



Annual General Meeting

*Care, Dignity,
Inclusion, Independence & Respect for
Every Person*



St. HILDA'S SERVICES
*Tuesday,
14th October 2025
Conference Room
St. Hilda's Services
Grace Park Road, Athlone*

Phone: (090) 6475825
Email: info@sthildas.ie
Website: www.sthildas.ie

AGENDA :-

1. Address of Welcome
2. Secretary's Report including Minutes of Last Annual General Meeting.
3. Chairperson's address.
4. Board of Directors Tenure Listing.
5. Attendance at Board Meetings.
6. Consideration and Adoption of Director's Report and Audited Accounts for the period ended 31st December 2024. ([See Website](#))
7. Strategic Plan 2024 – 2028 ([See Website](#))
8. Confirmation of Auditors.
9. Election of Directors.

SECRETARY'S REPORT

Directors and Members, it is my duty to present the Secretary's Report which is the Minutes of last year's AGM.

I wish to acknowledge the role of the Board of Directors and its Sub-Committee Members in guiding St. Hilda's Services throughout the year and to thank them for their commitment and hard work.

I will now give a report of the Minutes of last year's Annual General Meeting.

The Annual General Meeting of St. Hilda's Services was held in The Bounty, Athlone on Tuesday, 15th October 2024 at 7pm attended by –

1. Aidan Hand (Chairperson)
2. Mary Meares (Secretary)
3. Emmet Cronin (Director)
4. Michael Downes (Director)
5. Maeve Harkins (Director)
6. Finbarr Collins (Director)
7. John Keena (Member)
8. Gabrielle Keena (Member)
9. Willie Brady (Member)
10. Brid Mulhall (Member)
11. Angela Flynn (Member)
12. Jim Keaney (Member)
13. Mary Keaney (Member)
14. Valerie Blackweir (Member)
15. Evelyn O'Sullivan (Member)
16. Imelda Glynn (Member)
17. Michael Glynn

In Attendance –
Sheila Buckley Byrne
Majella Kelly

Apologies received – none.

Welcome Address

Aidan Hand formally opened the AGM by welcoming everyone and thanked all for attending.

The Minutes of the previous Annual General Meeting were presented by the Secretary, Mrs. Mary Meares. The Chairperson asked for a proposer and seconder for same. The minutes were adopted on the proposal of Angela Flynn, seconded by Maeve Harkins.

Chairperson's Report

Aidan Hand gave his report in his capacity as Chairperson of the Board of Directors which covered topics such as

- Recruitment and retention crisis nationally presents challenges to service development. The WRC agreement gave 8% uplift to salaries however pay remains adrift of public sector colleagues.
- Compliance and regulation demands.
- Notwithstanding all these challenges St Hilda's continues to develop and plans for additional residential capacity with projected plans to open new community home in July 2025.

Chairperson thanked HSE Disability Midlands and West for their support along with Westmeath County Council and Businesses Community. The Board are aware of the need for future school leavers in Day Services and are currently working on a plan.

Aidan Hand also thanked Management and Staff of St. Hilda's Services for their extraordinary commitment to realising the potential of everyone they support and also thanked the Directors who gave their time voluntarily to support and direct the services of St. Hilda's.

Chairperson drew the attendees of the AGM to the Board of Directors Tenure Listing and also noted Board Directors Meeting along with all Sub-Committees i.e. Quality & Safety Sub-Committee, Audit, Risk & Finance Committee showing how many times they met since the 2023 Annual General Meeting.

Chairperson then handed the meeting over to Emmet Cronin for the presentation of the Audited Accounts for 2023.

Auditors Report (Pages 9-12)

RBK prepared the audited Financial Statements for year ended 31st December 2023 and issued a clean unmodified audit opinion with no unadjusted audit differences arising.

Their opinion was the Financial Statements:

- Give a true and fair view of the assets, liabilities and financial position of the company as of 31 December 2023.
- Have been properly prepared in accordance with FRS 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland.
- Have been prepared in accordance with the requirements of the Companies Act 2014.

Statement of Financial Activities (Page 13)

Income increased in 2023 by €477,590 to €8,620,887, (2022 €8,143,297)

Expenditure increased in 2023 by €423,679 to €8,476,711 (2022 €8,053,032)

Balance Sheet (Page 14)

Fixed Assets of €5,652,627 (2022 €5,263,991) are recorded at historical cost.

Capital additions in the year totalled €602,111 (2022 €383,906). Depreciation of assets in the year totalled €213,475 (2022 €199,591).

For more detail on the breakdown into assets classes please refer to note 14 (Page 29).

Debtors of €197,223 (2022 €573,378) consists primarily of HSE grants due of €87,502 and insurance prepaid of €81,502.

For more details, please refer to note 15 Page 30.

Cash at bank increased by €184,174 (prior year decrease €525,490) due to €216,003 received in inflationary funds in March 2023 relating to 2022.

Short terms Creditors of €1,056,208 (2022 €1,332,249) consist primarily of accruals of €737,625, deferred income of €65,000, Revenue liabilities of €138,751, supplier balances of €66,212 and Loans due in 1 year €47,202.

For more details, please refer to note 18 page 31.

Long term Creditors of €801,774 (2022 €473,254) relate solely to Loans due after 1 year. New loan in 2023 for property purchase.

For more details, please refer to note 18 page 31.

Charity reserves are broken down into restricted and unrestricted reserves.

Restricted reserves are for a specific purpose as set out by our grand funders and donors which are still within the wider objects of the organisation. unrestricted reserves are funds, which the organisation can spend at their discretion for any of the charity purposes and can be further broken down into designated and general funds. For more details, please refer to notes 19-20 (pages 32-34)

RBK recommended in their management letter that the ongoing viability of St. Hilda's Services and the delivery of services is dependent on continued funding from the HSE. While there is no indication that funding will cease or be curtailed it is important that the organisation continues to engage with the HSE to secure an appropriate level of funding that will allow the continued delivery of services including the related operating overheads.

Surplus in 2023 of €144,176 (surplus 2022 €90,265). RBK noted in Management Letter that the surplus includes two once off donations totalling €300,000. Excluding them the organisation reported an operating deficit of €156,000.

Audit Accounts Proposed by John Keena and seconded by Michael Downes.

Chairperson then handed the meeting to Sheila Buckley Byrne, C.E.O. for the presentation of the Strategic Plan 2024-2028.

Ms. Buckley Byrne spoke about Strategic Plan 2024-2028: engagement with service users, families and other stakeholders regarding 5 year Strategic Plan, which provides vision to develop services and guides executive decision.

Legislation and regulations in place, which the service must adhere to regarding compliance.

C.E.O. outlined a number of Strategic Priorities:

Strategic Priority 1

Governance & Sustainability

- Objective: Work with the Compliance Unit (HSE) and their external auditors to achieve high standards of Governance and Financial Control
Mazars conducted full audit re governance, compliance of board, decision making, senior management. Very Satisfied and complimentary, some minor non compliances.
- Objective: Achieve compliance with requirements for our Service Arrangements with H.S.E.
Improvement record assets, the service will continue to follow up with H.S.E.

Strategic Priority 2

Human Resources

- **Recruitment & Retention**
Nationally the market is challenging. 8% received in 2023 gave some breathing space, however we are chasing public services. Matter is back with WRC, IBEC and we await their agreement. Retention in 2024 was good. Service planning 8/12 months in advance, to fill positions where gaps arise.
- **Objective: To Move to an online system to manage HR and Employee Requirements – Timesheets.**
Currently working on this project, lengthy process, work in progress.

Strategic Priority 3

Service Delivery & Supports

- **Day Objectives**
Developing new day service, awaiting written confirmation from HSE re-funding. Objective - To develop service in Ferbane at integrated site within community. Engaging with Offaly County Council, currently in temporary site, however St. Hilda's are part of development with council who are redeveloping old convent site. Approx three year development. Ferbane Service is very connected to community, great for Offaly region and individuals.
- **Residential Objectives**
*Objective - To prioritise the development of Residential Services for individuals with complex needs, progress the new community home for Midlands. Site in Coosan, working with Westmeath County Council and Department re Social Housing Fund. Council visited locations to gain better understanding of needs. Progress made this week; floor plan agreed
C.E.O. is hopeful that it will move forward quickly within next 6 months.*

Strategic Priority 6

Quality, Innovation and Standards

- **To promote and pursue best practice and to meet quality assurance requirements.**
Received funding re staff training in Social Role Valorisation, roll out training to staff on how to respect, support and encourage individuals they support.

C.E.O. then handed back to Chairperson

Aidan Hand addressed the meeting in relation to Re-appointment of Auditors, RBK to continue to act as auditors for the forthcoming year.

Proposed by Finbarr Collins, Seconded by Willie Brady.

Chairperson addressed the meeting in relation to Board of Directors and noted a change to the booklet as Mary Meares has decided to retire.

Board Members currently serving and not requiring re-election -

- Aidan Hand
- Michael Downes
- Deirdre Brosnan
- Finbarr Collins
- Emmet Cronin
- Maeve Harkins

Board Members not seeking re-election this year –
Mary Meares

Nominations to the Board from the 28th of November were –
Evelyn O’Sullivan
Proposed by Jim Keaney and seconded by Brid Mulhall.

Chairperson thanked Mary Meares for her years of time, deep knowledge and understanding, commitment and generosity to St. Hilda’s Services, and followed with a presentation to Mary Meares on behalf of the Board.

This concluded the business of the Annual General Meeting.

CHAIRPERSON'S ADDRESS TO **ANNUAL GENERAL MEETING 2025**

Good evening and welcome to the Annual General Meeting of St. Hilda's Services. I can confirm that no motions were received.

The last 12 months have been challenging for St. Hilda's with a number of national issues impacting on services.

The recruitment and retention crisis nationally is presenting challenges to service development. The WRC agreement gave an uplift to salaries, and this assisted in retention of staff, there are further uplifts in November 2025 and April 2026.

The increasing demands of regulation and compliance continues to stifle good work and conversation in the service. There is a need for regulatory reforms nationally, that is more proportionate for smaller organisations.

Notwithstanding all these challenges St. Hilda's continues to develop and plans for additional residential capacity and day service capacity. We will open two new services in 2026.

I would like to take this opportunity to thank HSE Midlands and West for their support along with Westmeath County Council and Businesses Community. I would like to also thank the local ETB and TUS for their support.

I want to thank the Management and Staff of St. Hilda's Services for their extraordinary commitment to realising the potential of everyone they support. I also want to thank the Directors who gave their time voluntarily to support and direct the services of St. Hilda's.

Thank You.

Aidan Hand
Chairperson
Board of Directors

Board of Directors **Tenure Listing**

St. Hilda's Services Board of Directors Tenure Listing

Name	Date Appointed	Tenure in 2025	Date Ceased
Michael Downes (Secretary)	16/11/2021	4 years	N/A
Deirdre Brosnan	16/11/2021	4 years	N/A
Emmet Cronin (Treasurer)	09/12/2022	3 years	N/A
Aidan Hand Chairperson	09/12/2022	3 years	N/A
Cornelius Finbarr Collins	01/01/2024	2 years	N/A
Maeve Harkins	01/03/2024	2 years	N/A
Evelyn O'Sullivan	November 2024	1 year	N/A

Board of Directors
Attendance at
Board Meetings

St. Hilda's Services 2024 / 2025

Attendance at Board of Directors Meetings.

Board Member Name	15/10/24 AGM	11/12/24	18/02/25	18/03/25	15/04/25	20/05/25	17/06/25
Michael Downes	✓	✓	✓	✓	✓	✓	✓
Aidan Hand	✓	✓	✓	✓	✓	✓	✓
Emmet Cronin	✓	✓	✓				✓
Deirdre Brosnan			✓		✓		✓
Cornelius Finbarr Collins	✓		✓	✓	✓	✓	
Maeve Harkins	✓		✓		✓	✓	✓
Evelyn O'Sullivan	✓		✓	✓	✓	✓	✓

St. Hilda's Services 2024 / 2025

Attendance at Quality & Safety Sub-Committee Meetings.

Committee Member Name	20/05/25
Michael Downes	✓
Aidan Hand	✓
Emmet Cronin	
Deirdre Brosnan	
Cornelius Finbarr Collins	✓
Maeve Harkins	✓
Evelyn O'Sullivan	✓

St. Hilda's Services 2024 / 2025

Attendance at Audit, Risk & Finance Committee Meetings.

Committee Member Name	20/05/25	15/07/25	03/10/25
Aidan Hand	✓	✓	✓
Emmet Cronin			✓
Cornelius Finbarr Collins	✓	✓	✓

RE-APPOINTMENT
OF AUDITORS

IT IS PROPOSED THAT
RUSSELL BRENNAN KEANE
WILL CONTINUE TO ACT
AS AUDITORS
FOR THE FORTHCOMING YEAR.

Proposed By: _____ .

Seconded By: _____ .

ELECTION OF DIRECTORS

Outgoing Directors 2025:

Currently serving not requiring re-election:

Aidan Hand
Emmet Cronin
Maeve Harkins
Cornelius Finbarr Collins
Evelyn O' Sullivan

Currently serving requiring re-election:

Michael Downes
Deirdre Brosnan

Not seeking re-election:

N/A

Nominated by the Board of Directors for re-election:

Michael Downes
Deirdre Brosnan

Proposed By: _____

Seconded By: _____

Note :

***Nominees must be members.
Membership fee to be paid at A.G.M. is €1.***

St. Hildegard's

