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**DRAFT MINUTES of the ESSEX LC
ANNUAL GENERAL MEETING**

held on

Wednesday 18th June 2025 at 8.00pm

in the Northumberland Suite, Writtle College, Chelmsford CM1 3RR

Present:

Officers: Sheila Purser SAP (Chairman) Vickie Hamilton-Barr VH (Secretary) David Dixon DD (Treasurer) Mark Carhart MC (Vice Chairman)

Committee members: Sara Porter (SP), Reshma Patel (RP), Maggie Glover (MG), Philip Bridgford (PB), Emma Spofforth (ES)

List of attendees: Harold Amah, Karen Castle, Danielle Barber, Robyn Dempster, Stephanie Figg, Emma Leahy, John McMenemy, Nina Noonan, Gabriella Robertson, Christina Saw, Emily Searle, Trevor Smith, Timothy Turpin, Ajanth Vairavanathan, Stuart Wood,

In attendance: Katie Kingcott KK – Minutes
LOCSU – Louise Robertson

25/30 Welcome to AGM

Welcome from SAP.

25/31 Apologies for absence

Nick Hagan, Pooja Bij, Jasraj Bhangra, Hayley Moore, Kiran Lal, Bhups Battu and Chris Rushen unable to attend.

25/32 Minutes of last AGM (sent out to attendees ahead of meeting)

Held on 16th June 2024. No amendments to be made. Proposed as true record by RP, second by VH. Accepted as true record. SAP to sign minutes and return to KK.

25/31 Matters arising from minutes

None raised.

25/32 Chairman's Report (sent out to attendees ahead of meeting)

Combined report with Clinical Lead and Secretary's report. ES role as clinical lead is to communicate with the ICBs.

Current committee makeup – 7 performers and 5 contractors. SAP encourages people to join. No questions.

25/33 Treasurer's Report (sent out to attendees ahead of meeting)

Income last year £164,429, expenditure £144,403 Reducing the levy to LOCSU saved the LOC £10,000 last year.

25/34 Adoption of the statutory levy for the forthcoming financial year

Looking to year ahead, DD recommends reducing stat levy from 1.4% to 1.2%. This will run the LOC at a loss next year which will reduce the bank balance down. Current balance is £40,000 and separate contingency funds.

DD proposes to reduce levy to 1.2%, SP seconded. All agreed, carried unanimously.

25/35 Election of new committee members

Elections are on a three-year cycle for each member of the committee. RP and HM are due for re-election this year. No one new is standing. Current committee makeup – 7 performers and 5 contractors. There are currently 4 co-opt members. VH reminds attendees that contractors can only vote for contractors, and performers can only vote for performers.

VH asks if all the performers are happy for HM to be re-elected as a performer. All agreed, carried unanimously.

VH asks if all the contractors are happy for HM to be re-elected as a contractor. All agreed, carried unanimously.

25/36 AOB – None

Reminder for MECS OSCE to be held in the Autumn. If anyone is interested email VH.

25/37 Date of next LOC meeting

Wednesday 9th July (virtually).

25/38 LOCSU

VH welcomes Louise Robertson from LOCSU.

LOCSU is a support unit for LOCs – Essex LOC pay an amount monthly from the levy for their services. LOCSU supports LOCs across a range of activities including: policy work and influencing, commissioning support, governance and compliance, training and development support, developing clinical pathways and local case studies.

They provide support for new committee members who can attend an online induction course.

LOCSU held 1984 meetings last year to support LOCs. Lousie talks about current projects.

Louise gives thanks to ES, SAP and DD for turning up and sharing with other LOCs, and involvement with projects.

Strategy for next three years – ‘shaping the future of local eyecare’. Three pledges: support LOCs by enhancing LOC operations, enabling LOCs to influence (equipping locs with business cases) and empowering LOC strategy developments.

Meeting closed at 8.30pm

Signed



LOC Secretary. 23/1/26