

Church Fenton Community Hub Ltd

Function Room, The White Horse, Church Fenton - Tuesday 12th November 2019 – 6.00 pm

Attendees: Nigel Thirkill (NT) – **Chair**; Lesley Wright (LW); Mandy Thirkill (MT) – **Interim Treasurer**; Mike Wright (MW); Sue Babington (SB) – **Secretary**

1 **APOLOGIES FOR ABSENCE**

Received from Ross Higham (PC appointed member).

2 **MINUTES OF PREVIOUS MEETING**

Minutes of meeting held on 22nd October approved. Secretary to add to website.

Action for: SB

3 **MATTERS ARISING**

No matters arising

4 **FINANCES**

Current balance in bank - is £25,746, with invoices totalling £1,320 to be paid.

5 **ANNUAL MEMBERS' MEETING**

AMM will be held on Thursday 5th December in Church Fenton Village Hall commencing at 7.00 pm. Secretary to produce an agenda and advise all committee members of actions required, with timescales. All information must be sent out to shareholders by Thursday 21st November.

Items for Agenda to include:

- Welcome
- Annual Report
- Membership Strategy
- Appointment of Accountants
- Results of Management Committee Election
- Any Other Business

Secretary to request items for AOB from shareholders when sending out all AMM information.

A Special Members' Meeting to commence 10 minutes before AMM (ie 6.50 pm) to pass a resolution to rule 9.2. LW to provide wording

Action for: LW

LW and MW to prepare boards to display around village hall to show what has been achieved

Action for: LW/MW

6 **ANY OTHER BUSINESS**

No further business

Meeting closed at 7.05 pm