

THE FRIENDS OF THOMAS PLUME'S LIBRARY

Registered charity no. 1098311

**Thirty-Fourth Annual General Meeting of the Friends
(which is also the eighteenth Annual General Meeting of the Charity)
To be conducted remotely and recorded as of 15th May 2021.**

A G E N D A

1. It is with great regret that we are once again unable to hold our AGM in the usual way owing to the government guidelines on social distancing in place during the continuing coronavirus epidemic. Rather than postpone the AGM altogether, your committee have decided 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 and attached papers will inform you of the current state of the Charity and will assume your consent to the election of your new committee for 2021-2022, unless we hear otherwise.
2. **Minutes of the last AGM held 16th May 2020** (*attached to email and 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 year 2020/2021 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 may take 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 Sue Edward. If we do not hear further from the Friends this appointment will be minuted accordingly. We convey thanks to David for his continued generous service to the Friends.
7. **Report on membership in the year ended 31st March 2021.** Mary Wells has reported that we have had 1 new member who has joined this year. The total number of members at the end of the financial year is 134. 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 (interim) Chairman, Swaffin-Smith, wishes to stand down at this AGM. (We have so far had no nominations for this role)
 - (b) **Treasurer:** the serving Treasurer, Janis Croom is eligible and willing to stand for the coming year. This has been proposed by Sue Swaffin-Smith, seconded by Dido Arthur and accepted unanimously by the committee.
 - (c) **Secretary to the Charity:** the serving Secretary to the Charity, Janis Croom is eligible and willing to stand for the coming year. This has been proposed by Sue Edward seconded by Tony Doe and accepted unanimously 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 of the committee; Dido Arthur, Sheila Bates, Al Brown, Tony Doe, Sue Edward, Sue Roache and Mary Wells. All are eligible and willing to stand for election. This was proposed and unanimously accepted by the committee. Mike Kneller, who joined us last year, wishes to stand down due to pressure from other commitments.

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 1st 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 15th May, the reports detailed in the Agenda will be deemed to be approved and the committee and officers elected on May 15th 2021.