

# **MASHAMSHIRE COMMUNITY OFFICE**

## **Minutes of Annual General Meeting**

**Tuesday 8<sup>th</sup> November 2022, 12noon**

**Small Hall, Masham Town Hall**

Registered Charity Number 1098666

Limited Company Number 4481253



**MASHAMSHIRE**  
COMMUNITY OFFICE

### **Present:**

Name	Organisation
Alan Hodges	Peacock and Verity Community Spaces
Amanda Bowers	North Yorkshire Police Fire and Rescue - Community Engagement Officer
Andrew Cockroft	Mashamshire Community Office - Volunteer
Barbara Chalmers	Mashamshire Community Office - Volunteer
Beth Rodney	Mashamshire Community Office - Employee
Christine Greensit	Mashamshire Community Office - Volunteer
Douglas Marr	Mashamshire Community Office - Trustee
Deborah Thornton	North Yorkshire County Council Libraries
Hayley Jackson	Mashamshire Community Office - Employee
Ed Rogerson	North Yorkshire Police - Inspector
Ginny Henderson	Community Member
Heather Perkins	Mashamshire Community Office - Volunteer
Ian Johnson	Masham Parish Councillor
John Darby	Mashamshire Community Office - Volunteer
Mary Briggs	Mashamshire Community Office - Volunteer
Sophie Gorr	Community Member
Neil Pickard	Masham Parish Council - Chair
Paul Theakston	Mashamshire Community Office – Chair of Trustees
Prue Keigwin	Mashamshire Community Office - Trustee
Robert Arnold	Mashamshire Community Office – Community Member
Roger Sarjeant	Mashamshire Community Office - Volunteer
Susan Briggs	Mashamshire Community Office - Trustee
Tim Klemz	Mashamshire Community Office - Trustee
Wendy Sarjeant	Mashamshire Community Office - Volunteer
Zoë Metcalfe	North Yorkshire Police Fire and Rescue - Commissioner

### **Apologies:**

Name	Organisation
Gaynor Pearson	Mashamshire Community Office - Trustee
Arthur Plumpton	Mashamshire Community Office - Volunteer
Chrys Mellor	North Yorkshire County Council Libraries
David Freeman	TP Jones

Deb Wood	Clarksons
Gill Smith	Mashamshire Community Office - Volunteer
Hazel Wade	Mashamshire Community Office - Trustee
Jeanne Banham	Mashamshire Community Office - Volunteer
Judy Fuller	Mashamshire Community Office - Trustee
Karen McKeag	KEMBookkeeping
Marie-Christine Brummel	Mashamshire Community Office - Trustee
Neil McIntosh	Mashamshire Community Office - Employee
Steve Charlton	Mashamshire Community Office - Volunteer
Joy Rayden	Methodist Church, HOPE Project Lead
Karen Warner	Harrogate and District Community Action

	Item	Actions
1	<p><b>Chairman's Welcome (Paul Theakston)</b></p> <p>Welcome all, to Mashamshire Community Office AGM 2022. Particular welcome to Zoë Metcalfe, North Yorkshire's Police, Fire and Crime Commissioner and her colleagues. Zoë has kindly agreed to be our guest speaker today, after we have the official business out of the way.</p> <p>But first, no escape from some opening remarks from your Chairman!</p> <p>Having at last escaped from the disrupting blight of Covid, this past year has been a time of trying to settle back down to a new sense of normality, and Hayley and the team have been doing a sterling job in keeping the plethora (!) of threads that flow through the Community Office together; not a stitch dropped!</p> <p>The challenge is trying to work out what the future normal will be. There's no doubt that the Community Office will continue to be the vital beating heart at the centre of the Mashamshire community, but times are changing. From next May the North Yorkshire Unitary Authority will replace Harrogate Borough Council, and it is by no means clear what that means for us, and I don't think we are alone in that! We have had reassurances on continuing funding in the short term, but all the vibes are that in the future there will be devolution of responsibility for additional services (don't know which!) to our level. Make no mistake, we welcome any move which brings more opportunity to us to expand what we can do in the Community (as long as we get the funding to be able to deliver!). My point is just that the Community Office will need to be quick on its collective feet, adaptable to change and be up to grasping new opportunity over the next year or two. Rest assured, we are all definitely up for that!</p> <p>And behind all this, we have the challenge of buying our home, the Old Police House! You will all be well aware that our 20 year lease from North Yorkshire Police expires in February next year, and that</p>	

	<p>simply renewing the lease was not an option for NYP, and sale of the building to us was the way forward.</p> <p>Although this was rather a shock to us at the time, when we thought about it the advantages of actual owning our own home are considerable, particularly permanently securing a valuable bricks and mortar asset for the Mashamshire Community as a whole. We have been encouraged and supported by NYP in a number of ways to enable us to have time to raise the money to buy the building, and I want to thank Zoë and her team for that help and understanding. We are very active on a number of fronts raising the money, both locally and further afield, and can see our way to success in raising the money within the timescale. I want to thank all those, both individuals and local businesses who have supported us by pledging significant sums of money thus far. We will get there!</p> <p>Lastly, I want to heartily thank all those associated with MCO. My fellow Trustees, Hayley and our small but brilliant MCO staff, and last but far from least, our dedicated mini army of volunteers, without whom the Community Office simply couldn't function, Just, a BIG THANK YOU!</p> <p>And now on to the business of the AGM.</p>	
<b>2</b>	<b>Apologies</b> (as above)	
<b>3</b>	<p><b>Minutes of the Previous Meeting</b></p> <p>The minutes of the previous meeting were previously circulated and there were no matters arising.</p>	
<b>4</b>	<p><b>Treasurer's Report (Sue Palin)</b></p> <p><b>Financial Year 2021/22 Summary:</b></p> <p>I can confirm that the financial statements presented have been prepared in accordance with current accounting policies and financial reporting standards applicable to Charities. They were examined and signed off by our independent examiner – Clarkson's Accountants.</p> <p>As it was for the previous year, the financial climate and Local Government funding has remained stable. For most of the past 10 years, our funding strategy has been a fine balance between delivering SLA's and generating essential additional income from our own activities.</p> <p>In this financial year MCO received £21k in core council SLAs with Harrogate Borough Council, and North Yorkshire County Council and additional local funds from Masham Parish Council. We are extremely grateful for this ongoing support on whose behalf we provide visitor information, information and signposting about local services and a base for our volunteer run Community Library and Parish Clerk.</p> <p>Typically, our core funding only partially meets the payroll costs of our 2 FTE employees. The balance of payroll, plus our general office and other running costs, being funded from our own activities including some trading activities which have recovered well post Covid.</p>	

	<p>Activities have included income from our space (Acorns, Citizens Advice, MIND in Harrogate and others), plus income from our Flock gallery space and donations. We also rely on generating further income from booking services and ticket sales on behalf of Masham Town Hall and, most importantly, subscriptions for advertising in Masham Directory and visitmasham.com website. It is clear, that all these activities are only possible with the hard work of staff, trustees and volunteers and we are grateful to all who are so generous with their time and skills.</p> <p>As we started to reopen following Covid we continued to receive funds from NYCC associated with performing the role of Covid Community Support Organisation (CSO) for our community as well as additional funds to support our activity assisting the vaccine rollout in Ripon. All these finance streams combined with careful management of expenditure have meant a consistent financial position overall.</p> <p><b>Observations:</b></p> <ul style="list-style-type: none"> <li>• Reduction in earned income has not been as great as anticipated. Our trading income from the Flock gallery and books, jigsaws, sale of goods etc. remains good and is a vital part of our income strategy.</li> <li>• Additional support in the form of CSO funding, Vaccine Centre support funds and increased donations have been key in maintaining our stable financial position.</li> </ul> <p><b>End of Year Position:</b></p> <p>As of 31 March 2022, the charitable company had reserves of £53,132, which were unrestricted.</p> <p>The Trustees' objective is for MCO to hold reserves that equal at least six months expenditure. Actual 6-month cash expenditure is around £35k. In addition, there are contractual and statutory liabilities of almost £18k which would be required in the event of the organisation winding up.</p> <p>In addition, included in our restricted reserves is an amount of £50,000 designated to cover:</p> <ul style="list-style-type: none"> <li>• funds for the purchase of the building at the end of our lease in 2023</li> <li>• investment in additional MCO staff capacity to assist with the workload associated with the building purchase and the production of grant applications.</li> </ul> <p>So, a big thank you to all our partners, stakeholders, staff, trustees and volunteers whose support has enabled MCO to survive another challenging year. We look forward to strengthening our position and services to Mashamshire in the future.</p>	
5	<p><b>Adoption of Accounts</b></p> <p>Adoption of the 2021-2022 accounts were proposed by Paul Theakston and all present voted in favour.</p>	
6	<p><b>Re-Appointment of Trustees Standing Down by Rotation</b></p> <p>Christine Greensit (resigned 01/03/22), Prue Keigwin, Judith Fuller, Paul Theakston who were due to step down by rotation are willing</p>	

	to serve again and were re-appointed unanimously. This motion was proposed by Sue Palin and all present were in favour.	
<b>7</b>	<b>Re-Appointment and Appointment of Officials</b> Paul Theakston (Chair of Trustees), Sue Palin (Treasurer) and Hayley Jackson (Company Secretary) were unanimously reappointed for a further term. This motion was proposed by Tim Klemz and all presents were in favour.	
<b>8</b>	<b>Confirmation of New Trustees</b> Paul Theakston advised that two new trustees had joined the board earlier in the year. The appointment of Marie-Christine Brummel and Hazel Wade was proposed by Paul Theakston and all presents were in favour.	
<b>9</b>	<b>Appointment of Independent Examiner</b> Paul Theakston proposed Clarksons as independent examiners and all present were in favour.	
<b>Guest Speaker Zoë Metcalfe, North Yorkshire Police, Fire and Crime Commissioner took to the floor to give her presentation.</b>		