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| Date 2nd October 2019 | Action/ Matters Arising |
| **In Attendance;**  Melissa Chesman (MC), David Chesman (DC), Sue Mullinger (SM, Lou Burton (LB) Karen Mackness (KM), Lesley Hawkes (LH) |  |
| **Apologies;**  Dean Mackness (DM), Dionne Roundhill (DR), Becky Newman (BN) |  |
| **1 Welcome and introductions;**  MC opened the meeting, welcoming and thanking all the attendees to the AGM |  |
| **2 Minutes ,**  were approved and signed of with no issues |  |
| **3 Chairs annual report**;  MC gave the annual chairs report, Key points are as follows:   * 5 coffee and catch up sessions inclusive of hosting in Uppingham * 3 workshops that were highly informative via Contact and also funded by ourselves * First ever RPCV live event held, which will be repeated * Continue to send representatives to the Children’s Partnership trust and the disability partnership board. Reps also attend regional East Midland regional forum meetings as well as local training and consultation events. * Attendance at 4 regional meetings. * Increase in facebook likes, shares and also new Twitter account. |  |
| **4 Treasurers report**;  KM presented Treasurer Report, discussing what has worked this year, and where the money has been utilised |  |
| **5 Policies and Procedures**  Within the pack for all attendees at the meeting, were all of the updated policy and procedures that have been updated after our full day at the Wisteria consulting and making any changes to the policies. Included in this was our new Working in Partnership Policy. Which now is ready to be signed by both parties RPCV and RCC |  |
| **6. Election of new members**  MC proposed DM, seconded by SM  DC proposed DH, seconded by MC  DH and DM now elected members of the steering group |  |
| **7.AOB**  LH thanked SM and KM for agreeing to attend the Peer SEND Review in November, and requested that we approach forum members for feedback before this review.  LH also asked if we could help by promoting the RIS in things that we do, It was discussed that in communication with members that is where we do signpost them to, and we will look at our website to ensure that the link is on there. | KM to post on Facebook page |