

THE FRIENDS OF THOMAS PLUME'S LIBRARY

Registered charity no. 1098311

**Thirty-Third Annual General Meeting of the Friends
(which is also the seventeenth Annual General Meeting of the Charity)
To be conducted remotely and recorded as of 16th May 2020.**

A G E N D A

1. It is with great regret that we are unable to hold our AGM in the usual way this year owing to the government guidelines on social distancing in place during the current coronavirus epidemic. Rather than postpone the AGM altogether, your committee have decided to try to conduct the necessary business part of the event through this email communication/or by mail if you are not receiving email. The following Agenda will endeavour to inform you of the current state of the Charity and will assume your consent to the election of your new committee for 2020-2021, unless we hear otherwise.
2. **Minutes of the last AGM held 17th May 2019** (*posted on Friends page of Plume Library website*)
3. **Matters arising**
4. **Annual Report** by the Chairman of the Friends on the past year (*posted on the Friends page of the Plume Library website and enclosed in the mailing*)
5. **Presentation of the accounts** for the past year and report of the Hon Treasurer Janis Croom. (*Janis has prepared draft accounts, which have been approved by the committee, subject to receipt of the final bank statements. The finalized accounts will be posted on the Friends page of the Plume Library website once the independent examination has been completed by David Sage. This process is taking longer than normal due to the current circumstances.*)
6. **Appointment of Independent Examiner.** David Sage has confirmed that he is willing to continue to act as Independent Examiner of the Friends accounts for the forthcoming year. The appointment is proposed by Janis Croom and seconded by Tony Doe. If we do not hear further from the Friends this appointment will be minuted accordingly. We convey thanks to David for this generous service to the Friends.
7. **Report on membership in the year ended 31st March 2020.** Mary Wells has reported that we have had nine new members who have joined this year. The total number of members at the end of the financial year is 147. Our application forms have now been amended stating that new members will receive the Friends mailing by email by default. (*we will of course post to those who do not use email communication*)
8. **Election of Honorary Officers**
 - (a) **Chairman:** the serving Chairman, Helen Kemp had to resign this position in September 2019 when taking up the post of Plume Librarian on the retirement of Erica Wylie. Sue Swaffin-Smith has been acting as interim Chairman in the meantime and is willing continue until May 2021. This has been proposed and accepted by the committee.
 - (b) **Treasurer:** the serving Treasurer, Janis Croom is eligible and willing to stand for the coming year. This has been proposed and gratefully accepted by the committee.

(c) **Secretary to the Charity:** the serving Secretary to the Charity Tony Doe wishes to stand down. Janis Croom is eligible and willing to stand for the coming year. This has been proposed and accepted by the committee.

9. **Election of Committee**

The Friends' constitution allows up to nine members of the Committee in addition to the Honorary Officers. The following are current members who are eligible to stand and willing to continue: Dido Arthur, Al Brown, Tony Doe, Sue Edward and Mary Wells. We have been pleased to welcome Sheila Bates, Mike Kneller and Sue Roache to our committee meetings in January and March. Sheila and Sue have been members of the Friends for many years and are Art Society volunteers at the Plume Library. Mike is a new Friend who has expressed great interest in the Plume Library and has IT skills to offer to the committee. All are eligible and willing to stand for election. This was proposed and gratefully accepted by the committee.

9.1 **To elect members of the Committee.** All to be considered elected unless any objections are raised, see below.

10. **Resolutions** * proposed by members of the Charity (the Friends)

* **NB: Nominations for election to the Executive Committee and Resolutions for discussion at the AGM** may be made by any member of the Charity. Nominations should have the consent of the person proposed and both nominations and resolutions must be made in writing and be received by **Saturday 2nd May**. (*Please send nominations and resolutions to Janis Croom, 10 Blacksmiths Lane, Wickham Bishops, Witham, Essex CM9 3NR or to friendsofplumelibrary@outlook.com*) (*Any resolutions will be considered by your committee in the forthcoming year*)

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Note to all members of the Friends. Unless any objections are received by Saturday 16th May, the reports detailed in the Agenda will be deemed to be approved and the committee and officers elected on May 16th 2020.