BRITISH EPILEPSY ASSOCIATION
Registered Office: New Anstey House, Gate Way Drive, Yeadon, Leeds, LS19 7XY
Company number: 00797997   Charity number: 234343

Minutes of the Annual General Meeting of the British Epilepsy Association held on Tuesday 9 September 2025 at 2.00 pm by Zoom video conference

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Present:
(remotely):

Jane Riley	Chair of Council and Chair of the AGM
Katie Stevens	Honorary Treasurer
Nicholas Hutton	Vice Chair
Deirdre Black	
Peter Clough	
Joanne Greer	
Cameron Hill	
Sarah Lawson	
Tom McLaughlan	
Sally Taylor	
Richard Chapman	
Caroline Hobbs	
Mike Harnor	
Diane Hockley	
Sally Lawrence	
Judith McEvoy	
Meg Privett	
Peter Privett	
Beryl Sharlot	
Karen Treacy	
Vincent Wolf	

In attendance:
(in person):

Rebekah Smith	Chief Executive and Company Secretary
Lynne Procter	Governance and Executive Support Lead
Natalie Morgan	Governance Support Administrator

Apologies:

Baroness Ford (President of the Association)
Nicola Adamson
June Massey

1/25 **Introduction and Welcome**

Jane Riley called the meeting to order and introduced herself as the Chair of Council and the Chair of the AGM.

She welcomed everyone and announced that the Annual General Meeting could be attended by anyone but that only subscribing members of the British Epilepsy Association were allowed to vote and non-members may only speak and address the meeting with the permission of the Chair of the meeting (bye law 6a and 6b).

Jane Riley explained that the quorum for the AGM was 15 members. A change to Article 8.2 at the AGM in 2021 meant that people voting by proxy were now included when counting for the quorum. More than 15 eligible proxy votes had been received and therefore the AGM was quorate.

Jane Riley explained that constitutionally, the President of the Association, Baroness Ford, could chair the AGM. However, Baroness Ford had given her apologies so she, as Chair of Council, would carry out this role. This was provided for within the Articles of Association.

She also explained that this was the AGM of ‘British Epilepsy Association’ and that for clarification the name ‘Epilepsy Action’ is a working name of the Association.

Jane Riley explained that this year, the AGM was taking place as a remote online meeting only. The meeting was being recorded.

She asked that if anyone wanted to speak during the meeting, such as to ask a question, could they please raise their hand digitally and wait to be called by the Chair. When they spoke could they first say their name so that it could be recorded in the minutes.

Before proceeding with the main business of the meeting, Jane Riley acknowledged the recent passing of the charity’s long-standing Patron, HRH The Duchess of Kent. On behalf of the Board of Trustees, she expressed heartfelt condolences. She also noted that two representatives from the charity would attend the upcoming funeral.

2/24 **Apologies**

Rebekah Smith noted apologies from Baroness Ford, Nicola Adamson and June Massey.

3/24 **Minutes of the Annual General Meeting held on 18 June 2024**

Copies of the minutes of the AGM held on 18 June 2024 were available to members present.

There were no suggested amendments to the minutes, which were approved via an online poll.

Proposed by Mike Harnor
Seconded by Deidre Black

Carried unanimously with six abstentions.
Jane Riley signed the minutes as a true record of the meeting.

4/24 **Chair's report and review of 2024**

Jane Riley informed the meeting that the Association had fulfilled the requirements of its Constitution and the Companies Act by making available online and by request by post the Annual Report and Accounts. The notice of the meeting and meeting papers were sent to Association members within the prescribed period.

She referred members to her written report on page one of the Annual Report and Accounts and invited any questions from the floor of which there were none.

5/24 **Presentation of the Annual Accounts for the year ended 31 December 2024**

Jane Riley invited Katie Stevens, Honorary Treasurer, to present the Annual Accounts and report on the financial performance of the Association during 2024.

Katie Stevens referred members to her written report on page two of the Annual Report and Accounts.

She also referred members to the auditors' report on page 20-22 of the Annual Report and Accounts.

Jane Riley invited questions from the floor of which there were none.

6/24 **Special Resolution 1 - Amendment to the Articles of Association (Resolution no.1)**

Jane Riley referred members to Resolution no 1, as follows:

Following regulated alteration consent granted by the Charity Commission under section 198 Charities Act 2011 on 2 July 2025, the articles of association which accompany this Resolution be adopted as the articles of association of British Epilepsy Association in substitution for, and to the exclusion of, the existing memorandum and articles of association (which by virtue of Section 28 of the Companies Act 2006 have been treated as British Epilepsy Association 's articles of association with effect from 1 October 2009).

The special resolution required at least 75% of members who voted to vote in favour of the changes. The result of the vote, which closed at midnight on Sunday 7 September was:-

- 4.7% of the membership cast votes, of which:-
- 284 votes (95.4%) were for the Resolution
- 14 votes (4.6%) were against the Resolution.

Special Resolution 1 was therefore carried.

7/24 **Resolution 2 - Re-Appointment of Auditors & Auditors' Remuneration**

Jane Riley informed members that the Council of Management had recommended the appointment of Saffery LLP as Auditors to the Association. She formally moved to Resolution Number 2, as follows:

"That Saffery LPP be appointed auditors of the company to hold office until the conclusion of the next general meeting at which accounts are laid before the company and that their remuneration be fixed by the Chief Executive acting on behalf of the charity."

- 4.7% of the membership cast votes, of which:-
- 292 votes (97.7%) were for the Resolution.
- 7 votes (2.3%) were against the Resolution.

Special Resolution 2 was therefore carried.

An announcement regarding the outcomes would be made in the next edition of *Epilepsy Today* and by announcement on the website.

8/24 **Discussion of other matters which members felt to be of interest**

Jane Riley invited Members to raise any matters for discussion. She also explained that whilst discussion was possible, it was not possible to propose any resolutions because notice of these had to be given to every Member in advance of the meeting.

There were no matters raised for discussion.

9/24 **Close**

There being no further business.

Jane Riley concluded by expressing her sincere thanks to her fellow Officers Nicholas Hutton, Vice Chair, and Katie Stevens, Honorary Treasurer, for their outstanding support throughout what had been an exceptionally busy and successful year. She also extended her appreciation to the Board of Trustees for their backing and commitment.

She gave special thanks to Rebekah Smith, the incoming Chief Executive, and her team for the significant work they had undertaken over the past year.

Jane Riley pointed out that this was the charity's 75th anniversary year, during which events to mark the event were on-going. She thanked everyone for their continued support and for attending the meeting.

The meeting was formally closed at 2.24pm.

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