**BRIGHTER FUTURES ANNUAL GENERAL MEETING**

**5th October 2021**

**at the Brighter Futures, 34 Wellington Road, Rhyl.**

**AGM Minutes**

The AGM was held during at the Brighter Futures Facility on Wellington Road with all members attending solely for AGM proceedings. The AGM was held virtually in accordance with the governing documents. Key committee members for the AGM were Shane Owen (Chair), Jayne Jones (Secretary) and Katherine Park (Treasurer).

**Chair’s Introduction**

Shane welcomed everyone to our first AGM as a charity. The AGM is an important part of our governance and a necessary activity as a charity. Shane reminded those present that our website includes a section devoted to governance (hub) and this will be the prime method of communication with members on AGM matters. Those without internet access are able to request information by post.

**Meeting Particulars**

1. Shane explained that during the AGM, members of the charity will be asked to vote on a number of matters.
2. Shane advised that from the register of members attending the conference that the AGM is quorate, with all members present.
3. No Apologies were received.
4. There were no matters arising for this meting.

**Annual Return**

A copy of the annual repot and accounts were circulated to all members for review by Jayne, the report has been produced by Salisbury Accountants on behalf of the Trustess and will be sent by them to the Charity Commission if approved at this meeting.

**Trustee resignations**

The chair explained that Jayne Jones and Katherine Park along with himself now retire from the Committee on rotation as required by the constitution but are eligible for re-election.

**Trustee Elections**

The position of Chairperson is now vacant, Jayne propsed that Shane agin take on the role for another 12 months, this was seconded by katherine and accepted.

The Chair nominated Jayne Jones to be reeleted as Secretery which was seconded by katherine Park, Jayne acepted the postion.

The chair nominated Katherine Park to be reelected into the role of Tresurer to which Jayne Jones seconded and was accepted.

**Acceptance of the Annual Report and Accounts.**

A motion to accept the AR and A was propesed by Katherine and passed unanimously by the membership.

**AOB related to AGM business**

There was no AOB and the AGM closed, the next meeting of the trustees will be 8th Novemeber 2021 at 5pm.

Minutes approved as a true record of the AGM

S Owen (Chair) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

J Jones (Secretery) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

K Park (Tresurer) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **BRIGHTER FUTURES**  **Board meeting agenda** | |
| **Date:** |  |
| **Time:** |  |
| **Location:** |  |

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| --- | --- | --- | --- |
| **Item** | **Description** | **Action** | **Time allotted** |
| 1 | Present and apologies |  | 5 |
| 2 | Declaration of interests |  | 5 |
| 3 | Review of actions from previous meeting |  | 10 |
| 4 | Approve minutes of previous meeting |  | 5 |
| 5 | * *Operational plan update* |  | 30 |
| 6 | * *Financial update* |  | 20 |
| 7 | * *Projects update* |  | 20 |
| 8 | * *Health, Safety & Safeguarding* |  | 20 |
| 9 | * *Building update* |  | 20 |
| 10 | Any other business |  | 15 |
|  | Next meeting  [Time, date and location of next meeting] |  |  |

2.5hrs