

**Minutes of Annual General Meeting of  
Association of Christian Counsellors  
On-Line Zoom Meeting  
Wednesday 15<sup>th</sup> July 20**

Present: Board: Sue Monckton-Rickett, Tony Ruddle, Chris Williams, Peter Barraclough, Helen Vipan, Peter Roberts, Phil Martin

Members: 119 Members attended

Apologies: Board: Fiona Sherburn, Wien Fung

Members: Chrissie Hoskins, Carol Hunter, Coleen Spurdens

- 1) Agree Minutes of previous meeting
  - It was noted that Peter Barraclough was spelt incorrectly
  - The minutes were accepted as a true record of the previous meeting
  - There were no matters arising.
  
- 2) To accept the Annual report and to approve the Accounts for the year ending 31st December 2019
  - Peter Roberts presented the Annual Report and highlighted the following:
    - Income
      - P6 – the financial review – 2019 had been a good year financially, resulting in General Funds increasing from £91,538 to £113,532. This was primarily due to the bi-annual national conference but other reasons include increase in gifts, of £4,969, whilst gift aid reduced to £1,160. Peter asked if anyone could gift aid then please do.
      - There was a decrease in Pastoral care courses and the training materials related to them.
      - There was a decrease in affiliation fees due to the level of fees reducing in response to the need for all counsellors to be on the register.
      - There was an increase in Subscription fees of £1,979.
      - An increase in Training fees and levies of £1,802.
      - A decrease in Advertising revenue of £1,413.
    - Expenditure
      - An increase in Conference costs of £69,964, due to a National Conference being held in February 2019, but this is more than offset by the increase in income from the conference.
      - An increase in staff salaries, employers NI and payments to contractors of £7,229 due to pay increases and the use of agency staff.
      - A decrease in the Executive Allowance of £5,187 with the role of Operations Director ceasing August 2019.
      - A decrease in the materials required for Pastoral Care of £5,870 with less courses being run.
  
- Balance Sheet P10
  - Currently there are no fixed assets
  - Current assets – the difference in the cash at bank is due to payments being received in advance for the 2019 Conference.
  - The liabilities for 2018 similarly related to payments in advance for the 2019 conference.
  - The total net asset at 31 December 2019 were £118,812 an increase from £98,139 as the end of 2018.

Independent examiners report P18

- These accounts were independently examined by 'Stewardship' and they confirm that the accounts conform to :
  - accounting records were kept in respect of the company as required by section 386 of the 2006 Act
  - the accounts accord with those records;
  - the accounts comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination;
  - the accounts have been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].
  - No concerns were raised.

#### 2020 expectations

- It is anticipated that there will be a deficit of approximately £22,000 in 2020., due mainly to the planned recruitment of a CEO and Pastoral Care Director and there being no conference in 2020.
- However, Covid-19 has delayed these recruitments, but so far there has been no significant impact on 2020 income, so the deficit may be less.
- We do however, need to acknowledge that the full impact of Covid-19 is as yet unknown, although we know that it will have a financial impact on ACC 2021, because the bi-annual conference has been postponed to 2022.

One Question was raised about the reason why the income relating to PCUK was down in that could it have potentially been due to the Director of PCUK leaving. The answer was given that as David left at the end of December this would not have impacted the 2019 income.  
Sue MR Thanked Peter for his hard work on the accounts. There were no further questions.

#### 3) Resolutions

- A poll was taken on the following resolutions.
- To adopt the Charity's accounts and the reports of the Directors and External Examiners for the 12-month period ended 31 December 2019. Of those present 100 stated Y, 0 stated no, 2 abstained. All proxy votes state Y. Motion carried.
- To appoint Stewardship Services to act as independent Examiners until the conclusion of the next general meeting at which the accounts for 2020 are laid before the Company. Of those present 101 stated Yes, 0 stated no, 3 abstained. All proxy votes state Y. Motion carried
- To authorise the directors to fix the remuneration of the Independent Examiners. 102 stated Y, 0 stated N, 2 abstained. All Proxy votes state Y. Motion carried

#### 4) Voting for trustee candidates

- There were 2 nominations that were up for renewal, Helen Vipan and Fiona Sherburn. Both were happy to continue to serve as trustees. There were no other nominations.
- Sue stated that other trustees can be co-opted on to the board mid-year and would then stand for election at the next AGM
- The voting was as follows:
  - Fiona Sherburn – 84 in favour, 2 against, 16 abstentions; Fiona was voted onto the board for another term.

- Helen Vipan – 85 in favour, 1 against, 16 abstentions; Helen was voted onto the board for another term.

#### 5) Strategy outline

Sue outlined the strategy for 2020, the key points are listed below

The strategic aim remains the same, “reaching wider and going deeper and being fit for purpose”

- Reaching wider – are the organisations we work with in counselling, Churches and other organisations. Sue detailed who these were.
  - There were several new organisations that we have been in contact with this year, including – At a Loss, Loss and Hope, UCB, NHS wellbeing/Covid 19, BACP, NCS – CT-UK and Sanctuary Mental Health. Sue gave a brief outline of these relationships.
  - All these were set up to reach out into the wider Christian world as well as the wider world of counselling and mental health.
- Going Deeper – About the ability to develop, train and equip our counsellors and pastoral carers.
  - There are activities that have remained since last year, namely; themed Accord, training events, accord extra, and development of the ACC Website.
  - Sue listed a number of projects that we have either started to work on or will be working on. We also have postponed our conference from July 2021 to February 2022.
- Infrastructure and systems to build on– fit for service
  - Had 3 new board members last year
  - Review of structure and made significant changes
  - Will have to move offices by the end of 2021, lease comes to an end and landlords have stated we will need to move out.
  - Covid 19 – to be as supportive as we can during this crisis.
  - Key area – Appointment of CEO and Director of Pastoral Care+ and website development
- Future shape of ACC
  - Looking at developing Associated membership streams – for example Coaching and Mentoring and Spiritual Directors
- Pastoral Care – Challenges and achievements 2019
  - Reorganisation
  - Development of Pastoral Care training modules
  - Promotion of RPCC
  - Global Connections Collaboration
  - For 2020 – Appoint PCUK Director, offer RPCC online, develop the training modules, develop PCUK website resources, raise the profile of PCUK, increase the membership, support and connectedness.
- Infrastructure and support – Challenges: reorganisation, Network Committees closing. Achievements: 2019 Conference, 2019 CYP Conferences, new board members, reorganisation, reviewed many policies, new themed accord, accord extra.
- Infrastructure, support and plans – appointment of CEO, Adaptation of Covid-19, which has proved our BCP ability, Improvements to website/Find a Counsellor/on line presence, Improve support for members, Office Move, 2022 Conference
- Sue explained what RPCC was in response to a question from a delegate.
- Sue asked if anyone has any ideas/connections/volunteer, to get in touch.

#### 6) Reporting on Counselling – Kathy Spooner

- Kathy gave a brief outline of the effect of Covid-19 on the population and how breathing has become a metaphor for our time. Con-spire – breath together, In spire – breath in
- Con-Spire – working with others; having the PSA accredited register, in collaboration with BACP ACC members can now be part of IAPT, having a registry advisory panel, professional online events; integration of faith and counselling, Christian Groups; willing to promote ACC members, Working with Coroners and C of E Diocese, etc. as part of the Covid 19 Counselling Support Service. The BAME forum have just met.
- In-Spire – to be our best; Standards and Guidelines, New Find a Counsellor, training, connection, Ethics and Practice review, Competency Frameworks and ScopED, being a secure home for counsellors.
- New Find a counsellor – Kathy explained a brief outline of how the new functionality of FAC would work. This has still yet to be approved by the board.
- Kathy explained that we have worked with getting ACC counsellors onto Employment Assistance Programs (EAP).
- Kathy closed her session with this quote from Bene Brown “not to be right but to get it right” Together to Conspire and Inspire to promote the value of Christians in counselling and psychotherapy.
- Question Would there be an experience route into the register?  
Answer: RAP recommendation acknowledged that those that had trained a good number of years ago may not have had the up to date training on current issues. Maybe look at training organisation to do top up course.

7) Chair's remarks.

- Detailed how growth of the organisation may look, including the following areas
  - Growth in membership
  - Growth in services that we provide
  - Growth in the support for members
  - Growth in our standing and contribution into the professional and Christian World
  - Growing “on the ground support”
- Gave thanks to – Executive and staff, Board, Regional Trainers, volunteers, members. Officially gave thanks to Tony Ruddle, who stepped down in 2019 and his wife Maureen.
- Asked if anyone has skills, resources, to make a contribution or suggestions, to get in touch with us.

8) Questions and any other business

- Q. is there plans to work on competences for working with young people?  
A. No Current plan as they have been done by BACP. There is a Curriculum that was developed by Elaine Bennett and could possibly be resurrected if deemed valuable.
- Q. Around the new FAC and would counsellors be able to edit our own profiles?  
A. Yes, but we would still need to approve

The meeting ended in prayer.