

MASHAMSHIRE COMMUNITY OFFICE (MCO)

Minutes of Annual General Meeting Tuesday 28th November 2023, 6pm-8pm Small Hall, Masham Town Hall

Registered Charity Number 1098666
Limited Company Number 4481253



Present:

First name	Last name	Organisation (if appropriate)
Mary	Briggs	MCO – Volunteer
Grahame	Bruffell	Member of Public
Barbara	Chalmers	MCO – Volunteer
Jackie	Cheshire	MCO – Volunteer
Judith	Fuller	MCO – Volunteer
Christine	Greensit	MCO – Volunteer
Kathy	l'Anson	MCO – Volunteer
Hayley	Jackson	MCO – Employee
Ian	Johnson	MCO – Volunteer
Prue	Keigwin	MCO – Volunteer
Tim	Klemz	MCO – Trustee
Douglas	Marr	MCO – Trustee
Karen	McKeag	KEMBookkeeping
Rachel	Mountain	MCO – Volunteer
Howard	Mountain	Masham Neighbourhood Plan

First name	Last name	Organisation (if appropriate)
Sue	Palin	MCO – Trustee
Gaynor	Pearson	MCO – Trustee
Heather	Perkins	MCO – Volunteer
Neil	Pickard	Masham Parish Council
Arthur	Plumpton	MCO – Volunteer
Ann	Rooke	MCO – Volunteer
Roger	Sarjeant	MCO – Volunteer
Wendy	Sarjeant	MCO – Volunteer
David	Scurrah	MCO – Employee
Paul	Theakston	MCO – Trustee
Hazel	Wade	MCO – Trustee
Paul	Wade	Member of Public
Anthony	Wood	Bedale Community Minibus

Apologies:

First name	Last name	Organisation (if appropriate)	First name	Last name	Organisation (if appropriate)
Andy	Anderson	MCO - Volunteer	Paul	Cookson	MCO - Volunteer
Susan	Briggs	MCO - Trustee	Margaret	Culley	The Jack Brunton Charitable Trust
Shirley	Broadley	MCO - Volunteer	Felicity	Cunliffe-Lister	NYC Councillor
Marie-Christine	Brummel	MCO - Trustee	Louise	Curnin	Flock
Margaret	Charlesworth	MCO - Volunteer	John	Darby	MCO - Volunteer
David	Cheshire	MCO - Volunteer	Kirsty	Dawson	MIND
Dawn	Clarkson	Clarksons (Accountant)	Teresa	de Andres Rivero	Living Well
Jenna	Collins	Just B	Nick	Dewhirst	Masham IT
Ged	Conway	MCO - Volunteer	Giles	Edwards	MCO - Volunteer
Hilary	Cookson	MCO - Volunteer	Annie	Elias	MCO - Volunteer

First name	Last name	Organisation (if appropriate)		First name	Last name	Organisation (if appropriate)
Frances	Elliot	HADCA		Linda	Moore	Flock
Linda	Ellis	MCO - Volunteer		Katherine	Odom	Two Ridings Foundation Trust
Elaine	Falshaw	MCO - Volunteer		Kathleen	Parker	MCO - Volunteer
Helen	Flynn	Nidderdale Plus		Alayne	Pearson	MCO - Volunteer
David	Freeman	TP Jones		Vicky	Petrie	Flock
Paul	Fuller	MCO - Volunteer		Jane	Place	MCO - Volunteer
Gina	Gardner	MCO - Volunteer		Lucy	Psarias	North Yorkshire Sport
Julie	Gillett	North Yorkshire Council		Jan	Reed	Peacock and Verity
Rachel	Greensit	MCO - Volunteer		Nick	Reed	Masham Town Hall
Jane	Haycock	MCO - Volunteer		Bethany	Rodney	MCO - Employee
Isobelle	Holmes	Carers Resource		Dave	Rowson	MIND
Robin	Horsell	MCO - Volunteer		Thelma	Russell	Flock
Amanda	Horsell	MCO - Volunteer		Kath	Sanderson	MCO - Volunteer
Val	Horspool	Acorns Preschool		Samantha	Scarlett	Coop
Penny	Hull	MCO - Volunteer		Nick	Scott	Colibra
Chris	l'Anson	l'Ansons Mill		Iain	Shelton	Swinton Estate
Graham	Jameson	Jamesons Feed		Maureen	Simon	MCO - Volunteer
Tom	Johnson	Tennis Club		Sue	Simons	MCO - Volunteer
Janet	Kay	MCO - Volunteer		Jock	Simpson	MCO - Volunteer
Tessa	Klemz	MCO - Volunteer		Gillian	Smith	MCO - Volunteer
Christine	Lehman	MCO - Volunteer		Mick	Smith	North Yorkshire Council
Kate	Lindsay	MCO - Volunteer		Hazel	Smith	North Yorkshire Council
Avia	Machin	MCO - Volunteer		Judi	Smith	Fearby & Healey WI
Lesley	Marsden	MCO - Employee		Melanie	St John Lewis	MCO - Volunteer
Moira	Marshall	MCO - Volunteer		Bobby	Thomson	MCO - Volunteer
Michelle	Mate	The Liz and Terry Brammell Foundation Trust		Deborah	Thornton	North Yorkshire Council
Alice	McCarthy	MCO - Volunteer		Karen	Warner	Citizens Advice: Operations Manager Harrogate
Sarah	McCourt	MCO - Volunteer		Brian	Watkinson	MCO - Volunteer
Neil	McIntosh	MCO - Employee		Sophia	Weston	Garfield Weston Foundation
Julie	McMillan	North Yorkshire Council		Phillip	Woodrow	Member of Public
Liz	Meade	North Yorkshire Council				

	Item
1	Apologies (as above)
2	Minutes of the Previous Meeting

The minutes of the previous meeting were previously circulated and there were no matters arising.

3 Chairman's Welcome (Paul Theakston)

Welcome all, to Mashamshire Community Office AGM 2023.

The past year has been dominated by raising funds to purchase the building which completed end of August 2023. It has been an extraordinary effort from the community. When funds were transferred from the bank, they commented on the incredible achievement for such a small community. The contribution from everyone has been fantastic; businesses, community members, external grants. It has been heartwarming and there has been a great sense of community.

Special thanks to the MCO Manager who has been supported by a brilliant team of staff and volunteers.

The work undertaken at MCO is expanding and becoming more bureaucratic. The future presents ever changing challenges but we have an excellent team of staff and volunteers and funding required to put in the resources needed for the future. Paul hands over to Hayley Jackson (MCO Manager) to share presentation detailing the fundraising process, our achievements for the 2022-2023 year and plans going forward. Incredible support from staff and volunteers – special thanks to Sue Palin and Gaynor Pearson who have been pivotal in securing this asset for our community. Thank you to all our sponsors and supporters and to our many volunteers!



4 Treasurer's Report (Sue Palin)

Financial Year 2022/23 Summary:

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.

The most obvious change in our accounts for the year 2022/23 is an increase of £73,784 in the funds available to the charity, compared to the previous year.

The fundraising strategy to raise the funds required to buy our building, was launched in June 2022 with the actual campaign of fundraising activities getting off the ground in January 2023. As a result, during this reporting period, we saw a sizable increase in personal donations, money raised from community fundraising activities, and successful grant applications, which all contributed to this increased figure.

Aside from the building fundraising strategy, MCO has maintained stable funding levels to enable its core charitable activities to continue.

We are grateful for the continued support from Harrogate Borough Council, North Yorkshire County Council and Masham Parish Council. In this financial year MCO received £35,975k in core SLAs with Harrogate Borough Council, and North Yorkshire County Council and additional local funds from Masham Parish Council. This funding is for services including visitor information, providing resources, information and signposting about services to local residents and businesses, the provision of our volunteer-run Community Library and a base for the Parish Clerk.

However, as ever, this core funding only partially meets our payroll and general running costs, especially as costs continue to increase due to inflationary pressures. Over the past decade, the board of Trustees' strategy has been to generate essential additional income from our own revenue generating activities. This is only possible due to the generous help of our dedicated volunteers. These activities include:

- Income from hosting outreach services inc. Citizens Advice, MIND, JustB and others
- Sales income from merchandise, rent and sales commission from Flock gallery
- Providing booking services and ticket sales on behalf of Masham Town Hall
- Subscriptions for advertising in Masham Directory and the visitmasham.com website
- Donations and fundraising have contributed only nominal amounts in the past.

Obviously, the need to buy the building has meant a sizable increase in the need for this activity. As we move forward, we anticipate that a combination of baked-in inflationary rises of the past year, combined with our ambitious plans to deliver services for the Mashamshire community, will mean we continue to rely on a level of ongoing charitable donations to support us.

Post Covid, the value of MCO as an anchor point within the community continues to be recognised and CSO funding from Stronger Communities at North Yorkshire County Council, has been maintained. This has been vital and, combined with all the other financial income streams, plus very careful management of expenditure and rising costs, we have succeeded in maintaining a strong financial position overall.

This has meant that, presented with the enormous challenge of buying our building, we are in the best position we could be. During this period, we have endeavoured to balance the twin demands of building our capacity in order to extend our charitable activities for the future, and at the same time, ensuring that we have designated funds towards the purchase of the building.

End of Year Position:

As of 31 March 2023, the charitable company's funds of £96,064 were unrestricted. The Trustees have reviewed the reserves policy which considers the current situation. The Trustees' objective is for the charitable company to have reserves that are equal to at least six months budgeted expenditure. The policy of MCO is to hold reserves of £40,000 covering six months expenditure plus contractual liabilities. The balance held as unrestricted funds of £96,064 provides significantly more than this amount. Trustees believe this greater level of cover is needed in changing times due to the local government reorganisation and future uncertainty of core statutory funding. Within the unrestricted funds of £96,064, there is an amount of £50,000 designated to cover:

- The purchase of the freehold of the building by the deadline of August 2023
- Investment in additional MCO staff capacity to assist with the workload associated with the building purchase, and the production of grant applications.
- Investment in additional MCO staff capacity for volunteer recruitment, management, and training

So, a big thank you to all our partners, stakeholders, staff, trustees and volunteers whose support has enabled MCO to survive another challenging year. In addition, we are very grateful for all the contributions and donations from residents and businesses in our community who have got the building fundraising off to a flying start.

We look forward to strengthening our position and services to Mashamshire in the future.

	<p>Current update regarding funds:</p> <p>We submitted an application to the UK Shared Prosperity Fund in June 2023 which was successful. We only signed the agreement last week and still await monies. As such, MCO purchased the building on 31st August using our reserves which UKSPF funding will replenish, releasing our monies so they can be put back into delivering services for our community and be sustainable for the future (some investment is required as staff have been working long hours which is not sustainable and our IT is creaking). £80,000 is to be received for the 2023-2024 year (£60,000 of which is allocated to the building purchase and £20,000 revenue to assist with additional staff capacity) and £65,000 for the 2024-2025 year (£50,000 to decarbonise the building making it more energy efficient and the remainder for updates to the website and staff resource). Any additional improvements to the building are longer term goals which will require further funding applications alongside this funding. Still money in does not meet costs going out and going forward we will need to continue submit grant applications which is fiercely competitive at the moment.</p> <p>This past year we have proudly promoted ourselves as a charity and charitable fundraising will continue through our 100 club and we are registered for Gift Aid. We also accept legacy gifts and encourage others to consider this when writing a will.</p> <p>Paul thanked Sue for all she does for MCO in her role as a Treasurer, Trustee and volunteer.</p>
5	<p>Adoption of Accounts</p> <p>Adoption of the 2022-2023 accounts were proposed by Paul Theakston and all present voted in favour.</p>
6	<p>Re-Appointment of Trustees Standing Down by Rotation</p> <p>Timothy Klemz, Susan Briggs, Gaynor Pearson who were due to step down by rotation are willing to serve again and were re-appointed unanimously. This motion was proposed by Paul Theakston and all present were in favour.</p>
7	<p>Re-Appointment and Appointment of Officials</p> <p>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 Douglas Marr and all present were in favour.</p>
8	<p>Appointment of Independent Examiner</p> <p>Paul Theakston confirmed Clarksons as the independent examiners.</p>
9	<p>Constitutional Amendments</p> <p>The proposed amendments were circulated to all members and made available online prior to the meeting. All 20 members present and eligible to vote (trustees and volunteers), voted in favour of the following amendments:</p> <p>The objectives of the Mashamshire Community Office be amended from:</p> <ul style="list-style-type: none"> a) the relief of poverty b) the advancement of education, training or re-training, particularly among unemployed people, and providing unemployed people with work experience. c) The provision of financial assistance, technical assistance or business advice or consultancy in order to provide training and employment opportunities for unemployed people in cases of financial or other charitable need through help in <ul style="list-style-type: none"> i) in setting up their own business or ii) to existing businesses. d) the provision of recreational facilities for the public at large or those who by their youth, age, infirmity or disablement, poverty or social and economic circumstances, have need of such facilities. e) The provision of public health facilities and childcare. f) Such other means as may from time to time be determined subject to the prior written consent of the Charity Commissioners for England and Wales. <p>To:</p>

The Community Office's objects ("the Objects") are:-

- (a) To further the interests of residents and businesses in, and visitors to, the Mashamshire region of North Yorkshire
- (b) To own and manage a community facility and resource centre for Mashamshire
- (c) To work in liaison with other organisations, statutory bodies and community groups to provide information and services to support residents, businesses and visitors.

In addition, Article 37 be changed from:

Subject as aforesaid, a trustee who retires at an annual general meeting may, if willing to act, be re-appointed.

To:

Any person who retires as a charity trustee by rotation or by giving notice to the charity is eligible for reappointment. A charity trustee who has served for three consecutive terms may not be reappointed for a fourth consecutive term but may be reappointed after an interval of at least three years.

The proposed amendments were accepted and the changes confirmed.

Meeting closed 6:53pm.