

# FRIENDS OF ST. MARGARET'S CHURCH

## **MINUTES OF THE ANNUAL GENERAL MEETING OF THE FRIENDS OF ST. MARGARET'S CHURCH, HIGH HALSTOW ON 27th MAY, 2020. HELD USING ZOOM DUE TO THE COVID-19 REGULATIONS.**

Members had been provided with all documents including Reports, Proposals, Minutes, Agenda and CIO Draft Constitution on 13.05.20 for consideration over seventeen days terminating on 1.06.20. the date when the AGM would have taken place prior to the Pandemic. Responses were invited by e-mail letter, Voting Form or telephone. This meeting was an important part of that 'Virtual' process.

### **IN ATTENDANCE:**

Chris Peek, Maggie Ryan, Chris Cook, Jane Cook, June Collins, Raymond Collins, Mike Meredith, Tamsin Stowers, George Crozer, Ann Judges, Cora MacFarlane, David Laphorn, Linda Atkinson.

In addition to those present the views of a further six members had been received in writing. Their votes are included below.

### **APOLOGIES FOR ABSENCE:**

Carole Cocup, Di Welch.

### **MINUTES OF THE ANNUAL GENERAL MEETING HELD ON 15<sup>th</sup> May 2019.**

The Minutes, having been circulated in advance, had one amendment under financial report. The gift from the Headley Trust was £2,000 not as written £7,000. Amendment agreed and the minutes were duly signed as a record of the meeting.

### **MATTERS ARISING FROM THE MINUTES:**

There were no matters arising from the minutes.

### **MINUTES OF THE EGM HELD ON THE 10<sup>TH</sup> FEBRUARY 2020.**

The minutes, having been circulated in advance were agreed by all attendees and were duly signed as a record of the meeting.

### **MATTERS ARISING FROM THE MINUTES:**

There were no matters arising from the minutes.

**CHAIRMAN'S REPORT:**

Mike Meredith had circulated his chairman's report prior to the meeting.

**MATTERS ARISING FROM THE REPORT:**

There were no matters arising from the report.

**FINANCIAL REPORT:**

Raymond Collins, had submitted his financial statement for the year ended 31<sup>st</sup> March 2020. This statement has been circulated prior to the meeting.

The chairman confirmed that the statement had already been audited and subject to agreement would be forwarded to the charity commission.

The statement was agreed unanimously.

Raymond was thanked for his work as treasurer.

**WEB MANAGER'S REPORT:**

The web site has been worked on and is working well. There was discussion regarding making sure that the correct information was on the web site. A further discussion took place about ensuring that there were links from the Friends web site to the "Church Near You" web site.

The chairman thanked George Crozer on behalf of the FOSM for his assistance in improving and maintaining the web site.

An issue was raised by Ann Judges regarding the list of committee members of FOSM on the Parish website being out of date. Linda Atkinson agreed to arrange for the list to be updated.

**ELECTION OF THE NEW COMMITTEE:**

The chairman confirmed that the members had been agreed at the FOSM Committee meeting held on the 18<sup>th</sup> May 2020 as part of the discussion on the CIO constitution.

The elected members are:- Mike Meredith, Maggie Ryan, Chris Cook, Jane Cook, Tamsin Stowers, Carole Cocup, Ann Judges.

The Committee also comprises of the following Members:-

**Ex officio:**

Rev. Stephen Gwilt

**Parochial Church Council Representatives:**

June Collins

Di Welch

**Parish Council Representatives:**

Raymond Collins

Linda Atkinson

**MEMBERSHIP PROPOSAL:**

a) The concept of 'Joint membership' is formalised and clarified by recording each member on the membership database as either a single member or a joint member. Joint members (maximum of two per joint membership) will each have voting rights

b) Members can make voluntary subscriptions either monthly or annually (no minimum subscription amount will be set)

c) All subscriptions are made via a bank Standing Order but cheques will also be acceptable if the member prefers not to set up a Standing Order.

The proposal seeks to clarify existing anomalies.

Proposed by Chris Peek

Seconded by Ray Collins.

**AMENDMENT:**

Proposed by Mike Meredith

Seconded by Ann Judges.

b) Members can make subscriptions either monthly or annually. Application Forms show a minimum monthly subscription of Three Pounds (Five pounds Joint Subscription) and there is no upper limit. No application will be rejected if a hardship issue prevents the member meeting the minimum sum.

c) All subscriptions are made via a bank Standing Order, Bank Transfer, Cheque or Cash

The chairman summarised the discussions that took place at the FOSM committee meeting held on 18<sup>th</sup> May 2020 regarding the proposed membership amendments.

The main issue was to make sure the wording on minimum monthly subscriptions should also prevent applications being rejected due to hardship issues.

Amendments to the original proposals were detailed in the note to members from the chairman dated 23<sup>rd</sup> May 2020. These amendments were proposed by Mike Meredith and seconded by Ann Judges.

The two amendments (b) and (c) were then voted on and both were agreed unanimously.

The original membership proposal was agreed unanimously.

### **SECRETARIAL DUTIES PROPOSAL:**

That the current duties of the Secretary be divided into two posts, that of Correspondence Secretary and Minuting Secretary.

The proposal is a response to the significant increase in workload occasioned by Charity Commission registration and regulation.

Proposed by Ray Collins.

Seconded by Tamsin Stowers.

The Proposal was agree unanimously

The chairman proposed that with the position of secretary now vacant and the extra requirements of the CIO association constitution we should have two secretaries.

One the 'minuting secretary' and one the 'correspondence secretary'.

On asking for volunteers for these positions, Chris Cook volunteered for the minuting secretary and Maggie Ryan for the correspondence secretary.

The Proposal was agreed on a majority vote.

### **DATA PROTECTION POLICY PROPOSAL:**

That the Policy be amended to "This information is kept securely by the Chairman, Correspondence Secretary, Minuting Secretary, Membership Coordinator and Treasurer solely for the purpose of contacting members and recording who the members are.

The proposal updates the policy to reflect the change in duties in Proposal 10.

Proposed by Mike Meredith

Seconded by Chris Peek

With the changes to the secretary position and to include the membership coordinator it was proposed to amend the current limit on who has access to the contact details of the FOSM from three to five members.

Before a vote was taken the chairman confirmed that ONLY the contact details would be shared, NOT the subscription details.

This change was then agreed unanimously.

### **CHARITY COMMISSION PROPOSALS:**

CONSIDERATION & APPROVAL OF THE DOCUMENTS TO BE SUBMITTED TO THE CHARITY COMMISSION BY PWW SOLICITORS:

The CIO Constitution.

Notes on reason for conservation.

Proposed by Mike Meredith

Seconded by Ray Collins

The chairman confirmed that the CIO Constitution based on the Charity Commission model had been written by PWW Solicitors and has been designed to be future proof.

It focuses on FOSM's fundamental aim of protecting the structure of St Margaret's church for future generations.

The chairman then gave a summary of the proposals to update those members at the meeting, who had not been at the FOSM Committee meeting held on 18<sup>th</sup> May 2020 when the proposal had been discussed.

David Laphorn said that as the proposal had been prepared by solicitors and there appeared to be a good chance that they would be accepted by the Charity Commission, he was happy to proceed.

The chairman asked if there were any other comments, there were none, so he proposed that we vote to accept the CIO constitution.

The proposal was agreed unanimously.

### **ANY OTHER BUSINESS:**

George Crozer raised two issues regarding the FOSM website.

- a) The privacy policy and how to make sure we adhere to it?
- b) Should we consider implementing encryption on the website?

It was agreed that George would liaise with Chris Peek and Mike Meredith to discuss these questions in detail and then make proposals to the committee on how to proceed.

There being no other business the Annual General Meeting was closed at 8.20 p.m.

**SIGNED:**

**DATE:**