

**Record of Proceedings of the 9th Annual General Meeting of Friends of Summers
Field held in Doynton Village Hall at 6.30pm on Wednesday 6th April 2022**

Present:	
<p>Directors, Company and Management Committee Members: Paul Drayton (Chair and Management Committee Member) Jenny Bartram (Management Committee Member) Diana Ashman (Management Committee Member) Lee Whitbread (Director of FOSF Ltd) Helen Barnes (Secretary & Management Committee Member)</p>	<p>Members of the interest group: John Bartram Barbara Kent Jane Girling Chris Sherman</p>
<p>Apologies: Corrinda Wakefield-Wylde (Director of FOSF Ltd and Management Committee Member) Lisa Williams (Treasurer & Director of FOSF Ltd) Pete Hart (member of the interest group)</p>	

Agenda item:

1. Report of the Management Committee

Paul Drayton, incoming Chair of the Management Committee, presented slides summarising the report for the year ended 30 November 2021. The key points were:

- The AGM in April 2021 was not held as a public meeting due to the Covid-19 pandemic and restrictions on social gatherings. James Hughes, outgoing Chair, circulated the Financial Statement and AGM notes in May 2021 and the Management Committee endorsed them.
- Community members have appreciated the community space during the periods of lockdown and social distancing during the pandemic.
- James Hughes stepped down as Chair and Director of FoSF Ltd and Rebecca Glass stepped down as Treasurer and Director of FoSF Ltd in 2021. Both have now moved away from the village. Paul thanked them for their contributions.
- The Management Committee undertook maintenance work in early summer 2021 to prune and mulch the trees.
- An annual cream tea fundraising event held in Summers Field on 6th April 2021 was well attended by members of the interest group and community.
- The Management Committee held its first fruit harvesting and apple juicing event.
- An Autumn Feast fundraising event was held on 16th October 2021 at Doynton Village Hall. Paul thanked the Doynton Village Hall committee for waiving hire fees.

Paul noted the Management Committee's plans for 2022, which include;

- Holding a Cream Tea fundraiser for the community with nature and bug house building activities for children on Sunday 24th April 2022.

- Installation of a memorial plaque at a cherry tree planted to mark the Queen's 70th Jubilee.
- Potential activity for Doynton Village Fete, date tbc.
- Family activities in celebration of the Queen's Jubilee on Summers Field, Thursday 5th June 2022.
- A door drop of membership forms with wildflower seed mix.
- Application for grants, as appropriate.

2. Report on the finances of the Charity

Paul Drayton presented the main points of the financial report for the year ended 30 November 2021 which were:

- The committee aims to have funds in reserve for at least three years of running costs but reserves have fallen over the past year due to less opportunity to hold fundraising activities during the Covid-19 pandemic.
- Total funds decreased from £2,224 in 2020 to £1,902 in 2021.
- Fundraising income was received, from the Cream Tea and Autumn Feast, of £1,198 and expenses were incurred of £531, resulting in a net income of £667.
- Expenditure for rent, insurance and fuel for the mower totalled £752 in 2021.
- Fees for banking and administration totalled £93 and the Management Committee has sought to reduce these costs by moving the bank account from CAF to Natwest following new charges levied to the charity by CAF.
- Unrestricted funds have dropped below the Management Committee's target of £1,650 which would cover the cost of three years' rent related to leases from South Glos Council for the use of Summers Field.

3. Receipt and approval of the Report and Financial Statements for the year ended 30/11/21

The Management Committee report was approved unanimously by the members present and it was resolved that it should be signed by Paul Drayton on behalf of the Management Committee. The financial statements were approved unanimously by the members of Friends of Summers Field Limited and it was resolved that the Balance Sheet should be signed by Paul Drayton and Lisa Williams on behalf of the Company.

4. Appointment of Management Committee

At the date of the AGM, there were seven members of the Management Committee. Membership of the Management Committee is open to all members of the community, although no volunteers had presented themselves to join the Committee prior to the meeting.

- Appointments: Paul presented himself as incoming Chair of the Management Committee, Lisa Williams as Treasurer/Company Secretary and Director of FOSF Ltd. and Corinda Wakefield-Wylde as Director of FOSF Ltd. The members of the Management Committee present seconded all nominations.
- Resignations: In the past year, James Hughes resigned as Chair of the Management Committee and Director of FOSF Ltd. Rebecca Glass resigned as Treasurer and Company Director of FoSF Ltd.
- Retirements: The Terms of Reference for the Management Committee provide for retirement by rotation. None of the current members of the committee were due to retire at the meeting.

5. Any Other Business

- Proposal to convert the charity to Charitable Incorporated Organisation (CIO) status: Paul signalled the Directors intention to investigate the potential to move to CIO status. The charity will continue to exist but in a different form, retaining the

existing name and charity number. This would reduce the reporting burden as CIOs don't have to duplicate effort by filing annual accounts with both Companies House and the Charity Commission. A key proviso will be that the charity with CIO status could continue to hold the leases for Summers Field with SGC. The Directors and members of the Committee present endorsed the principle of moving to a CIO status, subject to getting expert advice.

- Membership of the interest group: Paul reminded those present that membership subscriptions for the current year were due at £10 per person and forms will be delivered to homes in the village. Barbara Kent suggested that a notice be placed at entrances to Summers Field with a QR code to encourage residents and visitors to become members.
- Potential to improve the boundary: Barbara Kent asked if the boundary between Summers Field and her property could be improved with hedging. The committee agreed to discuss the options and funding at an upcoming committee meeting.
- Thanks to the Directors and Members of the Committee: John Bartram recognised that the committee has been rejuvenated with the addition of new members in the past couple of years. Lee Whitbread thanked Paul for volunteering to be Chair.

[Signed electronically]

Paul Drayton