

Dalgety Community Trust

Annual General Meeting – Minutes of Meeting

Date of meeting

Board Members Present: Phil Evans (PE), Lesley Sinclair (LS), Brian Johnston (BJ), David MacLeod (DM), Louise Gunstensen (LG), Shirley Iveson (SI), Jean Hutchison (JH), Philip Lund (PL)

No. of Members Present: 21 (including board members in attendance) as per attendance sheet

Next meeting: 15th December 2020 at 7pm via Zoom Webinar

Agenda Items

- Introduction from Chair
 - Chairs Report
 - Treasurer's Report
 - Election of Directors
 - Q&A from Members
 - Any other competent business
 - Closing Remarks
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1. Introduction from Chair (PE)

PE welcomed participants and requested confirmation from the Secretary (LS) that the necessary quorum for the meeting had been achieved. PE explained that we needed 20 members in attendance for the meeting to proceed. This was confirmed by LS enabling the AGM to formally be commenced. PE introduced the Directors to members and outlined the key areas that he would be covering during the meeting together with the areas which required a vote by members. He outlined the process which would be adopted to enable voting to take place during the meeting and confirmed that a majority vote would be used.

PE reinforced the importance of ensuring members were able to ask questions and interact with the Board and explained how this could be done throughout the meeting to ensure clarity for all. He confirmed that the minutes of the meeting would be taken by the Secretary and would be posted on the website, along with the Chair's presentation, following the meeting so that members could view them.

2. Chair's Report

PE provided members with an overview of the work the Trust has completed to date including the publication of the Annual Report. He outlined the aims of the Trust including the short, medium and long-term aspirations and gave them an overview of the projects being taken forward by the Board.

Work undertaken during first 18 months

Members were informed that as a Board we continue to measure success via our membership growth and our success in securing grant funding. PE confirmed that this was critically important as it fits in with the Trust's

aspiration of becoming a long term sustainable organisation which will continue to support community development into the future.

Next steps

PE discussed the current position of the Trust in relation to the projects being taken forward and what the next steps will be in 2021 to maintain the momentum of moving forward as an active community-led organisation. He provided an overview of the challenges that exist around funding given the pandemic but confirmed that he was optimistic that there is funding available and that the Board would continue to actively look at opportunities to continue to support the projects being taken forward. He confirmed that the Trust will continue to build on their community engagement activity and outlined some of the local projects that the Board has supported recently to enhance local projects.

Acknowledgements

Formal acknowledgement was given to local groups and organisations including Dalgety Bay & Hillend Community Council and Fife Council whose support has enabled the Trust to achieve the key activities over the past 12 months. PE invited members to formally adopt the 2020 Annual Report via the online poll.

Outcome: Resolution Passed and 2020 Annual Report formally adopted by members

3. Treasurer's Report

The importance of transparency was reinforced around the financial governance of the organization. PE outlined the individual and collective roles of each board member and the process that is in place to rigorously ensure that this is met. He confirmed that the Trust has achieved sufficient funds to take the organization through to 2021.

SI provided an overview of the current financial position and outlined the income and expenditure over the past 12 months. Following this, PE provided members with a summary of the future commitments over the coming financial year. He invited members to formally adopt the accounts via a zoom poll.

Outcome: Resolution passed, and accounts adopted for financial year 2020/21

4. Election of Directors

PE provided members with a summary of the requirements as outlined in the company's Articles of Association which require a certain proportion of the board members to resign at each AGM, with the option, if they so wish, to put themselves forward for re-election if appropriate. He confirmed that three members of the current board had submitted notice of resignation all of whom had also indicated their willingness to seek re-election to the board at this AGM noted (PL, SI & DM). As part of the re-election process, PE shared individual biographies to enable members to vote. Following the provision of existing member biographies, PE provided an overview of the request received from Mike Gourlay (MG) to be considered as a new Director of the Board. Members were invited to vote on the re-election of members and the request for new Director to the Board.

Outcome: PE, SI and DM were re-elected by members as Board of Directors of the Trust
MG elected as new Board of Director of the Trust

5. Q&As from Members

LG confirmed that no open questions had been received via the Q&A function. MG sought clarification on current liabilities for Directors of Limited companies. PE confirmed that from a monetary perspective, this currently sits at £1. He directed him to the company constitution and Companies House guidelines as possible further sources of information. He further extended an invite to MG to attend the next Board meeting to be held on 21st December 2020. PE reinforced that members could contact members of the Board following the meeting should they wish to.

6. Any other competent business

An overview of the requirements of the Trust to appoint office bearers was given to members. Members were informed that this would be taken forward at the next meeting of the Board on the 21st December 2020.

7. Closing remarks

PE thanked those who took part in the meeting and directed members to sources of useful information and where to get it should they require it. The meeting was formally closed.