

MASHAMSHIRE COMMUNITY OFFICE

MINUTES OF THE ANNUAL GENERAL MEETING

HELD ON

Tuesday 3rd November 2020 at 5.30pm

Meeting by Zoom video conference

Present

Trustees:

Paul Theakston

Sue Palin

Gaynor Pearson

Susan Briggs

Tim Klemz

Judy Fuller

Julie Teece

Judith Richards - Minute Secretary

Neil McIntosh - MCO Information Officer

Sarah McCourt - MCO Manager (Mat Cover)

Hayley Jackson - MCO Manager

Ian Johnson - Masham Parish Council

Tessa Klemz - YAA Community Fundraiser North

Fiona Friday - HBC

Deborah Thornton - NYCC Outreach Librarian

Karen McKeag - Bookkeeper

Pam Mullen- CAB

MCO volunteers:

Heather Perkins

Rachel Mountain

Roger Sergeant

Wendy Sergeant

Mary Brigs

John Darby

Apologies

Christine Greensit - Trustee

Douglas Marr - Trustee

Prue Keigwin - Trustee

Frances Elliot - HADCA

Jane Vickery - MCO volunteer

Minutes of the Previous Meeting

The minutes of the previous meeting, having been previously circulated, were approved and there were no matters arising.

Chairman's Welcome

The Chairman, Mr Paul Theakston, welcomed everyone to this unusual AGM. The Chairman's Report, for 2019/2020, had been circulated and he wished to highlight 2 key things, also making reference to 2020/2021.

- 1) Tessa Klemz had managed the Community Office for almost 10 years, was instrumental in the MCO being in such an excellent state and tribute must be paid for all her hard work. When she left, Hayley Jackson took over the reins of the organisation. She has made a huge contribution in reviewing and moving forward all the office systems, especially, along with Sue Palin, the financial controls. This has put the Community Office in a strong financial position and enabled the organisation to cope with the ensuing pandemic. No one anticipated Covid 19, but Sarah McCourt stepped in, splendidly, when Hayley went on Maternity Leave and is doing a great job! The Chairman thanked them all.

- 2) Volunteers are the essence of MCO. Covid 19 has put pressure on this group, but the team has adapted and expanded with new volunteers. Mr Theakston conveyed huge thanks for all they have done and are continuing to do.

Treasurer's Report

The Treasurer, Sue Palin, reported the accounts were available to view on the website, but outlined the key points below:

- 1) Processes and procedures have improved over the last year. Hayley had revolutionised the technology and digital systems, so the office was in good shape when the pandemic hit.
- 2) Karen, as bookkeeper, and Hayley have ensured the financial picture is kept updated and the Treasurer expressed her thanks to them.
- 3) This year there has been a change of accountants and auditor. The Treasurer expressed her thanks to the outgoing ones and to the new people as they take over.
- 4) In summery, grants of £20,000, received in 2019/2020, have been vital, as they cover two thirds of the payroll costs.
- 5) The remaining one third of payroll and all other costs need to be covered by other income generation, which relies on the skill and time of both staff and volunteers. The more we do or would like to do, inevitably stretches the staff resource and we either need more volunteers or fund more staff time.
- 6) The end of year will leave approximately £70,000 in the bank. Some money is for projects still to be delivered, but they are within the reserve policy.
- 7) This year we are £13,000 -£14,000 down on last year, but over the two years the situation is static.
- 8) A quick update on 2020/2021 (to end of March). All income generation ceased in March 2020 when the role of the MCO changed in response to the pandemic. As Community Support we received grants to buffer income and ensure the Community Support Role. This has kept finances stable for 2020/2021. Some income generation will be affected and not all volunteers are willing to return as yet.

Adoption of Accounts

The accounts were adopted unanimously.

Re-Appointment of Trustees Standing Down by Rotation

Tim Klemz and Susan Briggs, who were due to step down by rotation, are willing to serve again and were re appointed unanimously.

Re - Appointment and Appointment of Officials

Proposed by Gaynor Pearson, Paul Theakston (Chair of Trustees), Sue Palin, (Treasurer) and Sarah McCourt (Company Secretary), were unanimously re appointed for a further term.

Appointment of Independent Examiner

Clarksons were proposed as independent examiners, by Paul Theakston, and everyone was in favour.

AOB

There were no items of AOB.

Mr Theakston thanked everyone for their attendance and the meeting closed at 18:04.