**HQIP AGM minutes**

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| **Date/Time** | **Thursday 23 November 2023, 16.00-16.30** |
| **Location** | **Etc. Venues,** Bonhill House, 1-3 Bonhill St, London EC2A 4BX**Rose 2 Room**  |
| **Attendees** | **HQIP Directors:**Caroline MacEwen AoMRC, ChairJanice Gabriel RCN Peter Bloomfield NVGill Coverdale RCNRose Jarvis AoMRCMichael Chapman co-opted trustee  |  |
| Time  | Item |
|  |   |  |  |
|  | Welcome, apologies and overview * The meeting was quorate and held in line with HQIP’s governing instrument
* Carrie MacEwen, HQIP Chair, welcomed the Board of Trustees and HQIP Staff
* The Chair thanked HQIP staff for all the hard work in 2022-23 on behalf of the HQIP Trustees. Thanks were also extended to SUN members for their time, expertise and support to HQIP.
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|  | Minutes of the meeting held on 17 November 2022 were signed by the Chair as a true record. |
|  | Presentation of Audited Accounts and Annual Report * Trsutees approved signing the letter of representation to the Auditors. Carrie MacEwen subsequently signed the letter.
* Carrie MacEwen presented the Accounts on behalf of the Board and following points were highlighted:
* HQIP team were congratulated for preparing clear accounts and delivering high quality projects with public benefit
* Moore Kingston Smith confirmed unqualified audit opinion.
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|  | Approval of the Audited Accounts and Annual Report for 2021-22The audited accounts and annual report presented by and proposed by Carrie MacEwen were approved by all Trustees in attendance and signed by the Chair.  |
|  | Retirements, appointments and re-appointments of Directors * Appointments
* Mark Hampton was appointed as a Treasurer of the Board
* Edward Morris was appointed as a Chair of the Board
* No re-appointments
* Retirements:
* Susan Masters announced her retirement as a Trustee of the Board and thanked all Trustees and staff for continued support over the years
* Carrie MacEwen announced her retirement as the Chair of the Board and thanked all Trustees and staff for continued support over the years
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|  | Appointment of Auditors Following a review undertook in 2023 and based on their higher score achieved during the evaluation process Buzzacott Ltd, proposed by Rose Jarvis, seconded by Janice Gabriel and Gill Coverdale, were appointed as auditors for 2024 .  |
|  | AOB There were no other business matters raised.  |
|  | Carrie MacEwen thanked all for attending the meeting, HQIP staff for their valuable work and commitment, and the Trustees for their time and thoughtful input to the charity’s governance. |
| *HQIP 2023 AGM concluded at 16.24* |