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27 October 2025

Dear Member

Notice of Annual General Meeting (AGM) 2025
Notice is hereby given that the Annual General Meeting of the British Association for Parenteral and Enteral Nutrition (BAPEN) will be held at the **BAPEN Annual Conference 2025, ICC Wales, Newport NP18 1DE on Wednesday 12 November 2025 at 08:30–09:00** to transact the following business to:

1. Receive welcome from the Chair
2. Receive apologies for absence
3. Approve the minutes of the last meeting held on 5 November 2024
4. Review matters arising from the last meeting
5. Receive the President's report
6. Receive the Honorary Treasurer's report
7. Approve the annual report and accounts for the year ended 31 December 2024[1]
8. Approve the appointment of the auditor
9. Receive the Honorary Secretary's report
10. Confirm the appointment of elected Officers and Council members
11. Confirm the resignation and appointment of charity trustees
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:
    Clause 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.~~ 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.
13. Take questions from members
14. Date and location of next Annual General Meeting.

If you are not registered for the conference and wish to attend the AGM, please email the Office.

If you are unable to attend the AGM and would like to vote, please use the online proxy voting form and submit by 17:00 on Friday 7 November 2025.

If you have any queries about the AGM, please contact the Office.

By Order of the Charity Trustees
Dr Charlotte Rutter
BAPEN Honorary Secretary and Trustee

[1] Available at: https://register-of-charities.charitycommission.gov.uk/en/charity-search and search 1186719

Annual General Meeting (AGM) 2024

Minutes of the meeting held on Tuesday 5 November 2024 at 17:40–18:10 at the BAPEN Annual Conference 2024, Glasshouse, St Mary's Square, Gateshead NE8 2LR

1 Receive welcome from the Chair of the Trustees

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

2 Receive apologies for absence

There were no apologies for absence. Quorum for general meetings is 5 members and 31 members of the charity were present, and one proxy vote was received.

3 Approve the minutes of the last meeting held on 28 November 2023

The minutes were approved (proposed: Emily Walters and seconded Jane Fletcher) by 100% of members present and one proxy vote.

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 2023. He summarised the key work of BAPEN in 2023, which included the launch of a new website, the opening of Council meetings to improve transparency and the simplification of the membership renewal process. There has been an update on the work of the IF registry and there have been new guidelines produced, particularly from BIFA. In 2023, new SIGs on PNG and sustainability were set up. BAPEN joined the UK Health Alliance on Climate Change (UKHACC).

The annual conference was held in November 2023 in Edinburgh and was a great success with 750 delegates, making it the highest-ever attendance at a BAPEN conference. Feedback across the programme was excellent. There were 120 abstracts published in the online flipbook with six 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 encouraged all delegates to complete their feedback forms. Any delegates doing do within the first 30 days following the conference will receive their certificate of attendance with CPD accreditation details earlier. All other certificates of attendance will be issued after the 30-day period.

The BAPEN strategy was launched in November 2022, so 2023 was the end of the first year. There is a strategy tracker against the three priorities of 'knowledge', 'reach' and 'sustainability'. The strategy is a very useful document for the leadership of the charity, as it allows for easy measuring against the targets set across all BAPEN work.

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 6–12 November 2023.

The BAPEN annual malnutrition and nutritional care survey ran during November 2023 and the generated 2,250 responses, the report of which has now been published on the BAPEN website. A key finding from the survey identified that only 75% of those with severe malnutrition had a nutritional care plan, indicating that there is room for improvement. Dr Thompson encouraged members to take part in the 2024 survey.

6 Receive the Honorary Treasurer's report

Dr Sheldon Cooper delivered the Honorary Treasurer's report for the year ended 31 December 2023. The statutory annual report and accounts have been submitted to the Charity Commission and members can access the full report online.

Dr Cooper thanked previous treasurers for the development of spreadsheet that contains the historical data to generate the tracker graphs in the treasurer's report.

The charity finances have improved dramatically over the past decade, following a loss-making period that preceded the COVID pandemic. Things have improved since then and a peak surplus was reached in 2021, dropping back at the end of 2023. BAPEN was aware that there would be a slight drop in the surplus generated in 2023, which was due to reduced corporate/ industry sponsorship (£74,400 down from £93,850 in 2022) reflecting wider economic pressures on pharmaceutical company budgets over the past few years. The conference was well-attended and generated good income with a surplus of £21,539. The year-end surplus was £117,446 and financial reserves at the end of 2023 were £908,649. The overall income and expenditure shows that costs have increased whilst the income has remained the same.

The total income for the year 2023 was £640,943, following a projected budget income of £642,259. This showed that BAPEN prepared an accurate budget. Overall, the income was down from £667,100 in 2022. The major component of the income is from 'MUST' copyright license renewal and Dr Cooper thanked those who delivered that tool for BAPEN.

The reduced surplus from the annual conference 2023 as against pre-COVID years was due to a more expensive venue. BAPEN decided this was beneficial to the charity and all attendees at conference, following a less than successful conference in 2022 in Brighton.

Dr Cooper confirmed that the finances of the charity are in a stable position. BAPEN committees are looking to ensure that these reserves are spent wisely and in line with the aims of the charity.

The expenditure for the year 2023 was £532,340, an increase from £375,371 in the previous year. Costs for the conference were higher with a larger venue and better package including filming of presentations and marked increase in the quality of delivery.

BAPEN changed secretariat and conference organisation services in 2022/2023. There was an increase in fees associated with the change in secretariat but Dr Cooper asserted that the higher costs have been offset by the benefits to the charity. Costs for the database management for the IF registry rose but were offset by the NHS England fee. Committee travel costs were down from £10,415 to £5,681, although many committee meetings continue to be held virtually.

Book-keeping and accountancy costs increased £2,458 in 2022 to £14,190 in 2023, following a change from the previous accountants to UHY Hacker Young, who are delivering a much-enhanced level of service with accurate up-to-date financial information.

Dr Cooper presented a summary of the conference finances from 2014 through to 2023 and noted that conference income was £6,805 greater than in 2022, higher expenditure by £71,222 and higher overheads with larger venues and better AV. BAPEN is looking to continue this strategy of delivering a higher quality of education to its conference delegates.

The charity's reserves policy is currently set at 12 months of costs (£440,000) and the policy will be reviewed in the next year. 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 £85k FSCS protected maximum. In terms of new bank accounts, BAPEN has

been looking at financial institutions with policies on anti-slavery, green sustainability, low CO_2, and not investing in tobacco or armaments. Although the returns might be lower, the charity deems such ethical issues are vital. Future finance plans will be kept in line with charitable aims and priorities identified in the strategy.

Dr Cooper expressed his thanks to everyone he worked with during his tenure and confirmed that he felt fortunate to have been the treasurer at time when the charity reserves were rising. Dr Cooper congratulated the incoming BAPEN Treasurer, Dr Sarah Zeraschi, who will serve from 2024 to the AGM in 2027. Dr Cooper was thanked and applauded by the members.

7 Approve the annual report and accounts for the year ended 31 December 2023

The annual report and accounts were approved (proposed: Jane Fletcher and seconded: Alastair McKinlay) by 100% of members present and one proxy vote.

8 Approve the appointment of the independent examiner

The appointment of Karen Hanlan as the independent examiner was approved (proposed: Trevor Smith and seconded: Emily Clarke) by 100% of members present and one proxy vote.

9 Receive the Honorary Secretary's report

Dr Charlotte Rutter presented the Honorary Secretary's report. Membership numbers remain high and have risen steadily over the period 2018 to 2023. Following the change of Secretariat, members' data were transferred to a new online system and a data cleansing exercise removed any duplications. Dr Rutter reminded everyone that BAPEN membership is free for all core group members and that core groups continue to work hard to highlight the option of free BAPEN membership via their websites and direct emails.

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. 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	**2023**	**2024**
President	Trevor Smith (to 28 Nov 2023) Nick Thompson (from 28 Nov 2023)	Nick Thompson
Secretary	Dan Rogers (to 28 Nov 2023) Charlotte Rutter (from 28 Nov 2023)	Charlotte Rutter
Treasurer	Sheldon Cooper	Sheldon Cooper (to 5 Nov 2024) Sarah Zeraschi (from 5 Nov 2024)
Professional Affairs Officer	Jane Fletcher	Jane Fletcher
Communications Officer	Kate Hall	Kate Hall
Clinically assisted nutrition and hydration Officer	Sarah-Jane Nelson	Sarah-Jane Nelson
Education Officer	Emma Parson	Emma Parsons
Malnutrition Officer	Emily Walters	Emily Walters
Standing committees	**Chair 2023**	**Chair 2024**
British Artificial Nutrition Survey (BANS)	Sarah-Jane Nelson (IF Registry) Emily Walters (Enteral)	Sarah-Jane Nelson (IF Registry) Emily Walters (Enteral)

Programmes	Pete Turner	Pete Turner
Malnutrition Action Group	Rebecca Stratton	Emily Walters
Special Interest Groups	**Chair 2023**	**Chair 2024**
British Intestinal Failure Alliance (BIFA)	Jeremy Nightingale	Jeremy Nightingale
Nasogastric Tube (NG)	Wendy-Ling Relph	Linda Broomfield (co-Chair) Suzy Cole (co-Chair)
Sustainability	–	Ashley Bond (from Jun 2024)
Patient Network Group	Carolyn Wheatley (from Nov 2023)	Carolyn Wheatley
Faculty	**Chair 2023**	**Chair 2024**
	Barry Jones (to 28 Nov 2023) Ailsa Brotherton (from 28 Nov 2023) Alastair McKinlay (from 28 Nov 2023)	Ailsa Brotherton, co-Chair Alastair McKinlay, co-Chair
Core Groups	**Chair 2023**	**Chair 2024**
BAPEN Medical	Phil Allan (to Jul 2023) Irina Grecu (Jul–28 Nov 2023) Emily Clarke (from 28 Nov 2023)	Emily Clarke
NNNG	Natalie Welsh	Natalie Welsh
PENG	Linda Cantwell	Linda Cantwell
BPNG	Priya Mistry	Priya Mistry
PINNT, Support & advocacy for people on HAN	Carolyn Wheatley	Carolyn Wheatley
BSPGHAN	Akshay Batra	Akshay Batra
Additional members	**Chair 2023**	**Chair 2024**
Nutrition Society	Caroline Childs	Caroline Childs
Scotland	Francesca Moroni	Francesca Moroni
Wales	Amelia Jukes	Amelia Jukes
Northern Ireland	Sarah-Jane Nelson/ Pete Turner	Sarah-Jane Nelson/ Pete Turner

11 Confirm the resignation and appointment of charity trustees

Dr Rutter confirmed that during the year 2023 to 2024, there were changes to the board of charity trustees, who were:

Board of trustees	**2023**	**2024**
Co-Chair, Board of Trustees	Phil Lyons MBE	Phil Lyons MBE
Co-Chair, Board of Trustees	Roger Phillips	Roger Phillips
BAPEN President	Trevor Smith (to 28 Nov 2023) Nick Thompson (from 28 Nov 2023)	Nick Thompson
BAPEN Secretary	Dan Rogers (to 28 Nov 2023) Charlotte Rutter (from 28 Nov 2023)	Charlotte Rutter
BAPEN Treasurer	Sheldon Cooper	Sheldon Cooper (to 5 Nov 2024) Sarah Zeraschi (from 5 Nov 2024)
Chair of BAPEN Faculty	Dr Barry Jones	Dr Barry Jones (to 18 Jun 2024) Dr Alastair McKinlay (from 18 Jun 2024)
External trustee	Dianne Jeffrey CBE DL	Dianne Jeffrey CBE DL (to 18 Jun 2024)
External trustee		Alan Brown (from 13 Sep 2024)
External trustee		Sarah McIntyre (from 18 Jun 2024)

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 13 'Council' 13.2 (f) at least one member of Faculty, to include the Faculty Chair

The change in the *Constitution* was proposed to allow an additional member of Faculty to attend Council meetings. The edit was approved by 100% of members present and one proxy vote.

12.2 Resolution 2

Edit to Clause 13 'Council insert new clause 13.2 (h) and renumber following clauses

13.2 (h) International Liaison Officer;

The change in the *Constitution* was proposed to allow for a new role of international liaison on BAPEN Council. The change was approved by 97% of members present and one proxy vote.

12.3 Resolution 3

Renumber Clause 13.2 (i) to (j) and edit: the Secretary-elect and Treasurer-elect (if appropriate)

The change in the *Constitution* was proposed to allow for Secretary-elect to attend Council, if appropriate. The edit was approved by 100% of members present and one proxy vote.

13 Approve the setup of the British Enteral Therapy Alliance (BETA)

The setup of the BETA was approved (proposed: Dan Rogers and seconded: Tim Ambrose) by 100% of members present and one proxy vote.

14 Take questions from members

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

15 Date and location of next Annual General Meeting

During the BAPEN Annual Conference 2025, which will be held on 12 November 2025 at the ICC Wales, Cardiff.