

Natural Woodhurst Meeting

Meeting called by:	Karen Holley (KH)	Type of meeting:	Annual General Meeting
Facilitator:	Karen Holley (Chair)	Note taker:	Ruth Clark (RC) (Secretary)
Attendees:	Karen Holley (<i>Chair</i>), Ruth Clark (<i>Secretary</i>), Avril Mayall (<i>Treasurer</i>), Andy Notman (<i>Parish Council Representative</i>), Peter Collins (<i>Parish Council Representative</i>), Philip Clark (<i>Conservation / Grants</i>), Annabel Armstrong (<i>Village Hall Representative</i>), Linda Spencer, Haggis McKellar, Sally Barrett.		

Minutes

1. The Chairman, Karen Holley, opened the meeting & gave thanks to everyone for attending. She went on to praise the Committee members for their hard work over the past year, with particular praise for Philip Clark for obtaining the Awards for All grant & organising many of the Group's activities.
2. **Apologies** were received from Paul Thompson.
3. **Minutes:** The previous AGM minutes were accepted by the members. Philip Clark proposed them & they were seconded by Haggis McKellar. They were duly signed by the Chairman.
4. **Matters Arising:** There were no matters arising. All of the work on the minutes had been carried out.
5. **Written reports:** Chairman's report: See page 2. Treasurer's report: See page 3. Avril Mayall had asked an auditor, Graham Bull from Old Hurst, to be the Group's independent accounts examiner. He agreed & reviewed the Group's accounts, made a few minor suggestions (e.g a new petty cash book has now been purchased), but overall stated he was satisfied with the Group's financial affairs. A recommendation was made at the meeting that Village Hall hire should be a separate line on the accounts & it would be easier for the Village Hall committee if the hire was paid by cheque (currently it is paid for out of petty cash). A similar recommendation was made for the insurance payment. All of these points were agreed. It was further suggested that a Lloyds TSB chequing account should be set up – it was agreed to discuss this at the following Committee meeting. Acceptance of the accounts was signed off. This was proposed by Andy Notman & seconded by Philip Clark.
6. **Review of the Constitution:** Ruth Clark proposed that parts of the Group's current Constitution were over & above the requirements of the Group, particularly sections 2.1 & 2.2. Section 2.1 – the discussion centred around the number of representative and co-opted members written into the Constitution. It was agreed to amend the Constitution to allow only one representative from each of the current representative organizations (Village Hall, Parish Council & Parochial Church Council), but the latter should be changed to "active church member". Co-opted member numbers would stay the same. It was further agreed that Committee meetings should be "open" & would therefore be advertised as such & held quarterly in the Village Hall. These meetings would report on progress of activities & review planning needs for the next quarter. The Chairman & Secretary would meet outside these times as required; Philip Clark & Haggis McKellar would form a projects team & meet as required to ensure activities were kept on track; emails would be used to keep the wider Group informed of any action required with Ruth Clark acting as a central point for information. It was also agreed that in order to avoid date clashes for events, the online village diary would be better utilised as a planning tool. Section 2.2 – All agreed to remove this section completely as it is not relevant to how the Group operates. It was agreed that Ruth Clark would amend the Constitution & forward it to Committee members for approval.
7. **Elections:** The Chairman, Karen Holley, Secretary, Ruth Clark & Treasurer, Avril Mayall all agreed to serve again. All were proposed & seconded by members of the Committee.

Andy Notman announced he would be stepping down as Parish Council representative, although he still wished to be involved in the Group's activities. Linda Spencer agreed to become the "active church member" representative for the Group. Peter Collins & Annabel Armstrong both agreed to remain as representative members. It was agreed by all that Philip Clark & Haggis McKellar would no longer be co-opted members and become official members of the Committee as the Group's project team.

8. **Any Other Business:** None noted.

Karen Holley thanked everyone for attending the AGM. The meeting closed at 9pm.

Signed: Date: