



LANCASHIRE &  
MORECAMBE BAY L O C

**Minutes of AGM held 30th April 2025**  
**Brockholes Visitor Centre, Preston PR5 0AG** (Junction 32 M6/M55)

<b>Committee Members</b>	<ul style="list-style-type: none"> <li>• Michael Jackson (MJ) - Contractor</li> <li>• Jennifer Smith (JS) - Performer</li> <li>• Edward Ovenden (EO) - Performer</li> <li>• Tim Bagot (TB) - Contractor</li> <li>• Sarah Bentley (SB) - Performer</li> <li>• Michelle Cole (MC) - Contractor</li> <li>• Drew Thompson (DT) - Contractor</li> </ul>	<ul style="list-style-type: none"> <li>• Philip Harper (PH) - Performer</li> <li>• Sajeel Abrar (SA) - Contractor</li> <li>• David Barras (DB) - Performer</li> <li>• David Gleave (DG) - Contractor</li> <li>• Neil Pearson (NP) - Contractor</li> <li>• Asma Adam (AA) - Performer</li> </ul>
<b>Guests</b>	<ul style="list-style-type: none"> <li>• Ruth Cuthbert (RC) - ICB Clinical Lead for QiO</li> <li>• Mohammed Bhuta (MB) - LOCSU</li> <li>• Rory Alderson – Performer</li> <li>• Ian Booth - Contractor</li> <li>• Nadya Booth – Contractor</li> <li>• Brian Gleave – Performer</li> <li>• Talha Mahamroot - Contractor</li> <li>• Shameem Mohamed – Contractor</li> <li>• Paul Vann – Performer</li> <li>• Graham Robinson – Contractor</li> <li>• Lynsey Hutchinson – DO</li> <li>• Louise Robinson (LOCSU)</li> </ul>	<ul style="list-style-type: none"> <li>• Lisa Sariwee - Contractor</li> <li>• Karen Shorrock - Performer</li> <li>• Kelly Thompson - Performer</li> <li>• Paula Burrows – Contractor</li> <li>• Leena Chauhan – Performer</li> <li>• Marie-Laure Orr-Van Loenhout – Performer</li> <li>• Zubair Patel – Performer</li> <li>• Maria Pieczka – DO</li> <li>• Jack Gregory – Contractor</li> <li>• Paula Hawes – DO</li> <li>• Stephen Woodhouse - Performer</li> </ul>
<b>Apologies</b>	<ul style="list-style-type: none"> <li>• Tom Mackley (TMA) - LEHN Chair</li> <li>• Mike Broadhurst</li> <li>• Teresa Broadhurst</li> </ul>	<ul style="list-style-type: none"> <li>• Jonathan Deegan</li> <li>• Ben Heaney</li> <li>• Philip Jones</li> </ul>

<b>1.</b>	<p><b><u>Welcome</u></b></p> <p>MJ opens the meeting and welcomes all.</p> <p>MJ thanks Barry Gallon and SpaMedica for sponsoring the AGM.</p> <p>MJ asks for proposal of a meeting Chair – all in favour of MJ.</p>	<b>ACTIONS</b>
<b>2.</b>	<p><b><u>Approve the Minutes of the previous AGM (24<sup>th</sup> April 2024)</u></b></p> <p>MJ advises these have been previously circulated to all attendees by JS. He asks if everyone present tonight (who was at the 2024 AGM) is happy that the minutes are a true representation of the meeting – all in favour, no objections. PH proposed, MC seconded.</p>	



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	<p><b><u>Matters arising from the last meeting.</u></b> At the 2023 AGM no auditors were appointed, and it was left to the LOC to find and appoint an appropriate person/company. EO advises the LOC has since appointed Alex Murgatroyd from Lexoffice Accountants and Bookkeepers who has done a good job so far.</p>	
3.	<p><b><u>Chairs Report</u></b></p> <p><a href="#">Chairs AGM Report April 2025</a></p> <p>MJ advises these have been previously circulated to all attendees by JS. No questions were raised.</p>	
4.	<p><b><u>Treasurers Report</u></b></p> <p><a href="#">Treasurers AGM Report April 2025</a></p> <p>MJ advises these have been previously circulated to all attendees by JS.</p> <p>EO proposes the LOC reserve fund be increased over time to 9 months expenses and that the LOC be allowed to raise or lower the statutory levy by +/- 0.2% to maintain this without calling an EGM. For reference 0.2% for a large high volume GOS practice would be just under £100pa. No questions were raised. Motion proposed by TB, Seconded by NP</p>	
5.	<p><b><u>Adoption of Reports Received</u></b></p> <p>MJ asks if everyone is happy to adopt the reports. No objections – proposed by DT, seconded by DB.</p>	
6.	<p><b><u>LOCSU Report &amp; Introduction of New Model Constitution – MBh</u></b></p> <ul style="list-style-type: none"> <li>• LOCSU exists to support LOCs, established in 2007, parent organisations are ABDO, FODO &amp; AOP.</li> <li>• All LOCs are members of LOC, activity is funded by a % of the LOC levy.</li> <li>• Offer practical tools and resources to LOCs e.g. payroll, training, resources and webinars to help LOCs become stronger, better informed and better equipped to lead on a local level.</li> <li>• Pushing to integrate Optometry more closely in the wider NHS structure and national strategy</li> </ul>	



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	<ul style="list-style-type: none"> <li>• Current constitution, 2017, was no longer reflecting modern practice and needed a refresh.</li> <li>• Took into account feedback from LOC, legal framework drafted with external legal firm.</li> <li>• New model constitution is very robust, future proof and more practical for LOC's to implement.</li> </ul> <p>Changes in the New Constitution:</p> <ul style="list-style-type: none"> <li>○ Dispensing Opticians will be able to be elected as full committee members</li> <li>○ New constitution uses gender neutral language</li> <li>○ Officers can be elected for terms longer than 12 months</li> <li>○ Clearer information for constituents: accountability, decision making, getting involved.</li> <li>○ More empowering and proactive committee structure</li> <li>○ Robust guidance on succession planning to secure the future of the LOC</li> <li>○ Fair representation and good governance</li> </ul>	
<p><b>7.</b></p>	<p><b><u>Confirmation of Adoption of New Model Constitution</u></b></p> <p>Model Constitution - 2025</p> <p>MJ informs attendees the new constitution will allow the LOC to continue with the work it is currently doing but with better governance and better representation and ways for constituents to hold the LOC to account. Ability to vary the levy by 0.2% is written into the new constitution.</p> <p>No questions from attendees or submitted to the secretary prior to the AGM</p> <p>MJ asks if everyone is happy to adopt the new 2025 model constitution. All in favour, no objections, no abstentions – proposed by DG, seconded by SB.</p>	
<p><b>8.</b></p>	<p><b><u>Appointment of Returning Officer</u></b></p> <p>MJ advises that a returning officer needs to be nominated to carry out the election of 1/3 of the committee. JS proposed by EO and seconded by DB.</p>	
<p><b>9.</b></p>	<p><b><u>Election of 1/3 of the new committee</u></b></p> <p>JS advises that every year 1/3 of the committee stand down and are eligible for re-election. Each committee member serves a 3-year term.</p> <p>The current committee is made up of 5 contractors, 7 performers &amp; 1 co-opted dispensing optician.</p> <p>This year there are:</p> <ul style="list-style-type: none"> <li>• 2 contractor seats up for election: Timothy Bagot, Neil Pearson</li> <li>• 3 performer seats up for election: Sarah Bentley, Philip Harper, Edward Ovenden</li> </ul>	



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	<ul style="list-style-type: none"> <li>• 2 casual vacancies</li> </ul> <p>All have decided to stand for re-election: no new nominations were received. There were a few people who expressed an interest in the future who will hopefully start to come to some meetings to see what it's all about and maybe put themselves forwards at the next AGM or the committee has the option to fill the casual vacancy spaces prior to the 2025 AGM.</p> <p>As there are no new nominations, no vote is needed &amp; all are re-elected.</p>	
10.	<p><b><u>Adoption of Statutory Levy for 2023/24</u></b></p> <p>The Statutory Levy is currently set at 1.4%. Treasurer EO proposes that this remains the same for the coming year. No objections, proposed by DG, seconded by SB</p> <p>No further questions were raised.</p>	
11.	<p><b><u>Appointment of Auditors for 2023/24</u></b></p> <p>EO is very happy with the work of Alex Murgatroyd from Lexoffice Accountants and Bookkeepers and as they meet the criteria for auditors in the newly adopted constitution he suggests a vote to appoint them again for the coming year. No objections. Proposed by EO, seconded by NP.</p>	
12.	<p><b><u>Q&amp;A on previously circulated reports</u></b></p> <p><a href="#">Primary Eyecare Services (PES) Report April 2025</a> - previously circulated No further questions were raised.</p> <p><a href="#">Optometric Advisors report April 2025</a> - previously circulated No further questions were raised.</p>	
13.	<p><b><u>Any Other Business</u></b></p> <p>MJ advises this should have been sent to the secretary 10 days prior to the AGM – none has been received. If anyone has AOB then they should send it to JS to be dealt with at a committee meeting.</p>	
14.	<p><b><u>Close of AGM</u></b></p> <p>MJ thanks the committee for their work and dedication over the past year. He advises there will be a meeting of the new committee immediately following the AGM to elect the new officers. He</p>	



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	<p>advises everyone is welcome to stay and observe the meeting, or people can leave following the CPD sessions. MJ thanks everyone for coming.</p> <p>Date of next AGM – 29<sup>th</sup> April 2026 Meeting closes.</p>	
Adopted by Committee	Date: 29/04/2026	