

**Brighton and Hove Community Works**  
**Minutes of the Annual General Meeting**  
**Thursday 19 November 2020, 2.00pm**  
**Online via Zoom**

No. Item

<b>1.</b>	<b>Introductions and Announcements</b>
	1.1 Jess Sumner, CEO, welcomed everybody to the AGM. She thanked our volunteers, reps, members, trustees, and staff team for their efforts over the past year, especially working from home during pandemic.
	1.2 Apologies were received from a number of member organisations/projects: <i>The list of apologies is available from Community Works for anyone who wishes to view it.</i>
	1.3 Jess announced that the meeting was quorate with 100 members registered to attend and more than half of them present on the day (quoracy is 5% of membership, i.e. 28).
<b>2.</b>	<b>Minutes of the previous AGM: 21 November, 2019</b>
	2.1 There were no matters arising.
	2.2 The meeting was asked to agree that the minutes of the 2019 AGM were an accurate record of that meeting.
	2.3 The motion was proposed by Pam Mitchell (Sussex Emmaus) and seconded by Emma Baars (Friends of Homefield Park)
	2.4 The motion was carried and the minutes were agreed.
<b>3.</b>	<b>Presentation of the accounts</b>
	3.1 Cliff Robinson gave a presentation of the financial highlights of 2019-20, reminding attendees that the accounts had already been accepted by trustees.
	3.2 As our turnover in 2019/20 exceeded £1m, the accounts were subject to a full audit by Chariot House
	3.3 The auditors had no matters to report in respect of the 2019/20 accounts.

No. Item

<b>4.</b>	<b>Approval of Auditors for 2020/21</b>
	4.1 Jess asked the meeting to vote on the re-appointment of Chariot House as auditors.
	4.2 The motion was proposed by Emma Baars (Friends of Homefield Park) and seconded by Pam Mitchell (Sussex Emmaus).
	4.3 The motion was carried, and Chariot House were re-appointed as auditors for 2020-21
<b>5.</b>	<b>Results of Trustee Elections</b>
	5.1 Cat Vizer (Esteem) put herself forward for election.
	5.2 The motion was proposed by Naomi Wildey (Worthing Community Chest) and seconded by Jerome Lloyd OSJV (Brighton & Hove Faith in Action). Cat had received the requisite number of votes needed to confirm her appointment as trustee
	5.3 Pam Mitchell (Sussex Emmaus) put herself forward for election.
	5.4 The motion was proposed by Jerome Lloyd OSJV (Brighton & Hove Faith in Action) and seconded by Susan Maxwell-Stuart (Brighton & Hove Community Radio CIC). Pam had received the requisite number of votes needed to confirm their appointments as trustees.
<b>6.</b>	<b>Review of the year 2019/20: Jess Sumner, CEO</b>
	6.1 Jess gave a slide presentation reviewing the year 2019-20, speaking about Community Works' mission to 'Connect, Support and Challenge'. She acknowledged that 2020 had been a very strange year because of the pandemic and its impact on funding for the whole sector. Jess reminded us who we are here for our members. Community Works has remained involved locally, regionally and nationally to bring and share learning into and across sectors. Next year the focus will be on equality, diversity and inclusion, and reviewing our training, support and volunteer offer.
<b>7.</b>	<b>Close</b>
	7.1 The AGM formally closed at 3pm.