



COLEFORD TWINNING ASSOCIATION

ANNUAL GENERAL MEETING

Draft Minutes of Meeting – yet to be approved by members at 2018 AGM

20 February 2017 at 7pm
At the Boardroom, The Main Place, Coleford

Present:	Iain Baird (Chair)	Stuart Cox	Evie McCutcheon
	Matthew Whittington (Deputy-Chair)	Marilyn Cox	Frank Melhuish
	Janette McCutcheon (Secretary)	Steve Parry	Julie Melhuish
	Nick Penny	Kathy Parry	Clive Elsemore
	Paul Kay	Gemma Parry	Eileen Elsemore
	Michelle Kay	Hilary Bowen	

Action

Iain welcomed everyone to the meeting and thanked everyone for attending.

1 Introductions

Hilary was introduced to everyone at the meeting, as all others present knew each other. Then Iain spoke of the various aspects of the Twinning, such as the website and the French Conversation Sessions.

2 Progress So Far

July 2016: Three members of the St Hilaire Twinning Association visited Coleford.

August 2016: Members of our Council visited St Hilaire.

September 2016: Established Partnership with the schools.

October 2016: Paul visited St Hilaire's Fish and Chip Evening, and he also presented the Commonwealth to the Mayor of St Hilaire

November 2016: Started French Conversation Sessions.

December 2016: Visit by St Hilaire Youth Group to Coleford.

January 2017: Three members of the St Hilaire Twinning Association visited Coleford.

The Schools Partnership included: Coalway, Berry Hill, Lakers, Dene Magna and St Johns Academy, and these schools are now in communication with schools in the St Hilaire area. Ellwood school are also interested.

Our aim is to support links between schools, sporting organisations and clubs. The following have shown an interest: Coleford Football Club, Broadwell Football Club, Berry Hill Rugby Club and Bells Golf Club. Drybook Rugby Club have also been included as their Ladies Team plays full-contact rugby.

Youth Exchange: St Hilaire would like a Youth Club from Coleford to visit them. Iain is in talks with Mount of Olives Church Youth Club about this.

3 Constitution

The Constitution was reviewed, with only the following amendments:

Membership: Membership will run from 1 April to 31 March and membership should be paid as soon as possible after that date and before 30 June.

Management Committee: Quorum of 5.

Election of Officers: This could be a rolling system. It could be a 2-year position with an overlap. This proposal will be brought up at the AGM next year.

AGM: All members who have paid up to date shall be entitled to attend. There is no age limit for voting. The Quorum is 8 members.

Financial Matters: All Officers can sign cheques. There must be two signatories on the cheques, and these must be signed by members who are not related.

Special General Meeting: Quorum of 8 members.

Officers need to sign a copy of the Constitution.

Nick proposed accepting the Constitution along with the amendments that were discussed; Matt seconded, and the meeting agreed unanimously to accept the Constitution and the agreed amendments.

Officers

4 Election of Officers

All current Officers stood down, and the Secretary initiated the round of voting:

POSITION	NAME	PROPOSED	SECONDED	AGREED
Chair	Iain Baird	Nick	Paul	All
Deputy Chair	Matthew Whittington	Paul	Stuart	All
Secretary	Janette McCutcheon	Iain	Nick	All
Treasurer	Nick Penny	Paul	Matt	All
Committee Members	Michelle Kay, Kathy Parry, Gemma Parry, Steve Parry, Julie Melhuish, Stuart Cox, Evie McCutcheon			

The Chair thanked everyone for joining the Committee.

5 Financial Matters

A Grant was presented by Coleford Town Council in August 2016 for £2,000. £1584.85 was spent on various activities associated with twinning visits.

A further grant will be applied for from Coleford Town Council for 2017/2018.

The Association has agreed to open a bank account. It is proposed it should be opened with the Lloyds Bank in Coleford. Nick proposed this motion, Matt seconded it, and it was unanimously agreed. Nick, as Treasurer, will open the bank account, once the various documents are available.

NP

6 Fundraising

A proposal for a Fundraising Sub-Committee will be discussed at a future Committee meeting. The Chair is hoping that non-Committee members will volunteer for this Sub-Committee. Ideas put forward include: cake sales, raffles and wine tasting.

Silent Auction: The Committee were presented with a Voucher for a holiday at the Municipal Campsite in St Hilaire. It was agreed that this should be auctioned off in a

Silent Auction. All bids have to be emailed to the Coleford Twinning Association Secretary. The highest bid will win the holiday. The winner will be confirmed at the Committee meeting on 20 March 2017.

JM

7 Future Plans

May: Group trip from Coleford. There has been many offers of home accommodation from St Hilaire twinning association members.

A veteran's football match could possibly take place in the summer.

2018: Football team visit, school exchanges, exchange visit by local music groups and choir groups, possible exchange visit by golf teams, possible work placement exchanges.

8 Any other items

The Committee would like to thank Kathy for all her help with the French Conversation Sessions.

Hilary asked if the St Hilaire Twinning Association are as committed to the Twinning as Coleford. Iain explained that they are very enthusiastic about the twinning.

9 Date and time of next meeting

The next Committee Meeting will be held on 20 March 2017 at the Town Council Offices, Coleford at 7pm.

All