

**3rd ANNUAL GENERAL MEETING
of Leatherhead & District Local History Society CIO
held via Zoom on Tuesday 15th December 2020 at 19.30
Registered Charity No. 1175119**

In the Chair: Mr Alan Pooley BEM	President
Assisted by: Mr John Rowley	Chairman
Mr Carl Leyshon	Hon. Treasurer
(Mr Frank Haslam	Zoom host)

23 members of the CIO attended via Zoom including 6 members of the Executive Committee of Trustees. It was postponed from the usual date in March as a result of Government restrictions on meetings during the COVID-19 pandemic. It followed advice provided by the Charity Commission on the holding of AGMs during the pandemic. Due notice of the holding of the AGM via Zoom, the Agenda, Trustees' Annual Report for 2020 AGM and Report of 2019 AGM were provided to all members by email or post. The very small number not on-line and therefore unable to participate were afforded the opportunity to express their views to the Chairman beforehand.

The Zoom Meeting host, Frank Haslam, reminded participants that the meeting was being recorded.

The President welcomed everyone to this third AGM of the CIO: Ladies and gentlemen, this rather delayed Annual General Meeting is in a format which must be unique in the annals of the society, hopefully a one-off occasion. It was scheduled to be held in mid-March, covering principally our 2019 activities. This meeting essentially follows the same agenda. Before starting on the business of the meeting, I would particularly like to record my sincere thanks to the members of the Executive Committee and Society members who have jointly succeeded in brilliantly rescuing the Society from the hole that COVID-19 dropped it in earlier this year. Like all other similar organisations, the various restrictions imposed from March have had a great effect.

1. Apologies

Received from: Hugh Jenkins, Roy Mellick, Fred Meynen and Patricia Wiltshire

2. Minutes of the 2nd AGM of the Society, Registered Charity No.1175119, which took place on Friday 15th March 2019.

These had been provided to all. The Chairman said he had not been notified of any matters arising.

3. Chairman's Report - John Rowley

This had been circulated to all. The Chairman said he had nothing to add to it.

4. Treasurer's presentation of the CIO's accounts for 2019 – Carl Leyshon

The Treasurer said that the AGM documents included the abbreviated Annual Accounts and that he would be pleased to provide the full Accounts [reviewed and signed off by the External Examiner and approved by the Executive Committee of Trustees] to any member. He briefly reiterated the salient points, including that the net income or operational deficit was £27.4k and investment gains were £13.3k, making the net movement in funds for the year a reduction of £14.1k. Total funds carried forward were £126.8k.

Ordinary Resolution: To receive the CIO's Annual Report and Accounts for the period ended 31st December 2019.

Proposed by Nigel Bond, seconded by Frank Haslam. **AGREED**

5. Ordinary Resolution: Re-appointment of Independent Examiner of Accounts for the year ending 31st December 2020

Adrian Radford has agreed to be our Independent Examiner for another year.

Proposed by Tony Matthews, seconded by Anne Milton-Worsell. **AGREED.**

6. Election: Officers/Members of the Executive Committee until the next AGM.

In accordance with our CIO Constitution one third of the Executive Committee (EC) must retire at each AGM but may stand for re-election. John Rowley (Chairman) and Frank Haslam (Membership Secretary) were retiring but standing again. Roy Mellick (Records Secretary, Website Coordinator & Acting Books Secretary) had recently resigned on moving away from the district.

Ordinary resolution: to elect the Trustees/Officers of the Society for the period up to the next Annual General Meeting.

Proposed by Duncan Macfarlane, seconded by Simon Ritchie. **AGREED.**

That concluded the Ordinary Business of the AGM.

SPECIAL BUSINESS

7. Change in the Society Membership subscription rate.

The President said there had been considerable discussion about membership charge. The proposal is that we reduce the Society's Membership subscription for the first member of a household from £20 to £10 for 2021 only. This recognises the impact of COVID restrictions and he thought it very sensible.

Proposed: Tony Matthews, seconded John Rowley. **AGREED BY ALL**

8. Amendments to the CIO Constitution

The President handed over to Frank Haslam introduce this.

1-3 are 'tidying-up' spotted since the last AGM:

1. Deletes incorrect reference to 13.2 in 19.2 Charing of Meetings of Charity Trustees
2. 11.2 (b) 10 corrected to 10% - to make sense with the 5% at 11.2 (c)
3. All bullet points changed to be shown as i, ii etc for ease of referencing.

The fourth change is because compared to our pre-CIO Constitution we no longer state that we can co-opt members of the Society to the Executive Committee. Co-opting gives us flexibility in the running of the Society and spreads the work. Those co-opted would be subject to ratification by members of the Society at the next AGM; on being co-opted members would not be Trustees; and there is control on the number of those co-opted:-

Add 13.7 - In addition to the Trustees so appointed, the Executive Committee of Trustees may co-opt nonvoting members for specific tasks or purposes as defined from time to time by the Executive Committee, subject to annual ratification provided that the number of co-opted members shall not exceed one third of the maximum number of Trustees (item 12.3 (b)) of the Society. Such co-opted members would not be Trustees.

The fifth change is to write into our Constitution what we have been told by the Charity Commission about the holding of AGMs or general meetings other than face to face:-

Add 11.9 - Any AGM or general meeting called under this section may be held as either a physical meeting, or a meeting by video conference, an internet video facility or similar electronic method allowing simultaneous visual and audio participation, as may be decided by the charity trustees.

Frank Haslam handed back to the President, who invited a Proposer and Seconder for the resolution to approve the above changes.

Proposer Susan Gilchrist, seconder Doug Hollingsworth **AGREED UNANIMOUSLY** (thereby meeting the minimum 75% approval requirement of the CIO Constitution on changes made to it.)

9. Any Other Business

Members had been requested that any AOB items should be received by the Chairman 11 December 2020. He said he had received none.

Frank Haslam: Firstly, we learned today, very sadly, of the death of one of our Museum Stewards, **Eileen Palmer**. I would like the Minutes of this meeting to show our appreciation of her service.

Frank Haslam: I would also like the Minutes to show the appreciation of the Society for the work done by **Roy Mellick** on the Sales and preparation of books, the work he did on the internet, enabling us to look at back issues of the Proceedings and the Newsletters, and as Record Secretary, Archiving and in many, many other ways.

The Chairman, John Rowley, said Frank Haslam had covered the points he too was going to mention.

He added that the Trustees had to decide when we would hold our next AGM, which would normally be the third Friday in March. That might prove to be still not possible as a physical (face to face) meeting. The Trustees will be considering whether we hold an AGM in March, again via Zoom, or whether to delay it for a couple of months in the hope we could meet face to face, and also have a bit of a party on getting back together again.

10. Closing of the meeting

The President, Alan Pooley said that customarily the President gives an introductory sermon. This time, he had thought it best to hold that over until we have the next Annual General Meeting, assuming he was still President and if normality had resumed.

He thought we had covered everything. He was really appreciative of the mountain of work that people do 'around the back'. He acknowledged that the Society is very short of people. Roy Mellick was doing several jobs and when you lose a person like that can we get anybody to come in and take over some of these roles? He was flagging up that there is a lot of work which is available and needs to be done.

He closed the meeting at just past 7.50pm by thanking everybody very much for attending.

The Reports for this AGM from the Officers of the CIO which were sent to members (via email or by post as applicable) can be seen via the *AGMs* link on the *Paperwork* page in the *Miscellany* section of the Society's website.

28 June 2021

This is the revised version of these Minutes correcting the minuting of the financial information in section 4.