



## JAYWICK SANDS REVIVAL CIC

(Company number: 11328700)

### ANNUAL GENERAL MEETING

Held The Never Say Die PH Function Room  
on  
23 October 2018 at 4.00 pm

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### MINUTES

**Attendees:** As per registration sheet available from Secretary

**Apologies:** No apologies were received

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<u>Agenda item number</u>		<u>Action</u>
1	<b><u>Welcome and Apologies</u></b>  Since today's AGM was Jaywick Sands Revival CIC's inaugural one, Ritchard Brazil (RB) from DERiC (Developing and Empowering Resources in Communities) took the Chair and explained proceedings for the meeting; specifically: <ul style="list-style-type: none"><li>● That in the absence of elected Directors and Officers RB would take the Chair until such time as Officers were elected, following which the incumbent Chair would preside for the remainder of the meeting.</li><li>● Election of Directors</li><li>● Election of Officers</li><li>● Shareholders are the only ones entitled to cast a vote. RB added that while attendees could apply to become shareholders at the AGM they would be unable to vote today since 2 October 2018 was the closing date for voting eligibility at the AGM on 23.10.18.</li></ul>	



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- To ensure continuity, Directors would be elected for 3, 2 or 1 year. Should any Director serving for 1 year also become an Officer, the service term will automatically increase to 3 years.
- Officers can be voted off at any time should they be deemed as not performing and this would be expedited by arranging an Extraordinary AGM (EAGM) where a declaration of no confidence would occur.

All attendees were asked to sign in and a registration sheet was circulated to facilitate this.

Whilst this was occurring all attendees were asked to introduce themselves.

2 **Election of Directors**

10 Directors were formally elected as follows:

Name	Term of office
Jane Melvin	1 year
David Booth	3 years
Carol Churcher	2 years
Dave Baker	3 years
Brian Cooper	1 year
Jayne Nash	3 years
Rosina Herriott	2 years
Kevin Watson	2 years
Roy Raby	1 year
Sarah Hanness	1 year



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**2 Election of Officers**

The roles of Chair, two Vice Chair posts (or Vice Chair and Deputy Chair) and Treasurer were required to be filled. The following nominations were received:

- Dave Booth - Chair
- Jane Melvin - Treasurer and Vice Chair
- Roy Raby - Chair

RB proposed that the unsuccessful candidate for Chair be automatically elected as Deputy Chair. Both candidates were in agreement with the proposal, which was seconded by Kevin Watson (KW) and carried unanimously.

Since JM was the only candidate for Treasurer and Vice Chair she was duly elected. JM's term of office will, therefore, rise to 3 years.

RB invited candidates for Chair to make a statement in support of their candidacy, detailing relevant experience, before votes were cast.

The Board of Directors cast their votes (not being able to vote for themselves) and the results were 50/50.

RB explained that voting would need to be conducted again, and repeated until such time as an outright winner became apparent. RB proposed that the shareholders be permitted to vote as well. This was carried unanimously. Before retiring with RR and DB whilst voting was conducted, RB stated that the JSR CIC was blessed with worthy candidates who both displayed the characteristics worthy of the role. RB added that there was enormous potential for the group and it was brilliant to see all who attended today.



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	<p>Brian Bench (BB) proposed that the candidates were given the opportunity to speak once more before voting commenced.</p> <p>The second vote was conducted by Alison Gibbs (AG) since RB had left the meeting with the candidates for Chair whilst the second vote took place. Dave Booth (DB) received the majority vote and was duly elected. RB, DB and RR returned to the meeting where AG announced the results of the vote.</p> <p>DB thanked RB for chairing the meeting to this point.</p>	
3	<p><b><u>Accounting year end</u></b></p> <p>A date of 31 March 2019 was proposed by Brian Cooper (BC) and seconded by KW, and was carried unanimously.</p>	
4	<p><b><u>Appointment of Auditors</u></b></p> <p>It was unanimously agreed that this would be carried forward until such time as a process of tender and appointment was agreed.</p>	c/f
5	<p><b><u>Any Other Business</u></b></p>	
5.1	<p>Jayne Nash (JN) wished to clarify the situation regarding the Christmas event and some had perceived she had acted inappropriately. She assured the audience that she had permission to use the JSR CIC's name, and that her staff had been DBS checked which had left her group with a deficit in funds and that all paperwork was available for anyone to view, including receipts, public liability, etc. The 50p entry will be donated to Great Ormond Street but the balance of any fundraising would be donated to JSR CIC. JN added that if the Directors wished to pull out of the project they could do so.</p>	



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5.2	Carol Churcher (CC) requested that Directors meet separately (no public) and that any topics of interest for the public would be disseminated. This was unanimously carried and a date of 19 November 2018 agreed, and would be held at 11 am at Inclusion Ventures.	Directors
5.3	CC enquired whether JSR CIC had public liability insurance. Jane Melvin (JM) replied that she and Dave Booth had been working on this but with great difficulty since it is required that the CIC have premises, phone line etc in place.	JM
5.4	CC asked if there was a statement of account available. JM replied that the only monies received were from the Mini Festival which had been documented and were fully receipted and available for viewing.	
5.5	RR stated that a Balance Sheet should be presented to each meeting. RB advised that now resources were in place (Sharon Tyler (ST)) this could be acted upon and that there should be a standard Agenda for each meeting which should include Minutes of the last meeting, Matters Arising and a Financial Report.	ST
5.6	JM advised attendees that she, RR and other Directors composed a bid for additional funding, with input from AG with a view to utilising the application as a template for future funding bids. The amount involved is £20K but it is weighted against property and therefore the bid may be unsuccessful.	
5.7	It was proposed that RB be formally c-opted as Non Executive/Non voting Director. This was carried unanimously. It was further agreed that Alison Gibbs would attend the non public meeting as an advisor.	



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5.8 Before drawing the raffle from the Mini Festival, JM took the opportunity to thank Ritchard, Alison, Sarah (Inclusion Ventures), for their continued support, and the Never Say Die Landlady for the use of her function room for the CIC's meetings, and thanked RR for being Interim Chair.

The results of the raffle were as follows:

Winner	Prize
Joy Baker (ticket 19)	Bag
Maureen Rothery (ticket 34)	Theatre tickets
Rev Ann (ticket 22)	Breakfast
Eileen (ticket 27)	Afternoon Tea
Linda (ticket 67)	Hasty's Farm experience
S Hurley (ticket 2)	Entertainment package

6 **Date of next AGM**

The next AGM would be held on **15 October 2019**, at a venue to be agreed.

The meeting concluded at 5 pm