



Shyira Trust

21 May 2013

Registered Charity Number 1118979

Annual General Meeting

The Annual General Meeting of the Trust will be held on Sunday 23rd June, commencing at 12.15 pm. The venue will be the meeting room at St. Luke's church, Formby.

The agenda is as follows:

- 1 Apologies for absence.
- 2 Minutes of previous meeting, attached.
- 3 Matters arising from minutes.
- 4 Accounts for year to 31st March 2013, copy attached.
- 5 Trustee's report for year ending 31st March 2013, copy attached.
- 6 Election of one trustee. Mr Peter Morgan retires as trustee this year and under our constitution is not able to stand again because he has completed three terms as a trustee – see the attached extract from our constitution. We need to elect one person from our membership.
Nominations using the attached nomination form to Mr Alan Powell, 38 Wicks Lane, Formby, L37 1PX by Saturday 22nd June please.
- 7 To note who the St. Luke's PCC have nominated to serve as a trustee for the next three years. The person nominated replaces John McGibbon who has completed three terms as a trustee and under our constitution is not able to serve again
- 8 Election of chairman. A chairman has to be elected each year. Our chairman this past year has been Allan Hobson. Allan is willing to stand again.
Nominations using the attached nomination form to Mr Alan Powell, 38 Wicks Lane, Formby, L37 1PX by Saturday 22nd June please.
- 9 Election of independent examiner.
- 10 Illustrated report on the development of maternity services in Shyira over the past ten years
- 11 Any other business

The annual subscription of £5.00 becomes due at the AGM, and we shall be pleased to take your subscription at the meeting. It will help our Gift Aid Officer if people wishing to pay their subscriptions so that gift aid may be recovered use a gift aid envelope, provided at the AGM. Note that people who have completed a Gift Aid Declaration need only put their name on the envelope.

Shyira Trust

Minutes of the Annual General Meeting held on 10th June 2012

Present:	E Almond	A Hobson (Chairman)	H Nicol
	C Braithwaite	M Hobson	S Nicol
	K Braithwaite	E Lowe	A Powell (Trustee)
	M Bratherton	P Lowe	I Powell
	C Cooke	M McCoy	S Rodger
	M Cooke	J McGibbon (Trustee)	B Weldrake
	A Dixon	J McGibbon	K Weldrake
	H Dixon (Trustee)	J Morgan (Trustee)	M Weston
	M Fisher	P Morgan (Trustee)	D Wheeler
	D Haydon	K Nelson	G Wheeler
	J Heron	S Nelson	R Williams
	R Heron		

Attending:	F Grieveson	C Matthews	G O'Hara
	H Griffin	G Matthews	J O'Hara
	N Kinsade	S Matthews	J Patterson
	B Matthews	R McGowan	R Paterson

Apologies:	A Cox	M McCoy	C Trollope
	J Cox	S Rodger	L Trollope
	A Farrington	E Smith	R Wagstaff
	B Farrington	J Smith	

Guest: Marie Claire Uwera

1. Minutes

The minutes of the Annual General Meeting held on 7th May 2011 were approved and signed as a correct record of the meeting.

2. Matters arising

There were no matters arising from the minutes not otherwise included on the agenda.

3. Accounts for the year to 31st March 2012

The Treasurer presented the accounts which had been circulated prior to the meeting. He reported that since the year end income from the lent project amounted to £1,530 with further income to come from the forthcoming choir/rotary auction. There would also be a fundraising concert at the end of June and the next cash transfer to Rwanda would be made in July. The accounts were approved by the meeting.

4. Trustee's annual report for the year ended 31st March 2012

The Chairman presented the Trustee's report which had been circulated prior to the meeting. There were no comments or questions and the report was approved by the meeting.

5. Election of Trustee

Mr Alan Powell was due to retire by rotation at this AGM but offered himself for re-election. He was nominated and duly re-elected to serve as Trustee for a further three year term.

6. Election of Chairman

Professor Allan Hobson was due to retire as Chairman at this AGM. He was nominated and duly re-elected to serve as Chairman for a further year.

7. Election of independent examiner

Julia Wignall had indicated her willingness to continue as independent examiner and she was duly re-appointed to examine the accounts for the year ended 31st March 2013.

8. Rwanda visit May 2012

Allan Hobson and Alan Powell had made a project review visit to Rwanda from 17-31 May 2012. They were accompanied on the journey by Marie Claire Uwera and her one-year-old son Ethan who were visiting family and received a huge welcome at Kigali airport. It was Marie Claire's first visit to her homeland for twelve years and the Chairman invited her to share her experience with the meeting.

Marie Claire spoke briefly to say how wonderful it had been to meet her family again and to introduce her son to them. She commented on the enormous changes that had taken place in her absence particularly in the capital Kigali. She was amazed at the progress that had been made but saddened by the gulf that had developed between the rich people in the towns and cities and the poor in the more remote areas. She returned grateful for her standard of living in Formby and conscious that it should not be taken for granted. Marie Claire hoped to visit her family again next year.

The Chairman then presented an illustrated report of the visit providing an update on each of the projects in progress. In particular, he explained the changes taking place in secondary education and the implications for our student sponsorship programme. He was also able to confirm the unanimous opinion that an extension to the maternity hospital opened in 2004 was now urgently required. He reported that funds would be provided for an architect to draw up suitable proposals for consideration by the end of September 2012. A phased approach was favoured where the cost of each stage of construction could be the focus of fundraising activity.

The Chairman concluded by reviewing progress on the Social Centre, the Children's Centre, housing for child-headed families and the coffee growing project. He also described the difficulties experienced by Moses, formerly catechist in Shyira, in his new, remote parish of Butaka and confirmed that any support provided through the Lent project was desperately needed and would be most welcome.

9. Any other business

There being no further business the Chairman closed the meeting at 1.00pm.

Signed as a correct record of the meeting

A Hobson
Chairman

Date:



Shyira Trust	1118979		
Receipts and payments accounts			
For the period from	01/04/2012	To	31/03/2013

CC16a

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Subscriptions	315	-	-	315	305
Child Sponsorship Donations	-	11,121	-	11,121	7,559
Other Donations	2,669	12,884	-	15,553	11,433
Sale of Cards	-	188	-	188	1,247
Alternative Gifts	-	1,744	-	1,744	1,649
Sale of Other Items	-	-	-	-	-
Transfers from other charities (St Luke's PCC, St Luke's PCC Shyira, Other Churches)	-	3,535	-	3,535	1,758
Tax Relief	15	1,856	-	1,871	2,612
Grants (Community Development Fund)	-	-	-	-	2,164
Sub total	2,999	31,328	-	34,327	28,727
A2 Asset and investment sales, etc.	-	-	-	-	-
Total receipts	2,999	31,328	-	34,327	28,727
A3 Payments					
Expenses	2,961	42	-	3,003	233
Money Transferred to Shyira for Medical Work	-	6,900	-	6,900	3,248
Money Transferred to Shyira for Education	-	13,405	-	13,405	14,892
Money Transferred to Shyira for the Work of St Marks Church	-	3,505	-	3,505	3,000
Money Transferred to Shyira for Child Headed Families & other poverty relief work	577	5,913	-	6,490	12,710
Money Transferred to Shyira payment for Cards / Crafts	-	195	-	195	1,660
Community Development Project costs	-	165	-	165	3,135
Sub total	3,538	30,125	-	33,663	38,878
A4 Asset and investment purchases, etc.	-	-	-	-	-
Total payments	3,538	30,125	-	33,663	38,878
Net of receipts/(payments)	- 539	1,203	-	664	- 10,151
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	1,390	10,099	-	11,489	21,640
Cash funds this year end	851	11,302	-	12,153	11,489

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Current Account	851	11,302	-
		-	-	-
	Total cash funds	851	11,302	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Income Tax Recoverable	600	9,100	-
	Uncashed GAYE Cheques	-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	-
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
			K.H. Dixon C.A. Hobson	

Shyira Trust

Constituted as an Unincorporated Association since 10th September 2006.
Registration number 1118979

Annual Report for the year ended 31 March 2013

Address

38 Wicks Lane
Formby
Liverpool
L37 1PX

Trustees

The Trust has five trustees who serve for three years with three elected from its membership and two nominated by St. Luke's church PCC. The sixth trustee is the chairman who is elected annually by the membership. The constitution allows for the trustees to co-opt up to two further trustees who can serve until the next AGM. No trustees were co-opted this past year.

The trustees were:

Chairman:	Prof Clifford Allan Hobson MBE
PCC Nominees	Mr John McGibbon Mr Hugh Dixon
Elected	Mr Alan Powell Mrs Jane Morgan Mr Peter Morgan

Bankers

Barclays Bank
Lord St.
Southport

Objects and activities

The objects of the Trust are:

1. The relief of poverty and the preservation and protection of good health in Rwanda.
2. The advancement of education in Rwanda.

Poverty relief and health have centred on support for the hospital and its staff and on young people. This past year there has been some concentration on support for the completion of a Children's Centre and on homes for child-headed families with help given to the maternity hospital to help with planning for future needs. The coffee project was helped to get to the 8,000 plant target of the early phase after which a review of management structures was planned. There has been a visit of two trustees to Shyira and planning is underway for three more visits over the coming months.

Other groups the Trust has worked with include:

- St. Luke's church, Formby. Many of the Trust's supporters are members of the church, and they raise a significant proportion of its income. The Trust is a spin-off from work started by the church.

- A University Head of Midwifery Education who supports safe motherhood through the Trust and who has raised money to pay for the education and training of two midwives and who continues to support them. The support takes the form of help with securing good accommodation and in payment of a total salary that is competitive with salaries paid in a hospital at Butaro, provided by and still supported by the Clinton Foundation that tries to recruit well qualified staff from elsewhere.
- The Rotary Club of Formby. The club has carried out three projects in Shyira with the final one completed early in this reporting period. Two trustees had the privilege of visiting Shyira Hospice in May 2012 where they were able to see the newly delivered equipment in use.
- Some Schools in Formby.

The two trustees who visited in May 2012 saw the devastating effects that exceptional rain can have over a quite wide region. The visit was timed to be at the very end of the rainy season, and the best advice was that it would be generally dry. That was not how things turned out. After arriving in Rwanda the trustees found that heavy rain was making travel to the north-west difficult, and that the road from Musanze to Shyira was flooded in some areas and blocked by landslides in others. After an enforced 24 hour delay they were able to travel to the foot of Shyira hill and then had a near-vertical climb of 1200 feet to Shyira. Along the road from Musanze they were able to see the damage to crops, schools, a church and houses caused by flood waters.

Work in and around Shyira is continuing. The children's centre is providing a sheltered meeting place for young people but needs its interior completing. Work on the coffee project has reached a major landmark with the completion of phase one and about 8000 plants growing, although some have suffered damage from goats eating branches. Support for child headed families continues, and funding has been provided through the alternative gift catalogue for two more houses. The German couple who had been responsible for the Hospice left Rwanda at the time of the May 2012 visit. That left the hospice temporarily without a manager, but a Rwandan has since been appointed as manager.

Help was given by the Trust to enable a third midwife to complete her training in Goma and support given to the planning of a new or extended maternity building. Those developments followed from a meeting between Trustees and Dr Emmanuel Bonane, the newly appointed Medical Director of Shyira hospital. Unfortunately Dr Emmanuel has recently had to resign from the hospital because of ill health. We hope that the health ministry will have appointed a new medical director before a visit to Shyira takes place in August 2013.

The trustees who visited Shyira in May 2012 were able to investigate child sponsorship and the implications of policy changes from the Rwandan government. Some schools, including Groupe Scolaire de Shyira, have been converted into day schools, taking students from their local communities and some boarders who will normally not have a home and so may be orphans. Day students still have fees to pay, uniforms to buy and are required to make a contribution to the cost of running the school. Coincidentally the cost for a day student is half the cost for a boarder.

In cooperation with St. Luke's church the Trust has been working to support ministry in Butaka, a community to the north-west of Gisenyi and close to the DRC border. The need is twofold – to support the lay person acting as minister and to provide support for the building of a church centre that will be a focus for the impoverished people living in the area.

Three newsletters were produced over the year. The first was a report from the trustee visit to Shyira in May. This was followed by a web newsletter in November and a brief update in February 2013. Two letters from a trustee were printed in a national newspaper. Talks have been given to community groups.

The Trust website, <http://www.shyiratrust.org.uk>, has been updated and rewritten. It uses the latest web standards, HTML5 with CSS3, and that has enabled it to be written to work on an assortment of devices, computers, smart phones and tablets, with the display components adjusting their relative screen positions to accommodate the screen width.

The record of the Trust's history is partially written but with so many other things to do progress has again been slow this past year. It is intended that the history will show what has been achieved in Shyira, and act as a guide for people thinking of getting involved in development work. The record may be suitable for binding in book form or for publication as an e-book.

Verifying expenditure.

The people in Rwanda, and especially the bishop of Kivu diocese, continue to be concerned that they should be seen to be accountable for the money sent. We receive regular reports from them on the use of money, often with pictures, and we exchange telephone or Skype calls with some people in Shyira. We know the people in Rwanda, and over the years we have found that they do use money as intended. In Shyira the parish priest with the parish council oversees the work. We, in turn, pass on to members and other supporters a report in the form of a newsletter telling what has been achieved. We also make periodic visits to check on progress. Quite often these visits combine with taking other people to give them an experience of Rwanda.

Visits

There has been just one visit to Rwanda arranged through the Trust in the past year. That, as already mentioned, was by two trustees in May 2012 and had the main purposes of reviewing projects and understanding the changes that have taken place in the education system. The trustees were accompanied as far as Kigali by a woman, with her infant son, who had fled Rwanda following the genocide and who needed someone to take her back to the country so she could visit surviving members of her family.

Three visits are planned over the next 1½ years:

- August 2013. A medical team will be taken to Shyira hospital by a trustee who is a midwife. They will be involved in further training in the hospital.
- February 2014. Two trustees plan to visit. They will be accompanied by other trust members and possibly by teachers and staff from Range High School who will spend time in Groupe Scolaire.
- August 2014. A further medical visit, possibly with a group from Formby High School who will spend time in ACEC School, Shyira.

Financial review and reserves

The Trust raises funds to support specified projects, and transfers money to support those projects three or four times a year. Money is normally sent to Rwanda as it is raised. An exception to this is when a project has not commenced in Shyira but some fund raising has been carried out – the extension to the maternity hospital and safe motherhood programmes are examples of where this applies with the Trust retaining money until it is needed in Rwanda.

The Trust tries to minimise its expenditure in the UK. It expects to meet its running costs from membership fees so that it does not need to retain any money from donations and maximises the amount sent to Rwanda.

This year there has been some expenditure in the UK. A significant amount of equipment that could be useful in Rwanda had been collected and was sent by hiring space in a container sent by Christian Hope International at a total cost of £420. The equipment sent included medical braces and

equipment donated by a UK hospital, baby clothes knitted by a group of committed ladies, a hand operated sewing machine and assorted children's clothes.

Some travel this year has been funded through sponsorship and that shows on the accounts as expenditure in the UK.

Over the year a total of £30,240 has been sent to Rwanda. Details are in the following table:

	Sent
Support for ministry in Shyira	£1,425
Support for ministry in Butaka	£1980
Pastor Emmanuel	£100
Children's centre	£80
Groupe Scholaire and ACEC	£9,620
Gervais, Study Fees	£600
Sale of Banana Leaf Cards	£195
Fees, Training and education	£4,450
Alternative Gifts	£1,615
Child Headed Families	£130
Maternity Extension	£2,000
Maternity Batteries	£1,400
Safe Motherhood	£2,900
Louise	£1,050
Projects	£2,695
	£30,240

That is almost twice last year's figure. The corresponding figure in the previous two years was £17,985 and £35,360 so it can be seen that the level of support for the Trust is holding up well in these difficult financial times.

Included in the alternative gifts is funding for safe motherhood, child headed families including a house, a hospice and coffee growing.

The total funds now sent since St. Luke's church became involved with Shyira in 2000 are £223,965 This does not include the £56,000 (approximate figure) sent through Rotary, or the many private gifts made to individuals in Rwanda by the Trust's members and supporters.

The Trust does not normally maintain reserves since it does not have staff salaries to pay nor does it need to rent accommodation since trustees work from home.

Management arrangements

The Trust has six trustees, as described above. Five serve for three years, after which they may be re-elected for a maximum of three terms. The chairman is a sixth trustee who is chosen by the membership each year at the AGM. No trustee should exceed 75 years of age. All trustees are required to sign a declaration that there are no reasons for them to be barred from being a trustee, and in addition are required to either have or to gain safeguarding clearance. All have the necessary clearance.

Members pay an annual membership fee. The purpose of the fee is to cover the cost of the annual meeting and the associated documentation, and the cost of managing the Trust. This allows the Trust to send all funds raised to Rwanda, except when publicity specifies that some money will be used for other purposes. As an example Child Sponsorship fees include £1.00 to cover printing and postage costs associated with managing the scheme, and this is made clear on publicity leaflets.

Trustees meet regularly to consider the progress of the Trust, and to review the fund raising and use of resources in Africa. It is expected that information will be received from Shyira showing how

money has been used, and it is also anticipated that there will be occasional visits of trustees to Rwanda so that they may monitor progress.

Also members and other supporters have made occasional visits to Shyira, always at their own expense, or through money raised from other sources. Visits are valuable because they allow needs to be assessed and progress monitored and also because they can enable the Trust to introduce others to its work.

Procedures for grant making

The Trust accepts that local people are better able to prioritise their needs than the Trust is. The Trust therefore sends money to Rwanda for use against specific projects that have been agreed with the people in Shyira, but allows the detail of the way money is used to be determined locally. There is an exception to this when money has been allocated for a specific purpose as with alternative gifts. We occasionally get individual requests for support. In all such cases we refer the enquirer to the Shyira Parish Priest/Council because they set local priorities.

As the people of Shyira and district see their priorities and needs changing the Trust seeks to accommodate them. This has resulted in extensive discussions about the need for a maternity hospital extension and the design of the building.

This approach has always worked in the past. It depends on trust between us and the people in Shyira and the intention of their Bishop to be accountable for all transferred funds. Also through trustee visits the trust is able to see that money has been used as agreed.

On occasions the Trust is able to help members or other people transfer money, usually smallish amounts, for specific purposes. We have had several instances of this recently.

Public benefit.

The trustees believe that they have complied with their duty to have due regard to the guidance on public benefit. There are several pointers to this aspect of the Trust's work:

- The Trust's work with schools and colleges, and in particular the help given to Range High and Groupe Scolaire in the formation of an inter-school link.
- The Trust has worked with partners – St. Luke's Church, University Staff and the Rotary Club of Formby.
- Some members of the Trust have developed friendships with people in Rwanda, exchanging letters, telephone calls and small gifts.
- Talks have been given to various groups by invitation.
- The Trust is given quite a lot of publicity in the local press and some in the national press.
- The work of the Trust in taking visiting groups to Rwanda.
- The award of an MBE to the Trust's chairman "For services to the community in Liverpool and Rwanda".

The future.

The maternity hospital with two midwives provided by the trust has been very successful. In the three years up to December 2012 there were 3,100 births and just one maternal death, for example. That compares with the situation in 2001, when Trust supporters first visited Shyira and one woman in 9 would die in childbirth. It is, therefore, not surprising that the maternity hospital has become very popular and is overcrowded. For example, the trustees who visited in May 2012 saw six beds in

the reception area occupied by twelve women. Over the past months there has been an investigation into how the requirements for maternity services can be met in the future.

With Dr. Emmanuel resigning as hospital director it has become necessary to wait until a new director is appointed, but once the appointment is made then we need to move forward with planning and implementation. The cost is likely to be high – possible as much as £150,000 – and methods of fund raising will have to be developed. We expect to use the internet.

No new areas of support have been identified this year, and we plan to continue with other existing projects as follows:

1. Completion of the children's centre. Although the building is in use there is a lot of work to be completed, all internal – floors must be laid, walls plastered and ceiling panels installed. Internal doors and a partition are required and everything must be painted.
2. Child sponsorship must continue. It is the best way of getting people clear of poverty although the Rwandan government is now struggling to pay university fees.
3. Once the review of the first phase of the coffee project is completed then, with guidance from the people of Shyira, we shall start providing for the purchase of more land to move toward the target of 50,000 plants
4. Support for ministry in Shyira and Butaka will continue.
5. Child-headed families are perhaps among the neediest people in the community. House rebuilding and renovation will continue. Recently a house has been identified for rebuilding in a neighbouring parish, and the extension of the work away from Shyira will continue.

In Summary

There is a strong bond of friendship between the people of Shyira and Trust supporters.

Proposals exist for future developments of the work in Rwanda, based on children, medical care and poverty relief, but are subject to constant revision due to developments taking place in Shyira. Funding levels over the past year have held up well, in spite of the recession that has hit many Trust members.

A visit to Shyira has taken place and was useful in the monitoring of progress. Three further visits are planned.

Section 6 of our constitution about Trustees and their appointment.

- 6.1 The Trustees as charity trustees have control of the Charity and its property and funds.
- 6.2 The Trustees when complete consists of at least three and not more than 8 individuals, all of whom must be members or authorised representatives aged under 75 years at the date of the appointment.
- 6.3 The Trustees consist of:
 - (1) the Chairman;
 - (2) 3 elected Trustees. One third (or the number nearest one third) of the elected Trustees must retire at each AGM, those longest in office retiring first and the choice between any of equal service being made by drawing lots;
 - (3) 2 nominated Trustees, appointed by St. Luke's Parish Church Council, to hold office until the end of the AGM 3 years later;
 - (4) up to 2 co-opted Trustees, appointed by resolution of the Trustees to hold office until the end of the next AGM.
- 6.4 A retiring Trustee who remains qualified may be re-appointed for a maximum of three consecutive terms of office.
- 6.5 Every Trustee after appointment or reappointment must sign a declaration of willingness to act as a charity trustee of the Charity before he or she may vote at any meeting of the Trustees.
- 6.6 A Trustee's term of office automatically terminates if he or she:
 - (1) is disqualified under the Charities Act from acting as a charity trustee;
 - (2) is incapable, whether mentally or physically, of managing his or her own affairs;
 - (3) is absent from 3 consecutive meetings of the Trustees and is asked by a majority of the other Trustees to resign;
 - (4) ceases to be a member of the Charity (but such a person may be reinstated by resolution of all the other members of the Trustees on resuming membership of the Charity before the next AGM);
 - (5) resigns by written notice to the Trustees (but only if at least two Trustees members will remain in office);
 - (6) is removed by a resolution passed by all the other Trustees after they have invited the views of the Trustee concerned and considered the matter in the light of any such views;
 - (7) reaches the age of 75.
- 6.7 A retiring Trustee is entitled to an indemnity from the continuing Trustees at the expense of the Charity in respect of any liabilities properly incurred while he or she held office.
- 6.8 A technical defect in the appointment of a Trustee of which the Trustees are unaware at the time does not invalidate decisions taken at a meeting.

Shyira Trust - Trustee Nomination.

I nominate _____

As a trustee of the Shyira Trust.

Signed _____

The person nominated must sign below to indicate acceptance of the nomination.

I _____ confirm that I am willing to serve as a trustee of the Shyira Trust, and that there is nothing to bar me from being a trustee.

Shyira Trust - Chairman Nomination.

I nominate _____

As chairman of the Shyira Trust.

Signed _____

The person nominated must sign below to indicate acceptance of the nomination.

I _____ confirm that I am willing to serve as a chairman of the Shyira Trust, and that there is nothing to bar me from being a trustee.
