

Roxburgh & Berwickshire Citizens Advice Bureau

Annual General Meeting

Monday 23rd October 2023, Tower Textiles, Hawick

Minutes of Meeting

Attendees: Stephanie Bell (MD), Murray Geddes (S), Leila Johnston(M), John Aitchison (MD), Hazel Paxton (M), John Paxton (S), Harry Scott (MD), Gabrielle Wilson (S), Evelyn McLean (M), Jeanette McAuley (M), Heather Anderson (MD), Marshall Wilson (MD), David Greer (M), Georgina Purdie (MD), Jack Dalrymple (S), Kay Neillans (S), Gillian Walker (S), Jennie Hemming (S), Mike McGovern (M), Tim Smith (M)

In Attendance: Annette McGraith, Laura Plumb
Minute Secretary: Fiona Caldwell

Apologies: Maggie Watson, George Russell, Stuart Bunting, John Lamont, Gerry McCann, Marjorie Ballantyne, James Anderson, Vera Baxter, Sheena Renton, Carole Wright

Laura Plumb introduced herself as R&B's Network Services Manager with Citizens Advice Scotland.

1. Chair **MW** opened the meeting and welcomed all to the Annual General Meeting.
2. The apologies were noted as above.
3. **Minutes of the previous meeting held in person and virtually on 31st October, 2022**
The minutes of the previous meeting were agreed as an accurate record.
HScott proposed. **SBell** seconded. **AGREED.** **Minutes** were noted as a true record. Original kept in Hawick.
4. **Chair's Report.** – (Circulated as per Annual Report)
MW thanked all volunteers and staff for their continued support to Roxburgh & Berwickshire CAB.
MW highlighted thanks to the Board and managers for their help in updating the bureau policies and business plan and thanked them for their time during this process.
5. **Treasurer's Report**
MW advised that Peter Seaton resigned as Treasurer at the end of March 2023. The Bureau continue to seek a replacement.
MW advised that the 2022-23 were now available to view online within Companies House – link provided in agenda.
MW gave thanks to JRW Accountants for their continued support in producing bureau accounts.
Accounts were adopted by the Board at a Board meeting in July 2023.
Signed copy of the accounts in Hawick.

6. Annual Report

MW presented the Annual Report to the meeting which showed that all offices continue to be busy through this extremely difficult time.

MW again highlighted the need for volunteers within the Bureau

The Report was approved. **G Purdie** proposed. **S Bell** seconded. **Annual Report Approved.**

Signed copy in Hawick.

7. Election of Directors

The existing Directors had all intimated their desire to stand again for the Board.

Each bureau director addressed the AGM with a biography on their background and why they would like to be nominated to R&B Board.

The existing Board was re-elected as a whole.

For the record those Directors re-elected were: Marshall Wilson, Stephanie Bell, Vera Baxter, Heather Anderson, John Aitchison, Georgina Purdie, Harry Scott

Election of the Directors approved. **L Johnston** proposed. **E McLean** seconded.

Directors Elected.

8. A.O.C.B.

none

9. **MW** closed the meeting and thanked staff, volunteers and Board members for their continued support and commitment in these difficult times.

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(M) member

(S) staff

(D) director