

Minutes of the 152nd Annual General Meeting of Postal Family Fund (PFF) held on 4th May 2023 at Farringdon Road at 15:30

Present:

Trustees and Officials:

Anne Turrell (Chairman)
Damian Devine (Honorary Treasurer)
David Poole (Trustee)
Amy McQuillan (Trustee)
John Deere (Trustee)
John Powell (Trustee for election)
Laura Chinnakone (Business Secretary)
Susie Quddus (Design and Marketing Secretary)
Claire Macarenhas (Fund Administrator)

Apologies: Helen Rolph, Ricky McAuley, Tim Hyde, David Chapman

1. **Chair's Presentation:** The Chair welcomed all those present and noted that sufficient members were present to form a quorum. She made a presentation giving a resume of the operations of PFF in 2022. This included record amounts of grants and bursaries being made, the rebranding of POOBI to the Postal Family Fund and moving our grant administration in-house. The chair thanked the Committee for their support and all their efforts made to move The Postal Family Fund forwards and for all the progress that has been made in 2022.
2. **Minutes of the 2022 Annual General Meeting.** The minutes were approved by all those present.
3. **To receive the report of the Trustees of PFF for the year ending 31st December 2022.** Proposed Laura Chinnakone, seconded Damian Devine. The report can now be forwarded to the FCA and posted on the PFF Website.
4. **To receive the accounts and audit report for the year ending 31st December 2022.** Proposed John Powell, seconded Damian Devine. The accounts had been audited. It was noted that the audit is prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and in accordance with the requirements of the Charities Act 2011, the Friendly Societies Act 1974 and the Charity SORP FRS 102 applicable in the UK and Republic of Ireland. This had found PFF's accounts and internal processes to be robust and that the financial statements gave a true and fair view of the state of the Institution's affairs as at 31 December 2022. The auditors had not identified any issues which might have required them to qualify the report and accounts. The accounts can now be forwarded to the FCA and posted on the PFF Website.
5. **Re-appointment of auditors:** Proposed Anne Turrell, seconded Laura Chinnakone to re-appoint Messrs R E Jones LLP solely as auditors to PFF for the year 2023. Accepted by those present. It was agreed that the PFF would investigate taking the preparation of accounts in-house.
6. **To re-elect as Trustees, Officers and Chair of PFF**

An election took place with those present, and the results are shown below.
7. **Any other business. None raised**

8. Date of next AGM to be 2nd of May 2024, location, and time to be decided.

Postal Family Fund ANNUAL ELECTIONS AND APPOINTMENTS 2023

Nominations for Trustees	Notes	Proposed by	Seconded by
Amy McQuillan	Trustee, Lead on Education	Anne Turrell	Laura Chinnakone
Anne Turrell	Trustee, Finance Committee	Damian Devine	Laura Chinnakone
David Poole	Trustee, Lead on Legal Issues	Anne Turrell	Laura Chinnakone
Helen Rolph	Trustee and Vice Chair	Anne Turrell	Laura Chinnakone
John Deere	Trustee	Anne Turrell	Laura Chinnakone
John Powell	Trustee, Finance Committee	Anne Turrell	Laura Chinnakone
Ricky McAulay	Trustee	Anne Turrell	Laura Chinnakone
Tim Hyde	Trustee	Anne Turrell	Laura Chinnakone

Nominations for Chair	Notes	Proposed by	Seconded by
Anne Turrell	Trustee, Finance Committee	Damian Devine	Laura Chinnakone

Nominations for Officer	Notes	Proposed by	Seconded by
Damian Devine	Honorary Treasurer, Finance Committee	Anne Turrell	John Powell
Laura Chinnakone	Secretary to the Trustees, Finance Committee	Anne Turrell	John Powell