



Dear Associates and Friends of The Neurological Alliance,

I am writing on behalf of The Neurological Alliance Board of Trustees to invite you to our 2017 Annual General Meeting (AGM). The AGM will be held on Wednesday 22 November 2017, 10.00 to 16.30 at the National Council for Voluntary Organisations, Regent's Wharf, 8 All Saints Street, London, N1 9RL.

We have enclosed the following documents which we are legally obliged to send every member of the charity.

The pack contains:

- AGM and members meeting agenda
- Minutes of AGM 2016

The booking form is [here](#) . Please return to me by **Friday 10 November 2017**. I hope we will see you at the AGM but if you are unable to attend, please forward any questions you may have to Sarah Vibert, Chief Executive, Neurological Alliance at sarah.vibert@neural.org.uk or by post to c/o The British Polio Fellowship, The Xchange, Wilmington Close, Watford, Hertfordshire, WD18 0FQ.

Yours sincerely,

Suzanne Dobson

Chair, The Neurological Alliance

c/o The British Polio Fellowship, The Xchange, Wilmington Close, Watford, Hertfordshire, WD18 0FQ | Tel: 01923 882590 | Web: neural.org.uk

The Neurological Alliance is a charity registered by the Charity Commission for England and Wales (registration number 1039034) and a company limited by guarantee registered in England (registration number 2939840). Registered office is c/o The British Polio Fellowship, The Xchange, Wilmington Close, Watford, Hertfordshire, WD18 0FQ.

The Neurological Alliance Members' Meeting and Annual General Meeting
Wednesday 22 November 2017, 10:00-16:30
National Council for Voluntary Organisations
Regent's Wharf, 8 All Saints Street, London, N1 9RL

10:00-10:30 Coffee and registration

10:30-10:35 Welcome: Suzanne Dobson, Chair, The Neurological Alliance

10:35-11:10 Plenary:
Adrian Williams, Professor of Neurology, University Hospitals Birmingham,
Chair National Neuro Advisory Group, Chair Neurosciences Clinical
Reference Group.
The National Policy Context

11:10-12:00 Annual General Meeting

Chair: Suzanne Dobson

1. Welcome, apologies and opening comments
2. Minutes of the Annual General Meeting 2016
3. Matters arising
4. Review of the year
5. Financial review of the year
6. Resolutions 2017
 - 6.1 Receiving of Annual Report and Accounts for the year ending 30 June 2017
 - 6.2 Appointment of Independent Examiners
 - 6.3 Election of Trustees
7. Any other business
8. Date of next AGM: Wednesday 21 November 2018

AGM to be followed by:

12:00-13:00 Lunch, available for all delegates

13:00-16:30 Members' meeting: *Exploring neurology and primary care*

MINUTES OF AGM 2016

**DRAFT Minutes of The Neurological Alliance Annual General Meeting 2016
Wednesday 25 November, 12.30-1.15, NCVO, Regent's Wharf, 8 All Saints
Street, London, N1 9RL**

Present: Neurological Alliance Board of Trustees

Suzanne Dobson, Tourettes Action; Steve Ford, Parkinson's UK (Chair); Ruth Ingledew, Myaware; Sally Light, Motor Neurone Disease Association (Vice Chair); Guy Parckar, David White, Cavernoma Alliance UK; Simon Wigglesworth, Epilepsy Action (Treasurer).

Members and friends of The Neurological Alliance

Adine Adonis, Association of Chartered Physiotherapists in Neurology; Samantha Ashby, SUDEP Action; Barbara Babcock, Transverse Myelitis Society; Andy Barrick, Multiple System Atrophy Trust; Hilary Boone, Polio Survivors Network; Katherine Carpenter, Division of Neuropsychology (British Psychological Society); Sameena Conning, Biogen; Richard Denyer, Association of Chartered Physiotherapists in Neurology; Suzanne Dobson, Tourettes Action; Alice Doyle, Brain and Spine Foundation; Bernard Elwen, Multiple Sclerosis National Therapy Centres; Steve Ford, Parkinson's UK; Bryan Gould, Black Country Neurological Alliance; Lene Gurney, Association of Independent Healthcare Organisations; Holly Heath, Parkinson's UK; Robert Heaven, Myaware; Ruth Ingledew, Myaware; Andrew Leach, Hampshire Neurological Alliance; Sally Light, MND Association; Duncan Lugton, Sue Ryder; Pam Macfarlane, MS Trust; Jeannette Moore, Trigeminal Neuralgia Association UK; Douglas Moore, Trigeminal Neuralgia Association UK; Anna Mouser, Division of Neuropsychology (British Psychological Society); Chris Naylor, Kings Fund; Matt O'Neill, Narcolepsy UK; Guy Parckar, Dystonia Society; Clare Pelham, Epilepsy Society; Diana Ribeiro, Action Duchenne; Annette Scivier, Hampshire Neurological Alliance; Imogen Smith, Division of Neuropsychology (British Psychological Society); Philip Smith, Association of British Neurologists; Kellie Stewart, Brain Research Trust; Ian Stuart, Cavernoma Alliance UK; Kate Trenam, UCB; Hannah Verghese, Migraine Trust; Ben Walters; David White, Cavernoma Alliance UK; Simon Wigglesworth, Epilepsy Action; Arlene Wilkie, Migraine Trust; David Wray, Swindon and Wiltshire Neurological Alliance.

Neurological Alliance staff

Sarah Vibert, Chief Executive; Alex Massey, Senior Policy and Campaigns Advisor.

Apologies: Caroline Morrice, Amanda Spielman, Amanda Swaine, Val Buxton

1. Welcome, apologies and opening comments

Steve Ford, Chair, welcomed members to the meeting, gave members' apologies and thanked all who were involved in helping organise the day. Steve also thanked Arlene Wilkie for all her work as outgoing Chief Executive of the Alliance, and her success in raising the profile of neurology and the organisation. Steve then welcomed Sarah Vibert as the new Chief Executive, and gave a brief overview of the recruitment process used in finding a new Chief Executive for the Alliance.

2. Minutes of the 2015 Annual General Meeting (AGM)

Members approved the minutes as a true and accurate record of the AGM of The Neurological Alliance held on 25 November 2015.

3. Matters arising

There were no matters arising from the minutes of the 2015 AGM.

4. Review of the year

Sarah gave a presentation to members (attached with the minutes). A summary of this presentation is as follows:

Sarah introduced herself as the recently-appointed CEO of The Neurological Alliance, and discussed her background working on neurological issues with Epilepsy Society.

Sarah gave an overview of 2015/16 achievement for the Alliance including influencing how services are organised and delivered on the ground; improving our understanding of the experiences and concerns of people living with neurological conditions; and making sure neurology is given enough focus and attention at national level.

Sarah then provided an overview of priorities for the coming year, which began with a strategic review by Trustees. Highlights for the coming year include sitting on the new National Neuro Advisory group (NNAG) and developing supporting workstreams, campaigning on a number of issues raised by the research undertaken in 2015/16, influencing local commissioners, continuing to improve data availability and providing an information sharing platform nationally for research.

Finally, Sarah explained her plans for budget allocation for 2016/17, including plans to recruit a new administrative assistant, as well as a new senior policy

adviser to replace Alex Massey, who will be leaving at the end of the year. Sarah thanked the Trustees- particularly Steve the Alliance's out-going Chair, as well as Arlene, Alex and the members.

5. Financial review of the year

Simon Wigglesworth, Treasurer, gave members an update on the Alliance's financial status.

Simon reminded members that the accounts were prepared by our accountants, Taylor Cocks. As a small organisation, our accounts are not audited; they are independently examined, by HW Fisher and Company. Our financial year runs from July to June.

In 2015-16, the Alliance's funds came from two main sources: membership subscriptions and corporate supporters.

- Membership subscriptions, these grew by 20% compared to last year to £110,000.
- Corporate funding for the year was £120,000
None was received in last year's accounts due to timing of invoices and £50,000 of this income effectively relates to 2014/15
What this means that if we maintain this level of income in 2016/17 we would expect an income of approximately £70,000

The accounts show that our income overall has increased from £98,120 in 2014-15 to £231,252 this year

Our expenditure during the year was £166,591, slightly below the previous year of £170,037.

Overall this has produced a surplus of £22,631 on the general fund and £42,130 on the restricted fund, compared to a deficit last year of £31,711 and £40,206 respectively.

Simon explained that the Alliance's financial strategy has moved it into a better financial position. The current position is that we are reasonably confident of maintain 7 corporate supporters this year. The Alliance has sadly lost one of its larger members, Alzheimer's Research UK.

Simon thanked all members and corporate supporters for their past and continued support of the Alliance. He noted that Sarah is continuing the excellent work of Arlene in seeking additional members and corporate supporters.

Simon noted that following the healthy surplus this year, the Alliance is well above reserves policy levels of funding, which states that "The Trustees will seek to ensure a minimum reserve of three months planned expenditure in order that we can deliver our core activities in the event of a significant shortfall in income." At the end of the year reserves equal to 10 months of planned expenditure was held.

The trustees are working with Sarah to look at how to take advantage of this healthy position and Sarah is looking at possible additional staff to support our work going forwards – as outlined in her presentation.

Simon has been tasked with reviewing the reserves policy to ensure it is adequate for the Alliance's needs going forwards which he will be doing over the next few months. If there is any change to this it will be reported next year.

In closing, Simon asked members to join him in thanking Arlene for her great work to get the Alliance into its current healthy financial position, and in wishing Sarah well as the new Chief Executive.

6. Resolutions

6.1 *Annual Report and Accounts for the year ending 30 June 2016*

The Neurological Alliance's Annual Report, including the statement of financial activities, has been confirmed as true and accurate by our Independent Examiners H.W. Fisher, and was approved in full by Neurological Alliance members.

6.2 *Appointment of Independent Examiners 2016-17*

Members agreed to re-appoint H.W. Fisher as the Alliance's Independent Examiners for 2016-17.

6.3 *Election of trustees*

Steve explained that there has been considerable discussion by the board about election of trustees, as the Alliance has not held a competitive trustees election in recent years. As a result we will be reviewing the Articles of Association during the next 12 months. For this year we have a voting process the trustees have agreed based on the current Articles. This was agreed at our last board meeting. Our Articles of Association state the maximum number of Trustees is 13 (item 23) We have six Trustees who are not due for re-election or to stand down at the 2016 AGM.

Trustees standing down from the board

9. Under item 27 of the Articles of Association, each Trustee shall retire at the AGM held in the third year following their appointment. They may

then stand for re-election, but after two consecutive terms must retire for a year before standing for re-election again. In exceptional circumstances a trustee can stand for one further term of three years.

10. Standing down from the Board at the end of this AGM as has served three terms: Steve Ford, Chief Executive, Parkinson's

Election round one – Trustees standing for re-election

Standing for re-election:

- Sally Light, Chief Executive, MND Association
- Nick Rijke, Director of Policy and Research, MS Society
- Simon Wigglesworth, Deputy Chief Executive, Epilepsy Action
- David White, Chair, Cavernoma Alliance UK

All four trustees were re-elected to the board.

Round Two – Nominations for vacant seats on the board

We received new nominations from:

- Val Buxton, Director of Strategic Intelligence and Excellence, Parkinson's UK
- Alice Doyle, CEO, Brain and Spine Foundation
- Dr John Hughes, Group Medical Director, Sue Ryder
- Matt O'Neill, Chair, Narcolepsy UK

As there were three trustee vacancies available and four applicants, an election was held among members present at the meeting. Alice Doyle, Val Buxton and Matt O'Neill were elected to The Neurological Alliance board.

Welcoming new chair

Members expressed their appreciation to Steve Ford for his contributions as Chair of The Neurological Alliance, as his final term as chair concluded on the day of the AGM. Steve explained that a new Chairman was to be elected at a Board meeting immediately following the AGM.

7. Any other business

There was no other business.

8. Date of next AGM

The next Annual General Meeting will be held on **22nd November 2017**. The venue will be confirmed as soon as possible.

CLOSE

The Chair thanked those present for their attendance and declared the meeting closed at 12:00pm.