celebrate this. Former residents of both the Northern and Southern orphanages will be in attendance.

The President then introduced Charity Accountant, Howard Matthews who gave a presentation on Payroll Giving. Mr Matthews began by explaining the purpose of the Charities Aid Foundation and how it works to support charities and minimise their running costs. He explained the difference between Gift Aid and Give As You Earn, outlining that GAYE is the preferred option for charities as it results in minimal paperwork for both the donor and the charity, but also gives charities a clear indication of the funds it will receive during the year.

Mr Matthews concluded his report with a table showing the actual cost of donating to charity, based on different tax rates.

(Please note a copy of the presentation will be circulated with the minutes for information).

There being no questions concerning the presentation, The President asked T McGhie to proceed with an additional item on the agenda; the presentation of Certificates of Service to two former Trustees.

Mr McGhie explained that in 2007 two Trustees had retired from the police service and therefore the Board of Trustees. The first certificate was presented to Jim Duffy, formerly of Strathclyde Police, who had served on the Board between July 2004 until May 2007. During this time he had been an active Trustee and had chaired the Finance Sub-committee. J Duffy accepted the certificate and said it had been a privilege to serve as a Trustee.

A certificate was also presented to Peter Henson, formerly of Greater Manchester Police. He resigned from the Board of Trustees in May, having served since 2004. Mr Henson had been the charity's Treasurer and had recently agreed to continue in this role as an ex-officio Trustee. P Henson accepted his certificate and said he had been immensely proud to have been a Trustee. He extended his thanks to the Board of Trustees and charity staff for their work and support.

There being no further business, The President declared the meeting closed at 12.20pm.