

MALMESBURY AND DISTRICT TWINNING ASSOCIATION

MINUTES OF ANNUAL GENERAL MEETING, TUESDAY 22nd MAY 2018

Present: Cllr Fran Vandelli (Mayor and President in the chair), Liz Cook, Glyn and Linda Davies, Cllr Catherine Doody, Cllrs Phil and Julie Exton, John Fairhurst, Jean Fitzgerald, Cllr Gavin Grant, Frances Goldstone, John and Celia Harbour, Maureen Inwards, Gill Lobley, Lottie Miskin, Camilla Monck, Sue Poole, Robin Schofield, Jill Stephens, and Colin and Carole Woodfield.

1. Welcome

Cllr Vandelli took the Chair as Mayor and President of the Association. She welcomed all members

2. Apologies

Julia Bowen, Jackie and Norman Cornwell, Bryan and Zofie Gale, Patrick Goldstone, Jackie Morris, Ray and Margaret Sanderson, Chris and Richard Stoodley, Rosemary Webb, Chris and Lise White.

2 Minutes of Annual General Meeting Held on 16th May 2016

These were accepted unanimously as a correct record.

3. Report from the Chair

The President read the Chair's report on behalf of Julia Bowen. This will be circulated with the minutes of this AGM. Special thanks were made to all those who had organised and supported the Italian Evening and the Quiz Night, who had hosted and supported the visit from Gien, and who had participated in the Niebull visit. Julia wished to especially thank Jean Fitzgerald who had taken over as Acting Chair during her period out of action, and also Glyn Davies who had taken on extra duties as Secretary. She felt overall it had been a very successful year. She also gave her heartfelt thanks to Lise White and Patrick Goldstone who had provided her with excellent support over a number of years, and were now leaving the committee. The meeting wholeheartedly endorsed all Julia's thanks with a round of applause, and asked for them be passed on to all concerned.

4. Report from the Treasurer

Because of technical glitches the accounts had not been fully completed and audited, but this would be done in the coming weeks. The AGM agreed that these could be presented to the next committee meeting for approval. An interim statement from the Treasurer was circulated. The accounts were of course only to end March (the financial year) but showed a closing balance of £3723.81, against £2712.70 last year, an increase of £1011.11. However, these figures did not include all the income from the Quiz night in April, and there had been income and expenditure in relation to the forthcoming Gien visit which would be in the 2018-19 accounts.

5. Election of Officers

Chair: Julia Bowen was nominated by Jean Fitzgerald and seconded by Lottie Miskin and elected unopposed.

Vice-Chair: Sue Poole was nominated by Jean Fitzgerald and seconded by Julia Bowen and elected unopposed.

Secretary: Glyn Davies was nominated by Sue Poole and seconded by Lise White and elected unopposed.

Treasurer: Robin Schofield was nominated by Glyn Davies and seconded by John Harbour and elected unopposed.

Committee: The following were nominated prior to the meeting and elected. Jean Fitzgerald, Bryan Gale, Zofie Gale, John Harbour, Lottie Miskin, Ray Sanderson, Jill Stephens, and Carole Woodfield,

In addition, during the meeting Stefan Vandelli was nominated by Fran Vandelli and seconded by Gavin Grant; and Julie Exton was nominated by Sue Poole and seconded by Gavin Grant. Stefan and Julie were also elected unopposed.

The following were approved as sub-group convenors:

Social and Fundraising:	Jean Fitzgerald (<i>sub</i> Lottie Miskin)
Membership:	Carole Woodfield (<i>sub</i> Robin Schofield)
Niebull:	Julia Bowen (<i>sub</i> Jean Fitzgerald)
Gien:	Glyn Davies (<i>sub</i> Carole Woodfield)
Website:	Tim Fitzgerald (<i>sub</i> Glyn Davies)
Marketing and PR:	Julia Bowen (<i>sub</i> Sue Poole)

Auditor: Bob Roberts-Phare was approved for the financial year 2018-19.

6. Gien and Niebull Visits

Updates on these had been circulated to all members. A pre-meeting had been held for those going on the Gien visit. Members asked if the Niebull programme and return sheet could be re-circulated, which was agreed. Cllr Gavin Grant and Liz Cook agreed to investigate whether a civic reception could be arranged in Salisbury during the Niebull visit there. The Mayor also indicated that she would take some of her regalia to Gien in order to formally represent Malmesbury there.

7. Membership and Subscriptions.

Everyone was being reminded that the subscription date was 1 June. The association had 71 members (sadly one less since the AGM) but some older long-term members were on lower rates as agreed by the committee. Last year not many members were on standing orders but there had been a drive led by Carole Woodfield to improve that this year. It was thought that 44 members were now on standing orders. It was hoped that subscriptions this coming year would reach £600. Members would be advised of whether it was understood they were paying by standing order or not, and asked to create standing orders if at all possible.

Subscriptions at £10 per person or £20 per household or organisation were not being increased this year.

8. Bank Account Signatories

It was agreed that Secretary should become a bank account signatory and be empowered to operate the account if this was needed. The following resolution was passed, to be endorsed by the President and Chair giving authorisation to the bank.

Resolved:

That the signatories to the bank accounts should be the Chair (Julia Bowen for 2018-19 and until further notice), Treasurer (Robin Schofield for 2018-19 and until further notice), and Secretary (Glyn Davies for 2018-19 and until further notice), and that the Treasurer and Secretary should both be authorised to operate the accounts electronically as required. The Secretary will only operate the accounts at the request of the Treasurer, or if he or she is absent or otherwise incapacitated.

9. Data Protection Policy

The Secretary reported that the committee and particularly the Website subgroup had been considering necessary policy in the light of the EU GDPR, and the provisional policy would be circulated to all members this week (of the AGM). There was a question of whether new authority to hold data was necessary as members had agreed to this when joining. It was suggested that was not necessary, but the provisional policy would be circulated to all members and as a safety net they would be asked to confirm that they were content (or suggest changes). However, data could be kept until it was heard that any member wished this to be deleted.

10. Vote of Thanks for Retiring Committee Members

The President reminded the meeting of the thanks agreed under the Chair's report. Members re-endorsed that with a round of applause for Lise and Patrick.

11. Conclusion and Next meetings.

The Chair thanked all members for their valuable support. It was noted that meetings over the coming year were planned as follows:

Committee Meetings and AGM 2017-18

- Tuesday 19 June 2018, 6.15pm, KA.
- Tuesday 24 July 2018, 6.15pm, KA.
- **Niebull Joint Committee: 10 am, Saturday 1 September, KA Function Room**
- Tuesday 11 September 2018, 6.15pm, KA.
- Tuesday 30 October 2018, 6.15pm, KA.
- Tuesday 11 December 2018, 6.15pm, KA.
- Tuesday 22 January 2019, 6.15pm, KA.
- Tuesday 5 March 2019, 6.15pm, KA.
- Tuesday 16 April 2019, 6.15pm, KA.
- **AGM 2019: Tuesday 21 May**