

Panfield Community Association AGM

Friday 1st December 2017 at 7:30pm in The Village Hall

Ref		Action
1.00	Committee Members in Attendance Tony Banks Committee Member Julie Butson Committee Member Danny Canning PCA Chair Lynne Canning Committee Member Christine Joyce PCA Treasurer Sarah Reid PCA Secretary Bridget Smith Committee Member Peter Yates Committee Member	INFO
	Other Attendees Geoffrey Cockwell Christina Knights Mark Payne Richard Tite Julia Wilson	INFO
	All in attendance introduced themselves.	INFO
2.00	Apologies for Absences received Pippa Percy PCA Bookings Clerk Caroline Bowser Committee Member Julia Wilson Committee Member	INFO
3.00	Approval of Minutes Minutes from the previous meeting were approved.	INFO
4.00	Actions Arising Expenditure Spreadsheet – It was agreed the expenditure spreadsheet will be published biannually. Charity Commission – CJ to confirm this is copied to Jenny Edwards. External Noticeboard – DC confirmed the external noticeboard has been refurbished. There were previous concerns the board was too bland.	CJ CJ INFO
5.00	Constitution Minor amendments to the constitution have been proposed. DC advised these need to be agreed at an AGM or a Special Meeting. DC went through the proposed changes: 2. Committee Memebers will be deselected if they do not attend a meeting for 8 months. All agreed this was reasonable. 3. Change maximum number on committee to 16. No objection. 4. Reinforced members can be co-opted during the year. 5. Election of Chair changed to AGM rather than 1 st meeting after AGM.	

	6. Term Chairman to be changed to Chair.	
	7. AGM to be held between 1 st November and 31 st December to allow time after Year End.	
	8. Clarified that the required Quorum is 6 as previously this was confusing. If voting is necessary decision can be made after meeting providing quorum respond.	
	9. Added Digital signature.	
	10. Constitution to be made available electronically and hard copy on request. Changed 'electrical' copy to 'electronic'.	
	All changes proposed were agreed unanimously by all attendees.	INFO
6.00	Treasurers Report See attached Appendix A which reports on the FY ending 30 th September 2017.	INFO
	Hall Hire income £3749	INFO
	Includes the following regular hirers:	
	Patchwork £980 PPC £720 Black Caps £619 Twinning £113	INFO
	£250 was also contributed to the duck house for Thistledown Pond.	INFO
	Query was raised over how much the duck house cost. RT and CK will ask.	RT/CK
	£500 of income from the fete wasn't received before the end of September, therefore this will show in next year's statement.	CJ
	Currently have £10,796.81 in the bank.	INFO
	We have secured a grant worth £15,000 towards Panfield Presents. Funds are ringfenced.	INFO
	Pananza is a very important income stream with £1,777 of income in the year.	INFO
7.00	Chair's Report See attached.	INFO
8.00	Member Resignations Chris Rowe (Priory Cottages) Sarah Graves	INFO
9.00	Members Co-opted in Year Chris Rowe (Kynaston Road) Julia Wilson Julie Butson	INFO
10.00	Election of Committee The following attendees confirmed they would like to be committee members for the coming year: Tony Banks	

	<p>Caroline Bowser Julie Butson Danny Canning Lynne Canning Margaret Cockwell Christine Joyce Markk Payne Sarah Reid Chris Rowe Bridget Smith Julia Wilson Peter Yates</p>	
	Election of Committee Agreed.	INFO
11.00	<p>Honorary Member Mark Payne</p>	INFO
12.00	<p>Election of Chair DC confirmed he is happy to continue as Chair. There was no objection. CJ proposed this election and PY seconded the election.</p>	INFO
13.00	<p>Election of Secretary SR confirmed she is happy to continue as Secretary. There was no objection. DC proposed this election and LC seconded the election.</p>	INFO
14.00	<p>Election of Treasurer CJ confirmed she is happy to continue as Treasurer. There was no objection. PY proposed this election and SR seconded the election.</p>	
15.00	<p>Election of Bookings Clerk DC advised PP has confirmed she is happy to continue as Bookings Clerk. There was no objection. TB proposed this election and DC seconded the election.</p>	
16.00	<p>Confirmation of Trustees The Trustees were confirmed as Margaret Cockwell, Christine Joyce and Peter Yates.</p>	INFO
10.00	<p>Any Other Business TB suggested thanks be expressed to Danny and all agreed.</p>	INFO
11.00	<p>Next Meeting Date TBC</p>	ALL