

**Minutes of AHPCC AGM**

**Tuesday 21st May 2024, The Hayes Conference Centre 5:30pm**

1. **Welcome** Jill Thornton welcomed those attending. 35 members attended in person & Lucyann joined via Teams
2. **Apologies were given**

**The 2023 AGM minutes** were accepted and signed by Jill.

All in favour.

1. **Matters arising**

Chaplaincy Guidelines have been published and are on the AHPCC website.

ENHCC - European conference of chaplains, which takes place every two years. We couldn’t afford to sent someone this year, but Jill attended, funded by her own denomination, to network with others.

1. **President’s report -** *Jill Thornton*

The past 12 months have been busy for the Exec for a variety of reasons. Alongside working towards this year’s conference and needing to be financially prudent, we have become increasingly aware of a worrying number of Hospice Chaplains leaving their posts and not being replaced or being made redundant. Over recent months, this has focused our minds on the important question of ‘what is the AHPCC for?’ and how can we use our limited resources to best support our members.

We have explored some possible options for a way forward, which we will bring to the members attending this year’s conference. By sharing our ideas and gathering views from our wider membership we are hopeful that together we will discern our priorities and a direction for the future of our network.

I’d like to end my report by sincerely thanking members of the Exec, Tim and Sue for their commitment, support and hard work over a challenging year.

*Jill Thornton*

President AHPCC May 2024

Jill asked if anyone had any questions in response to the President’s report. There were none.

1. **Treasurer’s Report-** *Lucyann Ashdown*

**AHPCC RECEIPTS AND PAYMENTS FOR THE YEAR ENDED DECEMBER 2023**

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| --- | --- | --- |
| **INCOME** | **2023** | **2022** |
| Membership Subscriptions 2023 (2022) | £2,680.00 | £2,540.00 |
| Membership Subscriptions 2024 (2023) | £1,805.00 | £1,580.00 |
| Conference Fees | £11,252.00 | £9,640.00 |
| Donations | £10.00 | £185.00 |
| Bank Interest | £83.65 | £0.00 |
|  |  |  |
| **Total Income** | **£15,830.65** | **£13,945.00** |
|  |  |  |
|  |  |  |
| **EXPENDITURE** | **2023** | **2022** |
| Conference Expenses 2023 (2022) | £9,833.07 | £8,291.26 |
| Conference Expenses 2024 (2023) | £544.00 | £2,116.80 |
| Conference Expenses 2025 (2024) | £0.00 | £1,000.00 |
| Executive Committee Expenses | £3,069.72 | £4,473.94 |
| Representing AHPCC (Expenses) | £221.40 | £945.37 |
| Organisational Subscriptions | £97.00 | £135.00 |
| UKBHC | £75.00 | £0.00 |
| Website | £1,018.90 | £520.00 |
| Administrator | £3,263.00 | £806.55 |
| Postage & Sundries | £0.00 | £15.45 |
| Professional Services | £0.00 | £0.00 |
|  |  |  |
| **Total Expenditure** | **£18,122.09** | **£18,304.37** |
|  |  |  |
| **Net Income/Expenditure** | **-£2,291.44** | **-£4,359.37** |

Lucyann opened her report by sharing the Receipts & Payments document for the Year ended December 2023. We have worked on a deficit for the last couple of years. Due to rising costs & losses due to the cost of unfilled places at conference in the previous years, it was decided to cap the numbers this year. We have also cut Exec expenses by meeting virtually and meeting face to face less often. We hope to make a profit on the conference this year. The accounts have been audited by the Independent Examiner Roger Seaton.

A question was asked about our current balance. This is £14, 401.42 in the current account and £8,245.83 in the deposit account.

Lucyann asked the members present if they were in favour of appointing Roger Seaton to examine next year's accounts. All in favour.

The accounts were accepted.

Proposed by Mike Reeder and seconded by Marion Tugwood.

32 were in favour, with 3 abstentions.

1. **Membership-** *Lucyann Ashdown* via Teams

**AHPCC Membership Figures**

|  |  |  |
| --- | --- | --- |
| **2022** | **2023** | **2024****(up to 30 Apr)** |
| Full Membership - 88Associate Membership - 23Total - 111 members**Working Hours Breakdown**Full-time - 48Part-time - 42Voluntary - 21 | Full Membership - 95Associate Membership - 13Total - 108 Members**Working Hours Breakdown**Full-time - 48Part-time - 44Voluntary - 16 | Full Membership - 87Associate Membership - 16Total - 103 Members**Working Hours Breakdown**Full-time - 45Part-time - 39Voluntary – 19 |

Lucyann thanked Sue Chapman for all her work on our behalf sending out reminders and keeping the records up to date. We looked at the figures presented.

There were no questions. Jill thanked Lucyann & Sue.

1. **Website –** *Tim Leeson*

I took on administration of the website at last year’s conference, and have spent this year learning the ropes!  The bulk of the work has just been keeping the site up-to-date with job adverts, news from the exec, conference updates, and so on. The exec have been exploring how we use the website, and if there are ways we could use it more effectively. We recognise that online communication has evolved a great deal since the website was created, and want to make sure that we are communicating with our members in a way that feels relevant, accessible and comfortable. We recently put a survey out to our members to ask their opinions on our communications. We are still collating results. Members present were encouraged to complete the survey.

1. **Other Reports**

**a. AHPCC Regional Group – Northern Ireland and Donegal summary for 2023-24-** *John Wonnacott*

This group has struggled to meet in this past year as a regional group – it has only met twice and with limited success in terms of numbers. However, the relationships in the group has meant that individuals have been in contact with each other for instance supporting one another with ongoing projects or those who have recently come into post.

**Other developments in palliative care chaplaincy in the region include:**

* There are plans to carry out research looking at the spiritual care of NONEs – those who have no church affiliation
* A new palliative and oncology part time chaplaincy post has been created in Altnagelvin Hospital
* There is a new N Ireland regional group seeking to scope and develop Palliative and End of Life Care Education across the different health and social care discipline and palliative chaplaincy is part of this
* Palliative chaplains continue to be active in teaching other health and social care staff such as nursing and medical students; care home staff and District Nursing students
* Community palliative chaplaincy especially in hospices is growing in importance
* In this past year the NI Health Care Chaplaincy Association has held training pertinent to palliative care such as a study day focussing on Assisted Dying and another day with Kathryn Mannix thinking through having tender conversations at end of life
* Across the Northern Ireland region Encompass is being rolling out. This will mean that patient notes are moving from being recorded on paper to being computerised in each of the hospital settings and possibly in hospices too. Chaplaincy in general has been involved in implementing Encompass and with regards to palliative care chaplaincy it is already helping to make it much more visible and better understood
* The All Ireland Institute for Hospice and Palliative Care (AIIHPC) have been establishing different Communities of Practice (CoPs) for various disciplines such as Occupational Therapists and Physiotherapists and there is one for palliative chaplaincy. These meetings have been by Zoom and have given opportunity for good spiritual care practice to be shared across the island. Several of the chaplains from the regional group have been part of this and also given presentations.

**b. Scottish Regional Group** - *Stuart Murdoch, read by Ali Pandian in his absence.*

The Scottish Region Group currently has 14 members and regularly has 8-10 members attending on a regular monthly online session. We meet on MS Teams on the last Tuesday of every month from 13:00-14:30hrs. This year we have held more of supportive role where we are able to share what is happening for us in our respective locations. Therefore giving an opportunity to the group to care for one another.  In January, I informed the Group of my intention to step down from coordinating the Scottish Regional Group. At present, no one has stepped forward. Although no one has stepped forward yet, I hope that someone will take this responsibility on soon.

1. **External Reports**
2. **UKBHC –** *Jill Thornton*

The AHPCC helped to establish the UKBHC as a body to regulate healthcare chaplaincy a few years ago and because of this, as the president of the AHPCC I am one of its directors, and therefor attend the meetings. Quite separately from this, and before I took on either of these roles, I also applied for membership of the UKBHC and found it to be a frustrating process. I say this because I am aware that many of you have also experienced frustration in your dealings with the UKBHC, and I recognise that there are difficulties on both sides.

The Board is currently reviewing its structure so that it can move on to work more effectively. Like the other post holders I wear a number of different hats, alongside working as a Hospice Chaplain which means that I am limited in what more I can do. The review is looking at what roles and tasks are needed to fulfil the aims of the UKBHC and recruit people with the right skills and experience to do the work required.

Jill responded to questions and thoughts from members present.

1. **Chaplaincy Forum -** *Jill Thornton*

The Forum is made up of representatives from NHS England and other chaplaincy groups, so it is a good place for us to find out what is going on in different areas of healthcare chaplaincy and make sure that some of the nuances that relate specifically to palliative care are included in discussions about chaplaincy development, training, and support.

After each meeting, 5 main points for communication are established and we always make sure that these are put onto our website. We currently have 2 representatives, myself and Ben, and there are 4 meetings a year, one of which is face to face. The Independent Chair of the Forum, Mark Newitt is coming to the end of his term of office and we are hoping that the appointment of a new Chair will be announced soon.

1. **ENHCC –** Jill attended the conference in Prague in April, funded by her own denomination.
2. **Election of Officers to the Executive**

Jill Thornton proposed that as we were going to discuss the future of the AHPCC, after the AGM, that the Exec members due to stand down at this AGM would continue for the next 12 months, so we would not have elections.

Carol Lacey is standing down.

Ben Da’Silva agreed to stay on for up to 12 months.

A discussion took place about workload for the remaining members of the Exec. As we are not planning a conference in 2025 this would allow other members to explore possible options for a way forward and to seek members thoughts about the future.

After a discussion it was proposed that the Executive be given the authority to co-op one or more people on to the Executive for a twelve month period only, to support the exploration of the future of the AHPCC.

Proposed **Mike Reeder** seconded **Marion Tugwood**

The proposal was passed unanimously.

Jill Thornton proposed that we extend the term of office for those who are up for reelection this year by no more than 12 months.

Proposed Jill Thornton Seconded by Martin McGonigle

All were in favour

1. **Any Other Business -** None
2. **Date of next AGM –** to be confirmed at a later date.

 The meeting closed at 7:25 pm.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_