

DOORWAY ANNUAL GENERAL MEETING

SALVATION ARMY HALL, FOGHAMSHIRE, CHIPPENHAM SN15 1HB

WEDNESDAY 23 NOVEMBER 2016 AT 3PM

The Trustees invite all who have an interest in Doorway to our Annual General meeting. The Annual Report and Accounts for the year ended 31 March 2016 together with an Annual Review can be found on the Doorway website www.doorwayproject.org.uk

At the meeting we will be electing Trustees for the coming year:

- Eleanor Stirling was co-opted as a Director during the year and is proposed by Mark Barnett and seconded by Emma Sambrook.
- Andrew Poole and Jeremy Bray retire on rotation. Jeremy Bray is not standing for re-election. Andrew Poole is standing for re-election and is proposed by Miriam Nicholls and seconded by Hilary Dewer.
- The other Directors (whose names are listed in this document) remain Directors.

Members of Doorway Wiltshire Ltd. may nominate candidates to serve as Directors. Such nominations must be received by the Secretary, c/o the Doorway Office, Station Hill House, Station Hill Road, Chippenham, Wiltshire, SN15 1EQ two weeks before the meeting. A nomination form for new Trustees (which must be signed by the nominee) is found on the back page.

To comply with company and charity law, Doorway needs to keep a register of members, and you will help us and secure your rights at the AGM if those who are not already members fill in a membership form and send it in to the office today.

We are also seeking a volunteer to manage our Friends of Doorway team.

Friends of Doorway is a group of volunteers who are passionate about raising awareness of the vital work done by Doorway and about raising much-needed funds.

The Friends are responsible for running some of Doorway's most important fundraising events, such as the Spring Fair which this year raised over £3000. Last year we raised nearly £13,000 at the SleepOut and a further £1700 from street collections.

Teas , coffee, biscuits and cakes will be provided and we expect to finish by 5pm.

Emma Sambrook
Chair
October 2016

Election of Board of Directors (Trustees)

Wednesday 23th November 2016

Retiring from the board by rotation, and eligible for re-election:

Andrew Poole (Treasurer): Originally from South Wales, and after studying and working in London for many years, Andrew and his wife decided to move to the West Country and settled in the Chippenham area in 1991. Andrew has a degree in Business Studies and is a qualified Accountant. During his working career he has worked in a number of industrial sectors including logistics, pharmaceuticals and energy.

In addition to being a Trustee for Doorway, Andrew is also a school governor of a primary school in Calne, and Trustee and assistant Treasurer of Chippenham Link Mobility.

Andrew is married with three children and his partner is also an Accountant who works for a company which operates in the environmental sector.

Andrew hopes that being involved with Doorway will allow him to use the skills he has developed over the years to the advantage of others who could benefit from his assistance.

Andrew joined the Board in 2014.

Co-opted to the Board and proposed for election:

Eleanor Stirling: Eleanor was born in 1953 in Cardon, Venezuela of British parents working for Shell. She was educated in the Isle of Man and went to college in London. Starting work as a senior secretary, progressing to running her own retail business in London and then moved to Wiltshire in 1991 to work in public relations and freelance copywriting.

In 1993 she joined the board of trustees for Wiltshire Mind and later became the Chief Executive in 1994 growing the charity and its services significantly. Her next move was across to the public sector starting by managing contracts in Wiltshire Council's Adult Social Care Department and then moving across to the NHS as a Commissioning Manager working across a number of fields including third sector funding, Mental Health, End of Life Care, Housing and Drug and Alcohol Services.

In 2007 she joined the Board of Trustees for Julian House in Bath for a number of years.

She took voluntary redundancy in order to retire in 2015. Her driving passion is to address inequalities and to do what she can to improve the situation for those who are vulnerable and disadvantaged. Joining the Doorway Board in 2016 is a means of continuing to contribute to this work.

Other Trustees not retiring by rotation this year:

Miriam Nicholls: Miriam has an Open University degree in Social Sciences, has lived in Wiltshire for over 30 years and enjoyed volunteering for Doorway since 2004.

Miriam has done lots of voluntary work, as paid work would have been difficult with 4 small sons. It also meant that she could concentrate on things that she is passionate about and gave her the opportunity to meet people that she could enjoy working with.

Before moving here Miriam worked with CAB (38 years total!), Samaritans, helped to set up a house for single mothers for Oxford Diocese, (and was DC of a Pony Club!).

During the Wiltshire years Miriam has been an active member of her church (especially outreach) and chaired Develop, Housing Action for the Young, Malmesbury Link, Wiltshire Advocacy Project, Carers Support and Oaksey Youth Club.

Miriam has also been involved in about 8 other organisations and now enjoys reading with 5 and 6-year-old children in 3 schools. Maybe the most unusual thing she has been asked to do were acting as lay chair of the County Council Social Services Review Panel hearing users' complaints and interviewing people as a lay assessor for Bristol Diocese, who were considering ordination

For relaxation Miriam enjoys painting, gardening, cooking, walking and being a granny – and lots of Sudoku and Codeword when she needs to sit down!

Miriam joined the Board in 2010.

Mark Barnett: Mark was born in 1964 in Oxford and left school to embark on a varied career. After working in Natwest Bank he embarked upon a business career in Purchasing and Logistics. Starting in janitorial – purchasing toilet rolls and black bags, moving to working as a production manager for a colostomy bag manufacturer, a commercial manager for a nursing aids company and finally as a commercial manager for a lingerie importer. He then moved to Wiltshire in 1996 as a Project Manager for the local schools and care home supplier, The Consortium in Trowbridge.

17 years later he was an owner and Director of this successful organisation and the business was sold to a national PLC.

Whilst in this role Mark had volunteered and sat on the UK Board for the United Nations Global Compact, and chaired the local Mid Wiltshire Economic Partnership organization.

From 2013 to 2016, Mark was a Board Member of the Swindon and Wiltshire Local Economic Partnership and has spent a good amount of time with his wife Melanie and their 4 children. He cycles long distances slowly and enjoys his time volunteering with Doorway.

Mark joined the Board in 2015.

Frances Critchlow: After studying Psychology at the University of Wales, Frances worked for Hewlett- Packard; starting in Bracknell, and stopping off in Germany, Australia and the US before returning in 1999 to do a master's degree in Marketing Management at the University of Surrey, Guildford. Subsequent roles have been European Marketing Manager, Head of Marketing, Head of Sales & Marketing and more recently Commercial Director. Born in Wiltshire and returning to the county in 2011, Frances wants to contribute to her local community and in particular support people who 'fall through the gaps' of the social welfare system. She is also a keen supporter of The Dogs Trust and Bath Dogs & Cats Home (where her 15-year-old cat Parker came from).

Frances joined the Board in 2014.

Hilary Dewar: Originally from Yorkshire, Hilary studied music at Birmingham University, then joined Lucas Industries as a management services trainee. This was the start of a thirty-year career in IT working for a number of major manufacturing and financial services companies, and later as a freelance consultant.

Practical music continued to be a major spare time activity, and further study on the viola led to an LTCL teaching diploma. For a number of years Hilary combined IT contract work with private music teaching and freelance viola-playing in the West Midlands, and later in North Yorkshire, where she was able to work from her home on the edge of the moors.

After a short period living in rural North East Cumbria, where she enjoyed exploring the fells of the Lake District and the Scottish Borders, Hilary moved to Chippenham in 2009.

She continues to teach violin and viola, plays in a regular string quartet and also enjoys singing in local choirs.

Hilary joined the board in 2011 and has played a very active role in background activities during her time as a trustee. Hilary took on the fundraising role in 2012 on a voluntary basis and has achieved some excellent results with grant and trust applications.

Emma Sambrook (Chair): Emma is Director of Fundraising at HFT, a charity that supports adults with learning disabilities. She joined them from the University of the West of England in Bristol where she was Director of Development and Alumni Relations, having set up the department.

This was the latest role in a career working within charities as a fundraiser and senior manager. Her experience ranges from being the Chief Executive of KidsOut, a charity working with disadvantaged and disabled children and young people to working at New Philanthropy Capital in the city of London advising wealthy individuals about investing in charitable causes (their preferred term for a donation).

Emma enjoys keeping her voluntary sector knowledge up to date and is happy that her skills allow her to support Doorway. When she's not working, Emma can be found in the garden, out jogging or on the sofa supporting Wales play rugby.

Emma joined the Board in 2014

Doorway Membership

Article 7 of our Governing Document requires Doorway to have a membership, who shall have the right to attend General Meetings and elect Directors. The subscribers to the memorandum are the first members of the charity;

Membership is open to other individuals or organisations who (a) apply to the charity in the form required by the Directors; and (b) are approved by the Directors.

Corporate membership shall be open to organisations (eg partner organisations, charities, faith groups) who subscribe to Doorway's aims and objectives: 'To relieve poverty and sickness and preserve and protect the good health of homeless and disadvantaged people in Wiltshire in particular but not exclusively by the provision of a drop-in centre'.

Note: Only corporate bodies may be corporate members. Unincorporated partner organisations wishing to be members of Doorway Wiltshire Ltd. Must appoint a nominee to act on their behalf.

The Directors may only refuse an application for membership if, acting reasonably and properly, they consider it to be in the best interests of the charity to refuse the application. The Directors must inform the applicant in writing of the reasons for the refusal within twenty-one days of the decision.

Membership is terminated if:

- The member dies or, if it is an organisation, ceases to exist;
- The member resigns by written notice to the charity unless, after the resignation, there would be less than two members;
- The member is removed from membership by a resolution of directors that it is in the best interests of the charity that his or her or its membership is terminated. A resolution to remove a member from membership may only be passed if;
- The member has been given at least twenty-one days' notice in writing of the meeting of the directors at which the resolution will be proposed and the reasons why it is to be proposed;

The member or, at the option of the member, the members' representative (who need not be a member of the charity) has been allowed to make representations to the meeting.

Application Form (Individual member)

I apply for membership of Doorway Wiltshire Ltd.

First Name(s):

Surname:

Home address:

Phone:

Mobile:

Email:

Please indicate if you would prefer to receive newsletters and notice of General Meetings by email ____

I subscribe to the aims and objectives of Doorway Wiltshire Ltd: 'To relieve poverty and sickness and preserve and protect the good health of homeless and disadvantaged people in Wiltshire in particular but not exclusives, by the provision of a drop-in centre.'

Signed:

Date:

Application Form (Corporate member)

I apply for membership of Doorway Wiltshire Ltd.

Name of Organisation:

Address:

Phone:

Mobile:

Email:

Please indicate if you would prefer to receive newsletters and notice of General Meetings by email ____

We subscribe to the aims and objectives of Doorway Wiltshire Ltd: 'To relieve poverty and sickness and preserve and protect the good health of homeless and disadvantaged people in Wiltshire in particular but not exclusives, by the provision of a drop-in centre.'

Signed:

Date:

(Name in block capitals please)

Position:

DOORWAY WILTSHIRE LTD. ANNUAL GENERAL MEETING

Wednesday 23 November 2016

NOMINATION FORM FOR A TRUSTEE (DIRECTOR) OF DOORWAY WILTSHIRE LTD.

I (*please insert your name*)

being a member of Doorway Wiltshire Ltd. and entitled to vote at the Annual General Meeting, propose:

Full name:

Address:

Phone:

Mobile:

Email address

Date of birth:

Company Directorships held:

I am willing to be proposed as a Trustee and Company Director of Doorway Wiltshire Ltd at the Annual General Meeting on 23 November 2016. I understand that my appointment will be condition on an enhanced Disclosure and Barring Service clearance. I have read the Charity Commission publication "The Essential Trustee – what you need to know" and I confirm I am not ineligible to become a trustee.

(To be signed by person proposed)

Signed:

Date:

This form must be received by the Secretary, c/o the Doorway Office, Station Hill House, Station Hill Road, Chippenham Wiltshire. SN15 1EQ by Wednesday 9 November 2016. A brief biography should be included with the nomination to help voters at the AGM