

Time & Location	10.45-12.30 PCF Office Rm 28, Castle Circus House, 136 Union Street, Torquay
Date	20th June 2018
Present	Carole Brierley- Chairperson, Tamzen Pugh - Treasurer, Suzannah Jones – SG member, Helen Baker – SG member, Jackie King –SG member, Tammy Maguire –Administrator, Marianne Lewis – Local Authority, Sally Furze - member
Agenda	<b>AGM 2018</b> <ol style="list-style-type: none"> <li>1. Welcome &amp; Introduction by the chair</li> <li>2. Report of the 2017/18 achievements by the chair</li> <li>3. Ratification of PCF policies (draft copies are on our website)</li> <li>4. Financial end of year summary report by treasurer</li> <li>5. Any other business</li> <li>6. Close</li> </ol>
Apologies	Claire Howell

1	Welcome & Introduction by the chair	
	<ul style="list-style-type: none"> <li>• Introduction of SG members to each other</li> <li>• Sally Furze, has attended the AGM with the potential to join as a SG member, and has some availability to volunteer</li> <li>• Sally Furze to become a member of the SG and needs to be added to the Email group and Facebook group</li> </ul>	TJM

2.0	Report of the 2017/18 achievements by the chair	
	<ul style="list-style-type: none"> <li>• CB noted that the PCF changed from the PPF, in alignment with members and national thoughts.</li> <li>• CB gave praise to CH and TP for their hard work in getting all the items in time for fairplay day 2017</li> <li>• CB thanked ML for her support at the last event, in regards to speaking and organising the media slides for the event</li> <li>• CB gave thanks to Clare Foulds for her support in the time before she had to stand down for personal commitments</li> <li>• CB noted that CH has had to step back from her role as secretary while she deals with personal issues, and that she hopes CH will return soon, as her passion and energy are sorely missed</li> <li>• CB gave praise to JK and KB, for their commitment, time</li> </ul>	

	<p>and effort in setting up the Tissue and issues group as well as the Facebook groups that support parent carers in the virtual world.</p> <ul style="list-style-type: none"> <li>• CB stated that the PCF have registered for the CIC status and this grants us more potential to help parent carers by accessing funding to provide more physical support such as the tissues and issues group</li> <li>• CB spoke of the work that PCF has carried out in regards to hitting certain protocols about the Annual Health Checks for learning disabilities</li> <li>• The PCF have sat on various boards throughout the year as parent carer representatives</li> <li>• CB has given praise to all the SG members and the administrator for all the support that they give the PCF</li> </ul> <p><b>Full report is available on the website.</b></p>	
3,0	Ratification of PCF policies (draft copies are on our website)	
	<ul style="list-style-type: none"> <li>• Policies have been ratified, as per the membership. We have received 21 replies, with 1 only saying NO, this person was not a member and left a false email address!</li> <li>• Motion passed with 11% of membership voting</li> </ul>	
4.0	Financial end of year summary report by treasurer	
	<ul style="list-style-type: none"> <li>• Grant funding for 2017/18 accounts was at £19,955</li> <li>• Application for this year's grant has been accepted and the money will be paid in by the end of the month</li> <li>• There was an over spend of £1.99</li> </ul> <p><b>Treasurers report and 2017/18 accounts are available on the website.</b></p>	
5.0	Any other business	
	<ul style="list-style-type: none"> <li>• HB has said she will be the PCF School SENCO Liaison Officer and is happy to be a go between PCF and the Schools</li> <li>• HB has asked if there is a pathway to help parent navigate the diagnosis route, specifically when it comes to the timescales</li> </ul>	
6.0	CLOSE	
	<ul style="list-style-type: none"> <li>• Meeting close 12.15</li> </ul>	