

**Minutes of the 4th Annual General Meeting of Milton Abbas Street Fair Trust
held on Tuesday 30th April 2019 at 7:30pm in Milton Abbas Reading Room**

Present: Jill Cocking, Jacqui Cooper, Gerry Dale, Unity Dale, David French (Chair), Jennifer Harrisson, Nigel Hodder, Sue Hodder, Susan Hughes, Brian Isherwood, Sylvia Isherwood, Paula Kelsall, Ellie Payne, Trevor Payne, Bryan Phillips, Pamela Phillips, David Robinson, Freddy Robinson, Diana Segal, Susan Woodhouse

Apologies: Paul Amor, Tanzi Amor, Jo Bassett, Alastair Beavan, Kathy Beavan, David Cocking, Brenda Duncombe-Anderson, David Duncombe-Anderson, Linda French, Leo Hughes, Jill Gipp, Keith Gipp, Robert Kelso, Richard Saunders, Chris Skinner, John Widdowson

AGENDA ITEM	NOTES	ACTION
1. Welcome	<p>Apologies were noted as above.</p> <p>David French welcomed everyone to the meeting and reminded them how lucky we are as a village to have the opportunity to raise such significant sums of money for our local organisations and good causes.</p> <p>David also took the opportunity to thank his fellow Trustees and all those who continue to support and help the Street Fair event.</p>	
2. Minutes of Last AGM	<p>These were agreed to be a record of the AGM held on 25th April 2018. The motion was proposed by Jennifer Harrisson, seconded by Gerry Dale and carried unanimously.</p>	
3. Matters Arising	<p>There were none.</p>	
4. Re-appointment of Trustees	<p>The Constitution requires that one third (to the nearest whole number) of the Trustees retire and offer themselves for re-appointment. Of the eight existing Trustees, Freddy Robinson, Jennifer Harrisson and John Widdowson retired and were happy to continue.</p> <p>Jill Cocking proposed and Ellie Payne seconded the motion that all three Trustees be re-appointed. The motion was carried unanimously.</p>	
5. Conflicts of Interest	<p>There were no conflicts of interest reported by Trustees in relation to the Agenda of this meeting.</p>	
6. Trustees' Annual Report	<p>Nigel Hodder highlighted that the last 12 months were quiet due to no Street Fair in 2018. It was noted that Suzy Mercer had left the village and consequently resigned as a Trustee. He asked for questions on the Report previously circulated with the Agenda and formal notice; there were none.</p>	
7. Approval of Accounts and Appointment of Independent Examiner	<p>Freddy Robinson (FR) provided a financial report for the year.</p> <p>She reminded Members that as the Street Fair is a biennial event, two different sets of Accounts are produced; one covering a two year period reflecting a whole Street Fair and a second annual set based on the Trust's Financial Year for submission to the Charities Commission, and it is those for which approval was sought at the AGM.</p> <p>:</p> <p>The Financial Report covers the period from 1st March 2018 to 28th February 2019 and provides some additional information to the Financial Review incorporated in the Trustees' Annual Report.</p>	

	<p>The 2018-19 Annual Trust Accounts opened with total balances of £7,451 and closed with £14,388. Income of £8,443 was primarily derived from a successful claim under the Gift Aid Small Donations scheme of £2,000 plus Stallholder Bookings for the 2019 Fair. Expenditure was £1,506. Interest on the Reserve account was negligible amounting to just £9.</p> <p>The costs of running the 2019 Fair look set to increase but a Budget ceiling of £20,000 remains and it is hoped to make a profit to enable the distribution to Beneficiaries of the provisional grants of £19,885 agreed by the Trustees in October 2018.</p> <p>Once again, a donation is planned for our nominated external Dorset charity, Teddy 20, who were chosen by the Membership in a vote in January, and as before this will come out of Gift Aid received.</p> <p>Sue Hodder proposed, and Jill Cocking seconded a motion to approve the Report and Accounts which was passed unanimously.</p> <p>At last year's AGM, the members agreed to the re-appointment of Jennifer Tempier as Independent Examiner and the Accounts were duly examined by her in March 2019 with no disclosures. Approval was sought once again to re-appoint her for next year. FR proposed and Ellie Payne seconded her re-appointment which was also carried unanimously.</p>	
<p>8. External Charity funding</p>	<p>It is proposed that any donation made to this and future years' external charities should be only paid out of Gift Aid receipts in order to protect the sums available to local beneficiaries.</p> <p>This was the approach taken when an award was made to Dorset & Somerset Air Ambulance following the 2017 Street Fair.</p> <p>Jacqui Cooper proposed and Jill Cocking seconded the motion which was carried unanimously.</p>	
<p>9. Reserve Fund</p>	<p>It is proposed that a Reserve Fund should be developed as and when the surplus at any future Street Fair exceeds £20,000 to enable Beneficiaries to still receive significant payments when adverse weather conditions impact the income stream. The level of the Reserve Fund will be reviewed by the Trustees annually.</p> <p>FR opened discussion by reminding Members that it had been agreed to increase the "working capital" at the start of any Street Fair to £5K.</p> <p>In addition, it is considered reasonable to establish a Reserve Fund so that when a Fair fails to make enough profit to meet its "provisional" awards to beneficiaries, the Fund would help to make up any shortfall to the beneficiaries who provide the volunteers that organise and run the Fair. This Reserve would be topped up if in a given year the surplus exceeds £20,000 and would be reviewed annually by the Trustees.</p> <p>Paula Kelsall asked if we could insure against the effects of adverse weather as an alternative. FR replied that it was possible but that the cost and terms of any such policy are cost prohibitive.</p> <p>Sue Hodder asked what maximum level the Fund would have. This was yet to be determined but it was agreed it should not be an ever-growing pot of money.</p> <p>Nigel Hodder asked if surplus Gift Aid receipts could go into the Fund following payment of the award to an external charity to which the response was positive.</p> <p>Brian Isherwood proposed, and Bryan Phillips seconded a motion to agree to this proposal which was passed unanimously in the room. At the end of the vote Nigel Hodder advised that he had been requested by David and Brenda Duncombe-Anderson to cast 2 proxy votes against the motion, so the final vote was recorded as motion passed by 20 votes to 2.</p>	

<p>10. Privacy Policy</p>	<p>Nigel Hodder advised the Members that following the introduction of the General Data Protection Regulation in May 2018, the Trustees had drawn up a Privacy Policy detailing how data was held and for what purpose, etc. A copy of the Policy is attached to the Minutes of this AGM.</p> <p>A proposal was put to the meeting that the Policy should be reviewed and endorsed by the Members annually at this and each future AGM as data could otherwise be held indefinitely.</p> <p>Freddy Robinson proposed, and Pamela Phillips seconded a motion to agree this proposal which was carried unanimously.</p>	
<p>11. AOB</p>	<p>Bryan Phillips, having noted the budget of £20,000 for the 2019 Street Fair, wondered if there any ways to reduce costs. FR responded that the budget was tightly managed and that costs had generally increased.</p> <p>Nigel Hodder endorsed this point by noting that when he had chaired the 2009 Fair the costs then had been £16-17K so a 20% increase over 10 years was merely in line with inflation.</p> <p>One of the areas that had been reviewed was Entertainment and FR advised that fewer entertainers were being asked to carry out longer performances as this area of expenditure is a significant cost. Susan Hughes asked if we sought out entertainers or whether they came to us. FR advised that mainly they were people who had performed at previous Fairs.</p> <p>FR also mentioned we were seeking to grow income via more sponsorship and that she already had two new sponsors for this year's event.</p> <p>David French wished the Organising Committee the best of luck for the 2019 Street Fair and reiterated his thanks to all involved in hopefully making it another successful event.</p> <p>There being no other business the meeting closed at 8:10 p.m.</p>	