



Appleby Emergency Response Group

Annual General Meeting Minutes

for the meeting held in the Appleby Police Station on

Thursday 15th March 2018 at 6.00pm

Present:

Jim Chalmers	John Ashman
Mandy Morland	PC Roly Earl
Amanda Wallbank	Jock Nugent
Sally Ewbank	Freddie Potts
Karen Greenwood	

Apologies:

Carol Barker	Gareth Hayes
Tim Parkin	Kevin Postlethwaite
Paul Kinnear	Barry Witterick
Ian Hands	

1. Welcome and Apologies

ACTION

Jim Chalmers and Mandy Morland welcomed people to the meeting and advised it of the apologies that had been received as above.

2. Election of Management Committee

There were no nominations received prior to the meeting. Jo Barker has now left the committee. The existing Management Committee (both those at the meeting and those unable to attend) had indicated that they were happy to continue as Committee members. In addition, John Ashman offered to join the Committee. The meeting approved this appointment to the Committee.

3. Election of Officers

Freddie Potts proposed that Jim Chalmers be appointed to continue as Chair of the Committee. This was seconded by Amanda Wallbank. The Committee agreed this unanimously.

Mandy to meet with Sally to provide update with accounts

Jim Chalmers proposed that Freddie Potts be appointed to continue as Vice Chair. This was seconded by Karen Greenwood. The Committee agreed this unanimously.

Freddie Potts proposed that Amanda Wallbank be appointed to continue as Secretary. This was seconded by Sally Ewbank. The Committee approved this unanimously.

John Ashman proposed that Sally Ewbank be appointed to continue as Treasurer. This was seconded by Jim Chalmers. The meeting approved this unanimously.

4. Minutes of the last AGM, 9th February 2017

Action point from the previous meeting – banking arrangements, an account was set up with the Cumberland Building Society but this is proving to be problematic due to the Society being unable to offer the Group access to a bank card/internet banking. Not all companies accept cheques. Due to bank issues in Appleby it will be necessary to explore options at other banks. Sally and Amanda agreed to look further into this. Sally, Amanda and Jim to continue as cheque signatories.

Sally and Amanda to book appointment at a bank in Penrith to open new account.

The meeting agreed to sign off the minutes.

5. Annual Report

The Chair ran through the report and provided an update with regards to progress of the group since the appointment of the Project Co-ordinator (Mandy) including the successful funding application with Cumbria Community Foundation, development of the Community Emergency Plan and what stage we are at with the development of the website. Mandy confirmed this is very near completion and Freddie suggested all Committee members have sight of this prior to it being launched. The Chair confirmed the post of Project Co-ordinator can be funded up to October 2020 (8 hours per week) and continuation of this post will be dependent on future funding or fundraising.

Mandy to get update from website developers and communicate with Committee for link to site.

6. Amendments to the Constitution

The Committee unanimously agreed to the proposed amendments to the Constitution as noted on the agenda.

Mandy to amend Constitution.

7. Receive examined accounts

The Committee was presented with the audited accounts for 2017. A breakdown of the income was requested by John and Mandy clarified this for him. There were no further queries.

Mandy to show income breakdown

Jim Chalmers proposed that the audited accounts be approved, this was seconded by Sally Ewbank. The Committee agreed this unanimously.

8. Independent examiner of accounts re-appointment

Prior to the meeting Caroline Dodgeon sent her apologies to the meeting but had agreed to continue as the independent examiner of the accounts if this was acceptable to the Committee. The Chair confirmed this is not related to the Town Council, it is an independent arrangement on a voluntary basis.

Mandy to write to Caroline on behalf of AERG

Jim Chalmers proposed that Caroline be reappointed as independent examiner of the accounts. This was seconded by Freddie Potts. The Committee agreed this unanimously.

It was very much appreciated and Caroline will receive a formal thank you from AERG.

9. Items for discussion at future meetings

The Chair proposed there needs to be discussions and considerations for fundraising events at future meetings. Mandy confirmed that AERG do have an annual Coffee Morning event booked in the supper room – Saturday 17th November. Other fundraising ideas to be discussed.

Agenda item for future meetings

10. Calendar of Meetings 2018 (venue to be confirmed)

AERG Meeting dates for 2018 were agreed as:

ALL

- Thursday 28th June 2018 at 7pm
- Thursday 30th August 2018 at 7pm
- Thursday 1st November 2018 at 7pm

ALL

The date of the next Annual General Meeting was agreed as:

- Thursday 7th February 2019 at 7pm

ALL

There being no further business the meeting closed at 6.50pm

AT THE ANNUAL GENERAL MEETING HELD ON:
THE COMMITTEE CHAIRMAN WAS AUTHORISED
BY THE COMMITTEE TO SIGN THESE MINUTES
TO CONFIRM THEIR BEING A TRUE AND
ACCURATE RECORD:

Thursday 15th March 2018