



NARC Charitable Incorporated Organisation Minutes of AGM

22 JULY 2018

1700 - 1900

HAVERFEORDWEST

MEETING CALLED BY	NARC Committee
TYPE OF MEETING	Trustees / AGM
FACILITATOR	All
NOTE TAKER	David Jones
ATTENDEES	Dave DK / David DJ / Blaise Bullimore BB / Miles Bettridge MB / See additional list
APOLLOGIES	Andy D / Mari W / Tony Rees

2. PROGRESS 2017

DISCUSSION	<p><u>Annual Report / Charity Status</u></p> <p>Go through report focus on wider work</p> <p>Awareness raising New website / twitter / video launch by Minister Env Volvo 3000 views in 24 hours Clean Seas Pledge / All Wales beach clean Sept / Marine Litter Task and Finish Group / Clean Seas Pledge / GGGI</p> <p>A CIO:</p> <ul style="list-style-type: none"> • is an incorporated form of charity which is not a company • only has to register with the Charity Commission and not Companies House • is only created once it is registered by the Charity Commission • can enter into contracts in its own right , and its trustees will normally have limited or no liability for the debts of the CIO. <p><u>Governing Document</u></p> <p>The object of the CIO is, for the public benefit, to preserve and improve the marine environment in West Wales by, including but not limited to:</p> <ul style="list-style-type: none"> • Locating, documenting, retrieving and responsibly disposing of underwater debris from the sea and freshwaters of Pembrokeshire and where applicable other regions using volunteer divers; • Collecting data on the distribution, nature and amount of underwater debris and its environmental impacts; • Spreading awareness of the presence of underwater marine litter and the environmental threats it causes; • Educating water users and the public so as to reduce the input of debris to the sea. <p>The constitution is now the governing document and must be refereed to by all trustees.</p> <p><u>Trustee Supporting Documentation / Roles Responsibilities</u></p> <p>DJ has circulated all correspondence recommended by the Charities Commission (CC). Whilst roles and responsibilities can continue from NARC previous committee e.g. Chair, Secretary, Treasurer all trustees are equally legally responsible. It is important that all are involved in running NARC as a CIO. It is not individuals but all trustees that are responsible.</p>

NARC's constitution, as provided to the CC, is based on a best practice model. During the application process the nominated trustees agreed not to delete any clauses and consequently it provides for taking actions that we may agree we do not want to take. For example, it enables NARC to borrow money.

There are two models available for a CIO:

1. the foundation model, which is for charities whose only voting members will be the charity trustees; and
2. the association model, which is for charities that will have a wider membership, including voting members other than the trustees.

In practice a CIO using the 'foundation' model will be like an incorporated charitable trust, run by a small group of people (the charity trustees) who make all of the key decisions. Charity trustees may be appointed for an unlimited time, and they will probably appoint new charity trustees.

A CIO using the 'association' model will have a wider voting membership who must make certain decisions (such as amending the constitution), will usually appoint some or all of the charity trustees (who will serve for fixed terms), and may be involved in the work of the CIO.

There are not two different CIO structures. A CIO with the 'foundation' model could change to the 'association' model if it wanted a wider voting membership: this could also happen the other way around, but members who were not trustees would then be giving up their membership. Some of the changes would need the Charity Commission's approval.

NARC have opted for the foundation model.

Agreed: to include wider members views at the AGM but decision making will be with the trustees.

Q. Finances – By law we have to submit accounts and progress report annually – within 10 months of the end of the financial year.

Bank account: currently 3 signatures on the account, (AD/DJ/DK) two required for signing cheques.

Agreed: current signatories sufficient. Internet banking: HSBC only permit one point of access, currently AD as Treasurer. AD will provide accounts update at each trustee meeting and the AGM.

Finances to come include £400 from SHLNG, £500 as a donation from Ed and Folly Farm.

Discussion about contact with commercial fishermen - what activities are potentially commercial/ not commercial, particularly from a HSE Diving at Work Regulations perspective.

Agreed:

Need to clarify and continue to develop best practice with regard to medicals, qualifications and relevant experience.

CJ to develop new risk assessment, self-certification and create a list of all NARC divers with Certs.

CJ / BB to develop record form to put the onus on divers to record on dive details and litter found within buddy teams, creating ownership and effective data collection not just for litter but also in logging dives to prove competence.

Future meetings

All agreed that there will be quarterly trustee meetings with an additional AGM for all members.

Additional Trustees

All trustees are committed for 2 years in the constitution apart from Meg Pugh (who will be leaving) and Tony Rees, both 1 year. (Ceri will contact Tony about plans for his continuation as a trustee). DJ proposed Holly Precious as a potential trustee due to her skills in marketing/PR and the close link with DJ in the PCF office.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Update Risk Assessment	CJ	March 2019
Create new recording form to capture dive details and data	CJ/BB	March 2019
Approach Holly to become NARC Trustee	DJ	Jan 2018

AGM book room / Organise agenda	DJ/ALL	Feb 2019
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3 NEXT STEPS FOR 2018

DISCUSSION	Dive dates remaining Partnership working – Cornwall – Plastic free waterway July = send us photos and text from the next two days = possible marina clean up? Data – forms and reporting = new forms hand over pack – temporary waterproof – go through the form! Marine Licensing – Guidance development v licensing	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Contact Kerry for legal advice	BB	ASAP

4 ELECTION OF TRUSTEES OR WIDER ROLES

DISCUSSION	Losing 2 trustees = tony and meg.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Purchase O2 kit	CJ	Dec 2017
Set up dedicated NARC email	AD	ASAP
Set up PayPal or similar to receive donations	AD	ASAP
Send on link to plastic paper	BB	ASAP
Develop headed letter and invite Iolo Williams as first Patron	CJ/DJ	Jan 2018

5 AOB

DISCUSSION		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
	ALL	W/A