**Patcham Duck Fayre Revival Group**

**Minutes of the Annual General Meeting**

**Held On Wednesday 2nd October 2019 at 7.30pm**

**At the Patcham Community Centre. Brighton.**

**Purpose: -** To formally share with members the annual report and financial report from the year 2018- 2019

 -To elect the committee for the forthcoming year

 - To review the constitution and make any agreed changes

1. **Welcome, introductions and apologies for absence**

Apologies received from Will Robinson and Richard Beeforth. The meeting was quorate with 20 members in attendance.

1. **Chairs report – and adoption of report**

Sally shared the annual report and ran through the year’sactivities. It was noted that the Duck Fayre was a huge success and had a footfall of over 5,000. She thanked all the committee and volunteers who had put in a tremendous effort and worked as a team throughout.

There were no comments or changes required to the report so it was unanimously adopted by the group.

1. **Treasurers report- and adoption of report**

Jenny presented the accounts and advised that our total income was £12,496.51. The expenditure was £9,424.66 leaving us with a surplus of £3,071.66. The Patcham Community Association received a £1000 grant and £2,071.66 has been retained for next year’s Fayre. There were no comments or changes required and the report was adopted unanimously.

1. **Election of Committee**

All the existing officers and committee agreed to stand and were re-elected following a show of hands . Richard Beeforth was elected to the vacant secretary post.

 Chairperson – Sally Booth

Treasurer – Jenny Robinson

Secretary – Richard Beeforth

Media /Website – Claire Montgomery

Business /governance secretary – Adam Scott

Committee:

|  |  |  |
| --- | --- | --- |
| Lyn Watts | Alistair McNair  | Jayne Taylor |
| Lee Wares | Sheila Carey | Theresa Salvage |
| Patrick Harrex | Rita Hards | Fred Hards |
| Janet Smith | Sue Barton | Sheila Carey |
| Hilary Black | Cathy Lovell |  |

1. **AOB**
2. **Change to constitution**: The current constitution states in article D ‘General provisions’ that we are required to have a third of the membership present at the AGM. This was written at a time when the committee comprised of 12 people. Since that time the Group opened up membership to the public and we now have over 60 members. This would require the AGM to have at least 20 people present to be quorate. Adam advised that it would be more appropriate to amend this provision to one tenth of the membership. The proposal was unanimously accepted.
3. **Charitable status discussion:** The committee consider that the Duck Fayre Revival group should be put on a more legal footing to protect members and officers from any liability and to allow the group to obtain charitable status. Various options were considered including (i) registering as a charity with the Charity Commission (ii) becoming a Community Interest Company (CIC) or (iii) becoming a Charitable Incorporated Organisation (CIO). After taking advice from the Charities Commission and weighing up the pros and cons of each option the members present agreed to opt for CIO status. Members were advised of the process and agreed Adam should take forward the application.
4. **Website demonstration:** Claire and Adam projected the new website to allow members to view and officially launch the Patcham Duck Fayre website. The meeting thanked Claire for designing and delivering this excellent site.
5. **Date of next fayre and forthcoming events:** The next Duck Fayre will be on Sunday 17th May 2020.

The group will run a stall at the Fairytale Fair at Patcham Methodist Church on Saturday 16th November 2019

The group will hold a Quiz Night at the Ladies Mile Pub on Sunday 8th December 2019.

The meeting closed at 8.20pm