

**Minutes of the UNISON Denbighshire County
Branch's Annual General Meetings 2024**



The meeting where held on an aggregate basis at two locations. To avoid excessive repetition, the first meeting minutes' deal in more detail with the repetitive matter and the 2nd meeting minutes' focus on new and additional information introduced at the later AGM meetings. A separate document records the attendance at the meetings.

Wednesday 21st February 2024

First Meeting 12.00 – 14.00 Held Virtually

Eight members attended Bridget Stokes, David Morgan, Dawn Williams, Aileen Charteris, Shane Davies, Michelle Davies Lisa Owen, Tracey Parry

In attendance: Josh Clough Regional Organiser and Jayne Livesey Branch Administrator.

1. Chair's opening remarks – David Morgan

DM opened the meeting welcoming everyone and thanked them for their attendance topics will be discussed throughout, please feel free to voice comments as the meeting progresses. DM advised that this would be Bridget's last AGM as she is stepping down and retiring at the end of March Shane Davies is also retiring at the end of March DM thanked them both for their hard work supporting the members and wished them both a very happy, healthy retirement.

2. Apologies

Richard Taylor, Bryan Lyden, Carol Williams, Tony Jones

3. Minutes of the Annual General Meeting on 23rd Virtually – Chair

The minutes were agreed as an accurate record of the meeting.

Matters Arising: None

4. Confirmation / Election of Branch Officers – Chair

The Chair reported that there were no contested Branch Officer Posts.

The UNISON rule book requires that the branch shall elect the following

Branch Officers –

POSITION	NOMINATION	AGREED & SECONDED
Branch Chair <i>Presides over meetings, agrees agendas, ensures all branch functions are carried out</i>	Carol Williams	Bridget Stokes Shane Davies
Branch Secretary <i>Ensures effective running of the branch, represents members, maintain communications, acts as spokesperson for the branch.</i>	David Morgan	Bridget Stokes Shane Davies
Treasurer <i>Keeps accounts in accordance with the rules, provided detailed financial reports to the branch</i>	Tracy Parry	Bridget Stokes Shane Davies
Auditors (2) <i>Undertakes audit of the financial records, and provide a written report to the branch for AGM</i>	Salisbury Accountants	Bridget Stokes Shane Davies
Education Co-ordinator <i>Maintain training plans for the branch stewards and officers. Promote the unions learning agenda and services.</i>		
Lifelong Learning Co-ordinator <i>Works closely with the Education Co-ordinator, co-ordinates the work of branch learning reps, promotes learning in the branch and workplace.</i>		
Equalities Officer <i>Point of contact for equalities issues; promote the values of self organisation, reports to the branch on equalities issues.</i>		
Health and Safety Officer <i>Increase awareness of H&S issues; attend H&S meetings of the branch and employer, involved in H&S negotiations.</i>	Lisa Owen	Bridget Stokes Shane Davies
Membership Officer <i>Map membership to identify density and steward coverage, monitor recruitment, and work with the development plan.</i>		

Communications Officer <i>Promote UNISON and the Branch via recruitment, campaigns, liaise with members, new members, the public, politicians and employers and other key groups.</i>	Aileen Charteris TBC	Bridget Stokes Shane Davies
Environmental Officer <i>To work with Denbighshire and External Agencies to raise awareness of environmental issues – global warming, carbon footprint etc.</i>	Aileen Charteris	
Young Members Officer <i>Must be under 27 for the whole term of office. Promote the values of the union and organise among young workers. Report issues to the branch</i>	TBC	
Welfare Officer <i>Promote and distribute information of UNISON welfare services, act as a point of contact for members with welfare issues.</i>	Lisa Owen TBC	
Women's Officer <i>Promote and distribute information of UNISON Women's Services, act as a point of contact for members wanting more information about Women's issues</i>	Dawn Williams	Bridget Stokes Shane Davies
Sports and Social Officer <i>To arrange and promote events for our members e.g. Christmas Pantomime.</i>	Michelle Davies	Bridget Stokes Shane Davies

JC advised that there has been an amendment to the age limit for young members it has been raised from 27 to 30. One of our young members has been involved in young person's events and he will speak to them regarding the vacant Young Members Officer post.

In addition, the Branch may elect the following post

- Labour Link Officer
- Retired Member's Secretary

5. Ratification of stewards – Chair

Stewards Ratified

6. National Delegates Conference

Confirmation of Elected Delegates to National Conference 2024 to be held at the Brighton Conference Centre, starting 10am Tuesday 18th June, ending 4pm Friday 21st June 2024. Delegates to be confirmed. The closing date for delegations is March 28th 2024.

7.Branch Secretary's Report – Bridget Stokes

Firstly, I would like to say a big thank you to everyone in the Public and Private Sector for continuing the fantastic work you all do in supporting the citizen of Denbighshire and also for supporting each other.

Our membership numbers dropped in 2022 but I am pleased to announce that the membership numbers have increased and exceeded expectations in 2023 following recruitment and retention campaigns. I would like to thank all the Branch team, Peter McGlory and Gill Smith for all their hard work.

I would also like to thank Tony Jones our Regional Officer for his help, guidance and support in particular with some extremely difficult and complex cases that we have dealt with over the past twelve months. Thank you Tony.

We have continued to support our members with a number of varied enquires. Health & Safety, long COVID support, WGOV staffing levels, disciplinary action, legal and personal injury support through our solicitor Thompsons, personal injury claims through DCC insurers and private sector insurers and financial support via UNISON There for You. Representing members from DCC, North Wales Fire & Rescue WFR and the Private Sector through these challenging and difficult times.

Both LGBT and Young Member's conferences and events have been attended by our members in 2023 and will be again this year.

We support the Rhyl and Denbigh food banks and pre-Christmas 2023 we donated £200 to each food bank and we will continue to support them in 2024.

UNISON's There for You has helped many members in financial difficulty throughout the year also guiding members through the application

process. We have also promoted the UNISON Winter Fuel Grant. The Benefits Advice Shop and the Citizens Advice Bureau along with There for You have been a financial life line for many of the members during these very difficult financial times.

I would like to thank DCC for continuing their commitment to supporting employees with their health and wellbeing both physical and mental through Care First and Occupational Health during the ongoing financial crisis across the UK.

Denbighshire HR and UNISON have an excellent working relationship and I would like to thank all of them for all their support, guidance and advice to help reach positive outcomes for our DCC members.

As in previous years we have again experienced unsatisfactory working practices and treatment toward our members in the Private Sector which have resulted in legal action, whistle blowing, ACAS conciliation, settlement agreements and HSE investigations.

The Panto as always was a great success. Once again Michelle Davies our Sports & Social Officer did an amazing job organising this. Thank you Michelle.

Finally, I would like to say a big thank you to all our committee members, stewards and support staff.

As in previous years 2023 has proved extremely challenging for our members. The UNISON Denbighshire team give a great deal of their own time to support our members. Without their hard work and commitment to our members all the branch work and achievements would not be possible.

As David advised I am retiring after over ten years as Branch Secretary. It has been a total pleasure and honour to assist and support both the public and private sector over the years. I would not have been able to achieve so much without the support of all the branch staff past and present thank you. I would also like to thank all the Teams in DCC with whom I have worked closely in particular HR and Health & Safety.

There are many challenges ahead but I am very confident that the Branch will be in safe hands with David who has a wealth of experience and will move the branch forward to a new era.

8. Treasurer's Branch Financial Report – David Morgan

David Morgan Branch Treasurer presented and explained the Branch financial reports.

Income & Expenditure no deficit in 2023

Budget 2024

Honoraria 2023

9. Honoraria

Honoraria to approve payments for 2023 as recommended by the Branch Committee

David Morgan presented the proposed honoraria payments to reps.

Carried – Bridget Stokes and Shane Davies

10. Branch Assessment – Josh Clough

JC advised he was covering for TJ at short notice so was unable to give the branch assessment but gave a regional assessment.

He thanked the Branch for all their hard work for all the members and going above and beyond to achieve many positive outcomes for so many members. Without the branches and all they do there would be no UNISON.

UNISON welcomes, includes, involves and supports everyone and the branch has demonstrated that they also do this in all their dealings with all their members.

Bridget will be greatly missed and everyone in the regional office wishes her a very happy and healthy retirement and wished David every success in his new role as Branch Secretary.

11. Motions

None

13. Amendment to Branch Rules

None

Any Other Business

None

Chair – David Morgan thanked everyone for their attendance and the first meeting was closed.

Second Meeting 16.00 – 18.00 Held Virtually

Eight members – attended Bridget Stokes, David Morgan, Meirick LLOYD Davies, Carol Evans, Janine Edwards Mike Brennan, Jo Rifkin, Florence Mania.

In attendance: Josh Clough Regional Organiser and Jayne Livesey, Branch Administrator

1. Chair's opening remarks – David Morgan

DM opened the meeting welcoming everyone and thanked them for their attendance topics will be discussed throughout, please feel free to voice comments as the meeting progresses.

2. Apologies Richard Taylor, Bryan Lyden, Carol Williams, Tony Jones

3. Minutes of the Annual General Meeting on 18th February 2021 Virtually – Chair

Minutes agreed as previous meeting

Matters Arising:

4. Confirmation / Election of Branch Officers – Chair

The chair confirmed there were no contested posts as per previous meeting.

Agreed

5. Ratification of Stewards – Chair

The meeting attendees approved the ratification of stewards as previous meeting

Agreed

6. Confirmation of Elected Delegates to National Conference 2024

Conference to be held at the Brighton Conference Centre, starting 10am Tuesday 18th June, ending 4pm Friday 21st June 2024. Delegates to be confirmed. MLD expressed an interest in attending as a guest/visitor. The closing date for delegations is March 28th 2024.

7. Branch Secretary's Report.

As previous meeting with the addition of:

Meirick Lloyd Davies pleased that UNISON have a good relationship with the LJC.

Meirick asked is staff will be getting back to work in the DCC offices. David Morgan advised that many people are working from home and that offices are under review.

Meirick expressed concern that should offices close this limits accessibility for services for the citizens of DCC.

8. Treasurer's Report – David Morgan

David Morgan Branch Treasurer presented and explained the Branch financial report which were discussed and agreed. As previous meeting

9. Honoraria – David Morgan

As above

Carried – Bridget Stokes, Meirick Lloyd Davies

10. Branch Assessment

As previous meeting

11. Motions

None

12. Amendment to Branch Rules

None

Any other Business

Meirick Lloyd Davies thanked Bridget for all the years of service as Branch Secretary and her hard work assisting UNISON members. Meirick was pleased to hear that David Morgan will be the new Branch Secretary taking the Branch forward.