

Minutes of the Formal Annual General Meeting of

The Charles Booth Centre CIO

14 January 2020

<p>Present: Board of Trustees – Steve Lilley (Chair), Pauline Pollard (Mins), Mike Statham, Markas Marriott, Ray Woodward, Amanda Berry, Tony Dandy</p> <p>There were 15 members of the public present – see attached sheet for names of those who elected to sign in.</p>		Action
1	<p>Welcome by the Chair:</p> <p>Steve welcomed everyone to the third AGM of the Charles Booth Centre. Steve explained that the Centre had now been in operation for just over two years having taken over from LCC in December 2017. He then explained the process for conducting this evening's meeting in line with the Centre's constitution.</p>	
2	<p>Apologies for Absence:</p> <p>No apologies from Trustees. Staff members Carole and Geoff Cox together with Paul Siddals, a local resident, had sent apologies.</p>	
3	<p>Minutes of the AGM held on 20th November 2018:</p> <p>The Chair requested a proposal that the minutes be accepted as a true record of the 2018 AGM:</p> <p>Proposed by: Mike Statham Seconded by: Ray Woodward</p> <p>All those present at the 2018 AGM were in favour of the proposal.</p> <p>The minutes were duly accepted and signed.</p> <p>The minutes of the 2018 AGM were available for attending members of the public.</p>	
4	<p>Report from the Chair:</p> <p>Steve Lilley read out his report to the meeting which outlined the work of the Board, staff and volunteers during the period since the last AGM. The report thanked everyone for their input and commitment to the Centre.</p> <p>Copies of the report were available for attending members of the public.</p>	
5	<p>Trustees Annual Report:</p> <p>One of the purposes of the AGM was to receive copies of the Annual Report which the Board is legally obliged to submit to the Charities Commission. This covered the period 1st April 2018 to 31st March 2019 and was signed and dated. The report included the names of the Trustees as of 31st March 2019 and did not include those appointed later.</p> <p>The report was duly accepted.</p> <p>Copies of the report were available for attending members of the public.</p>	
6	<p>Accounts for the preceding financial year:</p> <p>Steve presented the accounts for the period 1st April 2018 to 31st March 2019 which had been independently examined by the Auditor, Scott Brownlow.</p> <p>There being no queries the accounts were duly accepted.</p> <p>Copies of the accounts were available for attending members of the public.</p>	

7	<p>Election of Trustees:</p> <p>Elected Trustees Mike Statham, Ray Woodward and Pauline Pollard were all standing for re-election. The Chair requested a proposal that these Trustees be re-elected to the Board.</p> <p>Proposed by: Amanda Berry Seconded by: Tony Dandy.</p> <p>All those present were in favour of the proposal.</p>	
8	<p>Election of user appointed Trustees:</p> <p>User appointed Trustees Markas Marriott and Amanda Berry were standing for re-election.</p> <p>The Chair requested a proposal that these Trustees be re-elected to the Board.</p> <p>Proposed by: Ray Woodward Seconded by: Pauline Pollard</p> <p>All present were in favour of the proposal.</p>	
9	<p>Election of Trustees who were previously co-opted to the Board:</p> <p>Co-opted Trustee Tony Dandy was standing for re-election.</p> <p>It was required that this Trustee be nominated in writing for election to The Board of Trustees. The required nomination had been received by the Board, and a proposal was requested that he be elected to the Board of Trustees.</p> <p>Proposed: Amanda Berry Seconded: Ray Woodward</p> <p>All present were in favour of the proposal.</p>	
10	<p>Appointment of Auditor:</p> <p>Steve Lilley proposed Scott Brownlow be retained as the Auditor for the accounts of The Charles Booth Centre. All present were in favour and he was duly appointed.</p>	
11	<p>Any Other Business of which due notice had been given:</p> <p>No other business had been notified and so the AGM closed at 7:55pm</p>	
12	<p>There followed a long Q&A session where the members of the public present were invited to ask the Trustees questions relating to the operation of the Centre:</p> <p>Questions and answers are recorded on a separate sheet – see attached.</p>	

Signed: _____

Dated: _____