Minutes of

Virtual Annual General Meeting

**Held by Zoom**

Thursday 19th November 2019 at 7.30 pm

**Present**: Charles Hawkins, Janet Haworth, Helen Hawkins, John Burtonwood, Dennis Oliver, Eileen Burtonwood.

Charles formally opened our first virtual AGM and welcomed everyone participating. A document had previously been distributed among the Honorary Officers laying out the reasons for holding this year’s AGM remotely and how this decision was reached. It was approved and will be shared on-line and in paper format at information points within the village.

1. **AGM Minutes for 2019 CH**

As these Minutes have only been shared recently, and further amendments made, they will be signed off within 48 hours following the meeting if no further comments are received.

1. **Matters arising ALL**

There were no matters arising.

1. **Chairman’s Report CH**

Charles had previously shared his annual report with the Management Group, it has been posted on-line on the village websites and a paper version placed in the village Information Kiosk. There were no further questions or comments. It was voted on by proxy and was unanimously adopted.

1. **Treasurer’s Report JB**

John had previously shared his report with the Management Group, it has been posted on-line on the village websites and a paper version placed in the village Information Kiosk. There were no further questions or comments. It was voted on by proxy and was unanimously adopted.

Thanks were given to John for preparing the accounts and Rob Kenwell once more for auditing them.

1. **Election of Management Group HH**

Sadly, there had been no new nominees. Helen presented the results of the proxy votes. 34 valid forms were submitted. For detailed results see attached document. These will be publicised on-line, in the Memorial Hall and Information Kiosk. By majority count Charles Hawkins, Janet Haworth, John Burtonwood, Helen Hawkins, Eileen Burtonwood, Dennis Oliver, Linda Anderson, Gwenan Jones, Sean Brand and Cathy Hart were all re-elected.

Voting slips will be stored securely and destroyed in 1 year as per good practice.

Thanks were given to Penny Wingfield, Chair of the Memorial Hall committee, for scrutineering the proxy forms.

**Feedback on Proxy Forms**

All comments given on the forms can be read, anonymously, in the attached document. These were reviewed with further discussions and decisions to be made at the next Business Meeting of the Management Group in the near future.

Helen will discuss suggestions further with those who submitted them to explore how they might like to be involved in progressing their ideas going forwards.

1. **Winter Festival EB/CH**

The vast majority of proxy votes were in favour of exploring how to conduct a Winter Festival this year subject to COVID guidelines. The concerns expressed will be followed up personally by Helen & Eileen.

1. **Donations JB**

It was unanimously agreed by proxy to make a monetary gift to a local charity at the discretion of the Management Group. 2 organisations were suggested on the proxy forms: Aberconwy Domestic Abuse and Conwy Food Bank.

A final decision will be made by the full committee at their next meeting.

1. **AOB All**

Items for the agenda of the next business meeting:

* Appointment of auditor of accounts 2020-21
* Constitution: further gaps have been identified in our current constitution. Work to be done by the Secretary and interested parties.
* Election of Honorary Officers: Committee Members to be invited to submit nominations for each post, with seconders, by email to Helen. These nominations will then be voted on by the whole committee at the next meeting and positions will be appointed by a majority vote.
* Co-opted Members of the Management Group: to be discussed by the whole committee.
* The village Welsh Flag is very tattered. A proposal to buy a new one will be voted on by the whole committee.

It was agreed that minutes of meetings are to be circulated within 1 month of the meeting.

There being no further business the meeting was closed.

Accepted as a true record on (date)…………………………………and signed:

…………………………………………………..(Chair) …………………………………………………