



Clydesdale Citizens Advice Bureau

MINUTE OF Clydesdale Citizens Advice Bureau AGM 29th of October @ 6.00pm *Held in Person and via Zoom*

1. Present:

• Roy Plenderleith	Director/Chair/Member
• Derrick Jess	Director/Treasurer/Member
• Thomas Kennedy	Director/Member
• Jim Jack	Director/Member
• Catherine McClymont	Director/Member
• Yvonne Stevenson	CAS Network Engagement Officer
• Jordan Edwards	CAS Equality and Development Officer
• Morag MacDonald	Hamilton CAB
• Harry Jamieson	Volunteer/Member
• Gil Dunn	Volunteer/Member
• Jim Softly	Volunteer/Member
• Margaret Waterton	Volunteer/Member
• Gail Muir	Staff
• Lynne Stewart	Staff
• Julie Todd	Staff
• Tara Broadfoot	NHS Community Links Worker
• Richard Lockhart	Councillor
• Poppy Corbett	Councillor

In Attendance:

• Michelle Mair	Clydesdale CAB Manager
• Caitlyn Mair	Minute Taker

2. Apologies:

- Morag Fleming/Staff
- Janette Young/Member
- Alistair Baxter/Member
- David Mundell/MP
- Derek Mitchell/CAS CEO
- Stewart Wilson/CAS head of Standards and Learning
- Kinga Kosakowska/Mothwish CAB Manager

- Alex Alison/ Councillor

The Chairman welcomed everyone to the meeting either in person or via Zoom.

3. Minutes of the Meeting of 24th October 2023

The minute was adopted as a true record, proposed by Jim Jack, and seconded by Gil Dunn.

4. Matters arising from the meeting of 24th October 2023

Page 1 – no matters arising

Page 2 – no matters arising

Page 3 – no matters arising

5. Presentation of Annual Reports

Roy Plenderleith presented his report which highlighted that it has been a challenging year for the Bureau due to the Cost-of-Living crisis and inflation which has continued throughout the year, and this is reflected in the work we have carried out and increase in clients. There has been an increase of 30% in clients which is a huge increase for one year. Roy highlights that this has put extra pressure in all staff, and this in turn has resulted in an increase in client contacts and in client financial gains of over £2.6 million which is shown in the Annual Report. Roy states this is incredible for a small Bureau and applauds staff and volunteers for their professionalism and compassion. Roy would also like to highlight that two audits have been carried out this year which were the Scottish National Standards and the CAS Membership Audit. These were both successful, so Roy passed his congratulations to everyone at the Bureau for their hard work.

Roy would also like to pass on thanks to all funders as this is essential for the Bureau to continue with their work. As well as this would like to thank the Board for all their support over the last year.

And lastly, would like to thank Michelle as manager, all staff, and volunteers for their continuous hard work in making Clydesdale Citizens Advice Bureau.

Derrick Jess presented his report and highlighted that the current accounts do look healthy and thanked Michelle for continuously seeking sources of funding and highlighted that this is something that we need to continue to do as an organisation. Derrick thanked all funders and as well as this the Board for their continued support of the last financial year.

Roy thanked Derrick for his report.

Roy thanked Michelle for the detailed Annual Report.

6. Appointment to Directors.

The members of the Board of Directors were unanimously appointed as follows:

- Roy Plenderleith proposed by Gil Dunn and seconded by Victoria Lawrence.
- Derrick Jess proposed by Jim Softly and seconded by Victoria Lawrence.
- Thomas Kennedy proposed by Derrick Jess and seconded by Margaret Waterton.
- Jamie Burgess proposed by Catherine McClymont and seconded by Jim Jack.
- Catherine McClymont (Cllr) proposed by Jim Jack and seconded by Victoria Lawrence.
- Jim Jack proposed by Margaret Waterton and seconded by Victoria Lawrence.
- Victoria Lawrence proposed by Jim Softly and seconded by Gil Dunn.

7. Appointment of Auditors.

MRA and Paul Bryan were proposed and reappointed as auditors by the members.

8. Presentation from Jordan Edwards who is Equality and Development Officer at CAS.

Jordan gave their presentation which highlighted the approach to volunteering. Roy thanked Jordan and CAS and how this showed how valuable volunteers are.

9. Close of meeting

Roy closed the meeting, wished those who attended in person a safe journey home and thanked everyone who attended via zoom.