

**Brighton and Hove Community Works
Annual General Meeting
Thursday 21 November 2019, 6.30pm
Assembly Rooms, Worthing, BN11 1HA**

Minutes

No. Item

1.	Introductions and Announcements <p>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. She then handed over to Community Works trustee, Nathan Roberts.</p> <p>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></p> <p>1.3 Nathan announced that the meeting was quorate with 42 member organisations represented (quoracy is 5% of membership, i.e. 29).</p>
2.	Minutes of the previous AGM: 21 November, 2018 <p>2.1 There were no matters arising.</p> <p>2.2 The meeting was asked to agree that the minutes of the 2018 AGM were an accurate record of that meeting.</p> <p>2.3 The motion was proposed by Jo Crease (Together Co) and seconded by Pam Mitchell (4 Cancer).</p> <p>2.4 The motion was carried and the minutes were agreed.</p>
3.	Presentation of the accounts <p>3.1 Nathan Roberts gave a presentation of the financial highlights of 2018-19, reminding attendees that the accounts had already been accepted by trustees.</p> <p>3.2 As our turnover in 2018/19 exceeded £1m, the accounts were subject to a full audit by Chariot House</p> <p>3.3 The auditors had no matters to report in respect of the 2018/19 accounts.</p>

<p>4.</p>	<p>Approval of Auditors for 2019/20</p> <p>4.1 Nathan asked the meeting to vote on the re-appointment of Chariot House as auditors.</p> <p>4.2 The motion was proposed by Rachel Travers (Amaze) and seconded by Alison Marino (Sussex Nightstop).</p> <p>4.3 The motion was carried, and Chariot House were re-appointed as auditors for 2019-20.</p>
<p>5.</p>	<p>Results of Trustee Elections</p> <p>5.1 Darren Jensen (Surdi CIC) and Nathan Roberts (A Band of Brothers) put themselves forward for election</p> <p>5.2 Nathan announced that both Darren and Nathan himself had received the requisite number of votes needed to confirm their appointments as trustees.</p> <p>5.3 Caroline Ridley would be continuing as an elected trustee.</p> <p>5.4 Charlotte John, Cliff Robinson (Treasurer), Valerie Pearce, Duncan Tree, and Pia Beesley are prospective appointed trustees who will be re-appointed at the next Board meeting on 3 December 2019.</p> <p>5.5 Jess thanked previous Chair, Mike Pattinson and previous trustee Helen Charlton, both of whom stood down in 2019/2020. She thanked them for their commitment to Community Works in their roles as trustees.</p> <p>5.6 Jess announced that Community Works would presently be recruiting new trustees and welcomes applications from all member organisations across Adur, Worthing, Brighton, and Hove.</p>
<p>6.</p>	<p>Review of the year 2018/19: Jess Sumner, CEO</p> <p>6.1 Jess gave a slide presentation reviewing the year 2018-19, speaking about Community Works' new strategic plan for 2019-21 and looking ahead to the coming year. She presented a summary of our most recent Taking Account report on the local voluntary sector, produced in 2019, as well as our work in Adur and Worthing, and with the newly formed West Sussex Voluntary and Community Sector Infrastructure Alliance.</p>
<p>7.</p>	<p>Close</p> <p>7.1 The AGM formally closed at 7pm.</p>

