Annual General Meeting (AGM) 2025

Minutes of the meeting held on Wednesday 12 November 2025 at 08:30–09:00 at the BAPEN Annual Conference 2025, ICC Wales, Coldra Woods, Newport NP18 1DE

1 Receive welcome from the Chair of the Trustees

The co-Chairs of the BAPEN Board of Trustees, Phil Lyons MBE and Roger Phillips, welcomed members to the AGM and explained the purpose of the meeting.

2 Receive apologies for absence

There were two apologies for absence, who voted by proxy. Quorum for general meetings is 5 members and 31 members of the charity were present, and two proxy votes were received.

3 Approve the minutes of the last meeting held on 5 November 2024

The minutes were approved (proposed: Jane Fletcher and seconded Andrew Rochford) by 100% of members present and two proxy votes.

4 Review matters arising from the last meeting

There were no matters arising from the last meeting.

5 Receive the President's report

Dr Nick Thompson presented the President's report for the year ended 31 December 2024. He summarised the key work of BAPEN in 2024.

The BAPEN strategy 2022–2027 with the three priorities of 'knowledge', 'reach' and 'sustainability', with work on the update likely to start in the second half of 2026. BAPEN maintains a log of targets and actions against the strategy. Dr Thompson invited any members with ideas to input to the update process to contact BAPEN.

The annual conference held in November 2024 in Gateshead was a great success with 784 delegates. The masterclass was also successful with 62 delegates. Feedback across the programme was excellent. There were 113 abstracts published in the online flipbook with nine oral presentations included in the conference programme. Dr Thompson thanked the conference exhibitors for supporting BAPEN. The social programme was also well received.

For this year's conference, Dr Thompson confirmed that BAPEN had for the first time over 800 delegates. Delegates will receive their certificate of attendance with CPD accreditation details. Registration for the masterclass was 78 delegates.

The conference in 2026 will be held in Bournemouth. BAPEN continues to rotate conference locations around the country and likely to hold the 2027 conference in Belfast.

In collaboration with colleagues in the Malnutrition Task Force, BAPEN supported another successful UK malnutrition awareness week. This delivered a broad range of activities across media and social media on themed days during 11–17 November 2024.

6 Receive the Honorary Treasurer's report

Dr Sarah Zeraschi delivered the Honorary Treasurer's report for the year ended 31 December 2024. The statutory annual report and accounts have been submitted to the Charity Commission and members can access the full report online.

Dr Zeraschi reported that the financial position of the charity is on track with expectations. The charity finances have improved over the past few years and this trend continued with a surplus

being generated in 2024. The summary for 2024 shows that corporate and industry sponsorship has remained stable at £72,000 (previous year £74,400). Conference and events generated a surplus of £63,733 (up from £21,539 in 2023). Licencing income increased against the year 2023 and generated £177,580. The overall year-end surplus was £149,633 (2023: £117,446) and reserves of £1,058,282 (£908,649 in 2023).

The total income for the year 2024 was £665,110, following a projected budget income of £587,412. This showed that BAPEN prepared an accurate budget. The major component of the income was from a successful conference and 'MUST' copyright license renewal. Dr Zeraschi thanked corporate members for their continued support of BAPEN.

The expenditure for the year was £528,420 (which was in line with the previous year (£532,340). The key spend was on conference, with important learning opportunities and improved facilities and more professional delivery which attached further sponsorship and generated positive feedback from delegates.

BAPEN has set aside funding to support core and special interest groups. There was also continued funding for the quality improvement project and research awards.

Dr Zeraschi confirmed that the finances of the charity are in a stable position. Financial reserves at year end 2024 were £1,058,282 (increased from £908,649 at year end 2023).

The charity's reserves policy is currently set by the trustees at 12 months of costs (£460,000) and the policy is reviewed annually. Reserves are distributed across banks/ building societies protected by the FSCS scheme. In keeping with the reserves policy, additional accounts will be set up to stay below the FSCS protected maximum of £120k per institution. BAPEN has invested charitable funds in line with the priorities in the five-year strategy.

Copyright licensing generated a large portion of BAPEN income in 2024 but this is likely to reduce significantly in 2026. Planning is underway to replace this loss in income.

Office support fees are higher than pre-2022 but that the higher costs have been offset by the benefits to the charity. Higher conference costs have delivered more professional events and this level will continue. The costs for the intestinal failure (IF) registry deliver a valuable resource to NHS England for managing IF services. Contract with current provider ends in March 2026 and work is underway to transfer to a new company. Income yet to be agreed so cannot predict impact on future budgets.

7 Approve the annual report and accounts for the year ended 31 December 2024

The annual report and accounts were approved (proposed: Alastair McKinley and seconded: Emily Clarke) by 100% of members present and two proxy votes.

8 Approve the appointment of the independent examiner

The appointment of Karen Hanlan as the independent examiner was approved (proposed: Jane Fletcher and seconded: Andrew Rochford) by 100% of members present and two proxy votes.

The meeting noted that Karen Hanlan may retire in 2026. The trustees will consider options for a new independent examiner when required.

9 Receive the Honorary Secretary's report

Dr Charlotte Rutter presented the Honorary Secretary's report. Membership numbers remain stable and were 868 at the end of the year 2024. Dr Rutter reminded core group members that they can opt in to join BAPEN free of charge. PENG members were invited to take up this

opportunity. Members of BAPEN committees must retain their BAPEN membership and were reminded to ensure their membership is up to date.

BAPEN has reinvigorated the regional representation across the country and updated the geographical layout in line with the new ICB structure with an increase from 15 to 17 regions. The purpose of the regional roles is to highlight any issues, create networks and act as a conduit between BAPEN and regional members. Dr Rutter announced that there are vacancies for regional representatives in West Midlands, South Thames, Wiltshire, Gloucester and Bristol, Dorset and Somerset and encouraged all to apply.

Region	Representative
Northern Ireland	Sarah-Jane Nelson and Pete Turner
Scotland	Francesca Moroni
Wales	Amelia Jukes
North West	Cathy Cawley
North East	Madeleine Lee
Yorkshire and the Humber	Sarah Zeraschi and Deputy Regional Representatives: Amber Webb and Sharn Day
East Midlands	Melanie Baker
West Midlands	*Vacant*
East of England	Pinal Patel
North Thames	Andrew Rochford
South Thames	*Vacant*
Kent and Sussex	Paul Kitchen
Surrey and Hampshire	Maeve Tierney
Buckinghamshire, Oxford and West Berkshire	Peter Austin
Wiltshire, Gloucester and Bristol	*Vacant*
Dorset and Somerset	*Vacant*
Devon and Cornwall	Richard Johnston

BAPEN launched the Equality, Equity and Diversity (EDI) policy in 2021, and uses the annual pulse check survey each year, which has generated good engagement and increasing number of responses. Dr Rutter detailed the questions that are asked in the EDI survey. As a result of the responses, the recommendations are that BAPEN continues to run an annual pulse check and report the results to Council. Also, sets a minimum standard of information in advertisements for job descriptions within BAPEN and terms of reference for the relevant committee or group. BAPEN is expanding associate officer roles to try and support chairs and to facilitate succession planning. BAPEN continues to provide annual letters of thanks to the CEOs in organisations so that they know people are making contributions to BAPEN.

10 Confirm the appointment of elected Officers and Council members

Dr Rutter confirmed the members of the Executive, Council and other committees.

Executive	2024	2025
President	Nick Thompson	Nick Thompson Jane Fletcher (President-elect)
Secretary	Charlotte Rutter	Charlotte Rutter
Treasurer	Sheldon Cooper (to 5 Nov 2024) Sarah Zeraschi (from 5 Nov 2024)	Sarah Zeraschi
Professional Affairs Officer	Jane Fletcher	Jane Fletcher
Communications Officer	Kate Hall	Kate Hall (to 12 Nov 2025) Ellie Coles (from 12 Nov 2025)
Clinically assisted nutrition and hydration Officer	Sarah-Jane Nelson	Sarah-Jane Nelson
Education Officer	Emma Parsons	Emma Parsons

Malnutrition Officer	Emily Walters	Emily Walters
Standing committees	**Chair 2024**	**Chair 2025**
British Artificial Nutrition Survey (BANS)	Sarah-Jane Nelson (IF Registry) Emily Walters (Enteral)	Sarah-Jane Nelson
Programmes	Pete Turner	Pete Turner (to 12 Nov 2025) Sarah Illingworth (Chair-elect)
Malnutrition Action Group	Emily Walters	Emily Walters
Special Interest Groups	**Chair 2024**	**Chair 2025**
British Enteral Therapy Alliance (BETA)	Sarah Durnan (co-chair) Laura Nicholson (co-chair)	Sarah Durnan (co-chair) Laura Nicholson (co-chair)
British Intestinal Failure Alliance (BIFA)	Jeremy Nightingale	Jeremy Nightingale
Nasogastric Tube (NG)	Linda Broomfield (co-Chair) Suzy Cole (co-Chair)	Linda Broomfield (co-Chair) Suzy Cole (co-Chair)
Patient Network Group	Carolyn Wheatley	Carolyn Wheatley
Sustainability	Ashley Bond (from Jun 2024)	Ashley Bond
Faculty	**Chair 2024**	**Chair 2025**
	Ailsa Brotherton, co-Chair Alastair McKinlay, co-Chair	Ailsa Brotherton, co-Chair Alastair McKinlay, co-Chair
Core Groups	**Chair 2024**	**Chair 2025**
BAPEN Medical	Emily Clarke	Emily Clarke
BPNG	Priya Mistry	Priya Mistry
BSPGHAN	Akshay Batra	Akshay Batra
NNNG	Natalie Welsh	Natalie Welsh
PENG	Linda Cantwell	Linda Cantwell
PINNT, Support & advocacy for people on HAN	Carolyn Wheatley	Carolyn Wheatley
Additional members	**Chair 2024**	**Chair 2025**
Nutrition Society	Caroline Childs	Caroline Childs
Northern Ireland	Sarah-Jane Nelson/ Pete Turner	Sarah-Jane Nelson/ Pete Turner
Scotland	Francesca Moroni	Francesca Moroni
Wales	Amelia Jukes	Amelia Jukes

11 Confirm the resignation and appointment of charity trustees

Dr Rutter confirmed that during the year 2024 to 2025, there were changes to the board of charity trustees, who were:

Board of trustees	**2024**	**2025**
Co-Chair, Board of Trustees	Phil Lyons MBE	Phil Lyons MBE
Co-Chair, Board of Trustees	Roger Phillips	Roger Phillips
BAPEN President	Nick Thompson	Nick Thompson
BAPEN Secretary	Charlotte Rutter	Charlotte Rutter
BAPEN Treasurer	Sheldon Cooper (to 5 Nov 2024) Sarah Zeraschi (from 5 Nov 2024)	Sarah Zeraschi
Chair of BAPEN Faculty	Barry Jones (to 18 Jun 2024) Alastair McKinlay (from 18 Jun 2024)	Alastair McKinlay
External trustee	Dianne Jeffrey CBE DL (to 18 Jun 2024) Sarah McIntyre (from 18 Jun 2024)	Sarah McIntyre
External trustee	Alan Brown (from 13 Sep 2024)	Alan Brown

12 Subject to receiving the consent of the Charity Commission of England and Wales, where required, we resolve to change the following clauses in the Constitution of the British Association of Parenteral and Enteral Nutrition:

12.1 Resolution 1

Edit to Clause 19 'BAPEN Faculty' 19.4: "There shall be no fixed term for members of the Faculty, with the exception of the position of chair of the Faculty which will be a three-year term of office, with the option for re-election for a further two terms of three years subject to a maximum of nine consecutive years."

Replace with:
"Members of Faculty, by invitation from the BAPEN Council, should reflect the multidisciplinary nature of BAPEN and shall be appointed for a term of three years. They may be reappointed with their agreement and on the recommendation of BAPEN Council and, subject to advice from the President and the other members of Faculty for a further three years, following which members should normally stand down for a period of at least three years before becoming eligible for re-appointment. The position of Chair or co-Chair of Faculty will be for a three-year term of office, with the option for re-election for a further three-year term. The Chair or co-Chair would continue to be a member of Faculty until the end of their tenure as either Chair or Co-Chair."

The change in the *Constitution* was proposed to limit the number of years that a member may sit on Faculty to two terms or six years, unless elected as co-chair, in which case their term as chair may be longer than the six-year limit. The change in clause 19.4 was approved (proposed: Jane Fletcher and seconded: Alastair McKinley) by 100% of members present and two proxy votes.

14 Take questions from members

Phil Lyons invited questions from members.

Andrew Rochford asked for the minutes to show thanks to the BAPEN Faculty for the creation of the BAPEN mentoring programme. In response, Phil Lyons agreed and thanked Alastair McKinley, who led on the setup of this new programme, which was launched in 2025.

There were no further questions. Phil Lyons thanked members for attending the AGM and the meeting was closed.

15 Date and location of next Annual General Meeting

Tuesday 10 November 2026 at 17:40–18:10 at the BAPEN Annual Conference 2026, 10–11 November 2026 at Bournemouth International Centre, Bournemouth, UK.