

Community Pharmacy Lancashire & South Cumbria

Community Pharmacy Lancashire & South Cumbria (CPLSC)

Minutes of the Annual General Meeting (AGM) 17.09.2024 09.30am – 10.00am

Preston Biz Space, Preston Technology Centre, Marsh Lane, PR1 8UQ

Present:

Roger Balshaw (RB), Georgina Barber (GB), Tahir Hussain (TH), Khalid Khan (KK), Abid Malluk (AM), Richard Wood (RW), Sarah Vaukins (SV)

Present Virtually (via Microsoft Teams):

Asif Adam (AA)

Ali Dalal (AD)

In attendance:

Mubasher Ali (MA)	-	Chief Executive
Michael Ball (MB)	-	Vice Chair
Benjamin Fell (BF)	-	Treasurer
Naomi Parker (NP)	-	Senior Business Support Officer (minutes)

Chaired by:

Kath Gulson (KG)	-	Executive Chair
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Apologies:

Ravi Voruganti (RV)

1. Welcome from the Community Pharmacy Lancashire (CPL) Chairman

KG opened the meeting by thanking everyone present– board members and executive team.

2. Minutes of AGM 2022/2023

KG took the group through the minutes of the AGM from 2023. These were proposed by RB and seconded by TH, and accepted by those present at the meeting as a true and accurate record.

3. Matters arising.

There were no matters arising in the room or online.

4. Annual report

KG thanked the contractors for all the efforts that have gone into this year and the hard work that goes into protecting patients. KG thanked the board members for the efforts and support throughout the year especially towards Pharmacy First training which supported over 500 pharmacy professionals and 150 community pharmacy team members who attended online drop-in sessions. KG discussed the Step into Pharmacy programme. KG discussed the CPLSC website update and the transfer from CPL website to CPLSC.

KG gave thanks to the CPL board members as well as the newly formed CPLSC board. KG gave thanks to the office support and handed over to MA.

MA confirmed some questions have been received from contractors.

MA proceeded to highlighted specific sections of the annual report in support of answering the questions and helped summarise the year in terms of the pressures and difficulties. MA also

expressed a huge thank you to our dedicated office team who helped support our contractors in achieving enhanced service delivery and subsequently being able to add substantial amounts of cash flow back into their businesses compared to previous years.

MA tabled the Annual Report page by page and highlighted the main reasons for the cash value uplift with a key note on office efficiencies and huge effort being made via telecoms for better access and support for our contractors via our fantastic office team.

MA gave thanks to Naomi Parker for her efforts in pulling together an insightful and vibrant annual report in support of our contractor's great achievements as well as contributions made towards the annual report from new board member Abid Malluk and contractor Amerjit Singh.

MA confirmed that ring fenced monies such as PCN lead funds are not CPLSC funds and will continue to be used with strict governance arrangements in place.

(RW arrived at 9.40)

KG highlighted treasures report

5. Treasurer's report

BF confirmed that the Treasures report opened with a celebration regarding the letter with regards to the contractor levy holiday with particular emphasis on achieving this with vast structural changes and intense in year training costs. BF confirmed zero based budget has taken place and this has been looked at in detail to create value for money, BF confirmed huge Pharmacy First contractor training savings.

BF confirmed increase in levy due to the geography change and resume from a covid reduction which was given back to contractors previously via a reduced levy. BF discussed remuneration for staffing, which has gone from a zero-based team to an almost full team with Executives in post. BF confirmed there has been challenges in recruitment as well as great successes.

BF discussed ring fenced funding and how this has been utilised. BF confirmed finances have been held in a stable manner and the levy holiday has been a bonus. In terms of outlook, there has been another zero-based budget planned for next year to maintain a strict business-like approach in maximising contractor and ring-fenced amounts.

(AD joined via teams 09.46)

There were no questions on the accounts from the floor.

NP announced the result of postal votes. Eighty-three (83) postal votes all accepting the accounts had been received.

There were fifty (50) votes from the floor to accept. There were no (0) votes against the motion. There were eleven (11) abstentions.

A simple majority was required for the accounts to be adopted. Total votes for (including postal votes) was 133, votes against 0, 0 abstentions. The vote to accept the accounts was therefore carried unanimously and the accounts adopted.

6. General questions from the floor

There were no questions.

7. Any other business

There was no other business.

8. Close of AGM meeting

The meeting was closed at 09.51