



**MINUTES OF THE EIGHTH ANNUAL GENERAL MEETING  
HELD ON MONDAY 26<sup>TH</sup> JUNE 2017 AT SEVENOAKS  
COMMUNITY CENTRE**

- 1.** The meeting was declared quorate with more than 20% of the membership present.
- 2.** Apologies for absence were received from John and Pene Stambollouian, Stella Wilkinson, Jenny Burton, Angela Findlay, Pat Crocker, Linda Dare, Stella Tickle, Lucy Hall and Roy Jones.
- 3.** After the chair had stated the minutes of the Seventh Annual General Meeting held on Monday 26<sup>th</sup> September 2016 were a true record, acceptance of the minutes was proposed by Simon McIntyre, seconded by Pamela Gilchriest and agreed by the members by a show of hands.

**4. The Trustees' Report**

The chairman stated that the trustees' report had been circulated to members with the May Newsletter. She reported that membership was now 447 (405 in 2016) and that the rearrangement of the hall for the monthly meetings had enhanced communication and social interaction of members. She also reported that the committee had agreed to adopt the U3A Beacon Management System, which should greatly improve the effectiveness and efficiency of running Knole and, importantly, provide better data protection for members. The duties of the database manager were now handled by the membership secretary.

Acceptance of the trustees' report was proposed by Sylvia Tillotson, seconded by Pamela Gilchriest and agreed by the members present by a show of hands.

## **5. The Treasurer's Report**

The treasurer, Andrew Dunk, presented his financial report and stated that the accounts for the year ending 31<sup>st</sup> March 2017 had already been circulated to all members and that a brief summary will also be included in the 2017-18 handbook. He reminded members that these accounts are prepared on a receipts and payments basis, as is appropriate for a charity of our size. He drew members' attention to one small error in his report under Receipts and Payments where he made reference to a note in relation to gift aid recovery. He had deleted the "notes" from the summary report, as it was felt unnecessary.

He outlined to members the main points in his report, highlighting the increased cost of printing the newsletter now it is in colour, the equipment purchased in the year and the background to the way depreciation of Knole assets are calculated. He reminded members that a list of all the equipment is on the members' area of the website.

He explained that extramural funds were not part of the Receipts and Payments Account as members' subscriptions could not be used for social activities. Extramural funds are used for outings and the Christmas party. He stated that a working balance was required for the extramural account so we can cover losses on future activities.

He reported that the trustees had agreed that the reserves were sufficient to meet our forecast needs, and as treasurer he endorsed this view.

He thanked Lionel Parks for his work as independent examiner and for agreeing to continue for a further year.

Richard Teare, seconded by Ann Wisdom, proposed approval of the accounts and agreement to retaining the subscription at its current level, and the members gave their approval by a show of hands.

## **6. Election of officers**

- Amanda Birch will serve as chairman for one more year. Pamela Gilchriest, seconded by Anna McMillan, proposed her and the members gave their approval by a show of hands.
- Richard Teare will serve as the new treasurer replacing Andrew Dunk who is standing down. He was proposed by Stewart Armstrong, and seconded by Pamela Gilchriest. The members gave their approval by a show of hands.
- Jenny Burton is standing for re-election. She was proposed by Dot Wooder and seconded by Marion O'Boyle. Members gave their approval by a show of hands.
- Sylvia Tillotson will serve as the first vice chairman of Knole. She was proposed by Sandy Hull and seconded by Peter Smith. Members gave their approval by a show of hands.

## **7. Election of non - officers**

The chairman reported that Alan Heyes and Pat Jones are stepping down as group coordinators and thanked them for all their work in nurturing existing groups and encouraging new ones to develop.

Nominations were received for Stewart Armstrong and Carol Oakley as well as Janet Ford who is standing for re-election as a non-officer with specific responsibility for membership. The chairman also announced that Michael Stokes had recently agreed to become groups' coordinator. His nomination was short of the 28 days rule but the floor agreed to his election and he was proposed and seconded by Trevor Coley and Chris Lewis.

The members elected all the non-officers by a show of hands.

## **8. Appointment of Independent Examiner**

Lionel Parks agreed to take on the role of the independent examiner. This was proposed by Richard Teare, seconded by Ken Munday and the members gave their approval by a show of hands.

## **9. Any Other Business**

Amanda Birch will stand down as chairman at the next AGM.