



**CATTERALL VILLAGE HALL COMMITTEE  
ANNUAL GENERAL MEETING  
30 NOVEMBER 2021 AT 7.30PM  
MINUTES**

**PRESENT:**

Simon Kirkman (SK) – Chair  
Jan Finch (JF) – Secretary  
Kev O’Hanlon (KO’H)- Treasurer  
Joan Mackenzie (JM) – Bookings Secretary  
Carl Boardman (CB)  
Debbie Clift (DC)

**APOLOGIES FOR ABSENCE**

Amy Holland (AH)

**DECLARATION OF INTEREST**

None.

JF reported that, on advice from Community Futures, she had not put an item on the approval of last year’s AGM minutes. It appears that the minutes did not contain any of the matters which should have been considered nor had the meeting been called in accordance with the Governing Document in place at the time. The Governing Document had been reviewed and revised by resolution at a meeting on 17 November 2021 and the changes had been accepted by the Charity Commission. This AGM has been called in full compliance with the requirements of the Governing Document and would be minuted accordingly for approval at the 2022 AGM.

**ACCOUNTS AND REPORTS**

The full accounts for the financial year 1 October 2020 to 30 September 2021 had been circulated and a summary of the accounts incorporated into the Trustees’ Annual Report which had also been circulated and placed on the website.

Trustees noted that, as income had exceeded £25,000 as a result of Covid grants, a Trustees’ Annual Report had to be prepared alongside the accounts and that the accounts had to be independently verified. Mick Gornall, Managing Director of Towers & Gornall Accountants, had agreed to carry out the independent verification in January 2022. This report would also have to be submitted to the Charity Commission.

The Chair thanked KO’H for all his work sorting out the accounts when they were handed over from the previous Treasurer and thanked JF for her work on the Trustee’s Annual Report.

Trustees resolved to accept the accounts and the Trustees’ Annual Report.

**APPOINTMENT OF TRUSTEES**

The Governing Document makes provision for eight elected members and it was agreed that Simon Kirkman, Jan Finch, Kev O’Hanlon, Carl Boardman and Debbie Clift be re-appointed for a further 12-month term of office.

### **APPOINTMENT OF REPRESENTATIVE MEMBERS**

The Governing Document makes provision for four representative members with both Catterall Parish Council and Catterall Brownies having a right to nominate a representative each as organisations who had the right to nominate such representatives in the original Governing Document. It was agreed that Joan Mackenzie nominated by Catterall Parish Council and Amy Holland (nominated by Catterall Brownies) be re-appointed for a further 12-month term of office (or until a new nomination is made by their respective organisations).

### **ANY OTHER BUSINESS**

None.

There being no other business the Chair closed the meeting at 7.37pm.

DRAFT