



Minutes of Annual General Meeting

Held on Wednesday, 29 March 2023

At Cricklade Town Hall at 7.00pm

Director participants: Ruth Szybiak (Chair); David Tetlow (Treasurer); Terri Robertson (Secretary); Tim Norman, Bob Jones and Allan Heneghan

Member participants: 25 Members attended - see appendix 1 for names.

General Public: Terry Holloway, Kate Robinson

1. Apologies For Not Taking part

Apologies were received and nominated proxies noted (if applicable). Please refer to appendix 1 for full details.

2. Chair's Report And Annual Accounts

Both the above documents were circulated to the membership for consideration.

- a. The Accounts and Balance Sheet for the accounting period to 30 September 2022 were ADOPTED.
- b. The Chair's report was received and NOTED.

3. Professionally Audited Accounts

In accordance with Rule 35.6, Members should vote annually at the AGM to decide whether to have an audit carried out by a registered auditor or to have unaudited accounts. Cricklade Development Foundation Limited is entitled to exemption from an audit in accordance with section 84 of the Co-operative and Community Benefit Societies Act 2014.

Members RESOLVED to support the recommendation not to require the Society to obtain an audit of its financial statements for the accounting period ending on 30 September 2023.

4. Appointment Of An Independent Financial Examiner

In the light of the previous decision, and in acknowledgement of their responsibilities for complying with the requirements of the Co-operative and Community Benefit Societies Act 2014 with respect to accounting records and the preparation of financial statements,

Members RESOLVED to appoint John Harman as an Independent Financial Examiner for the examination of its financial statements for the accounting period 30 September 2023.

5. Appointment Of Retiring Directors

In accordance with Rule 18 one third of the Directors must retire and seek re-appointment. Two directors represent a third of the total number of directors. A retiring director is eligible for re-election. It was the turn of Tim Norman and David Tetlow to retire at this Annual General Meeting and seek reappointment as Directors of the Society.

Accordingly, the Membership RESOLVED to reappoint Tim Norman and David Tetlow as Directors in accordance with Rule 17.2.1.

6. Interest Payable On Shares

In accordance with Rule 31.2, the Directors may decide to pay interest on Shares. As an operating loss of £1,062.84 had been made,

Members RESOLVED that no such interest should become due or payable.

7. Members' Questions (this was extended to include the general public, rule 9.1 refers)

Angela Jensen asked when work on renovating the frontage would start. The Directors explained that the 'facelift' works would not commence until firstly, Thames Water had installed the water meters (for which they had already been paid) and secondly, the planner had agreed to discharge certain planning conditions in respect of the doors, windows and render. Allan Heneghan explained that the Society's initial discharge application had been refused but is hopeful that the resubmission would be acceptable as it was based on the planner's recommendations.

Paul Beattie asked if the windows would differ from the plans. Allan Heneghan responded that they would be the same as those featured in the plans ie Georgian style sash windows.

Mike Dixon expressed his thanks to the directors for their hard work. He asked how building costs had impacted the project and whether the Society were likely to run out of money. The Directors explained that rising costs had impacted the project and that a decision was made early on not to appoint a single builder to manage the whole project due to the high costs involved. More hands-on involvement from directors, volunteer working parties, various contractors, and the support of a local company, A Grade Timber (supplying wood at cost price), had made the funds stretch much further. David Tetlow advised that the Society's finances - which comprised of bank accounts (one of which earned interest) and an outstanding landfill grant - were in a reasonably healthy position, but more funds would be needed to complete all the building works.

Ian Sawyer asked if there was an estimate of what funds were needed to complete the project. David Tetlow responded that a further £50k would likely be needed. However, he cautioned that this figure was subject to change, as more expenses - currently unknown - could come to light.

Terry Holloway asked whether Waylands Estates Charity could help with funding. David Tetlow explained that the Society would be eligible to apply for a grant, but if successful, the award would likely be relatively small as the charity had limited funds.

Terry Holloway, Ian Sawyer and Angela Jensen made various suggestions to encourage more members to join and raise funds, which were noted by the Directors. These included advertising in the Chronicle, a leaflet drop to local households, and an entry in the St Sampson's School newsletter. David Tetlow encouraged volunteers to step forward to help with publicity.

Pete Alexander asked if it was possible to obtain lottery funding. Terri Robertson explained that £10k had already been received for the Queen Elizabeth II Walkway. However, it would be possible for the Society to apply again for lottery funding to help towards the costs of re-designing the garden area for use by the community.

Alan Robertson asked when it was likely that an income would be generated by the flats so that the Society's running costs could start to be met. Bob Jones and Tim Norman explained that this would depend on the building inspector. Before giving the go ahead for the flats to be occupied, he would need to be satisfied that the ground floor area did not pose a noise nuisance or fire risk to the tenants.

Avril Fray asked whether the flats would still be let out to people with a local connection. Ruth Szybiak explained that this would still be the case. However, it was expected interest in the flats would likely be oversubscribed, so a selection criterion would need to be established.

Tony Ellis expressed his thanks to the directors, with a special mention to Tim Norman, for his role in driving the renovation works forward and managing the volunteer working parties.

Mark Clarke asked whether the Community Infrastructure Levy (CIL) was payable on the project. The Directors responded that discussions had been held with the relevant Wiltshire Council Officer at the start of the project. They had confirmed via email that a CIL levy did not apply. A form was subsequently completed, and no CIL Liability Notice issued.

Tony Ellis asked whether the name of the police station could be changed to commemorate the late Queen. David Tetlow explained that a number of names had been considered. It was decided, however, to remain with the name by which it will always be known, the “Old Police Station.” The Directors added that the Queen’s memory would be commemorated with the proposed Queen Elizabeth II Walkway, which will provide a historical timeline of her reign, and Cricklade’s history within it.

The Chair thanked everyone for attending and closed the meeting.

Meeting closed 7.45pm

Terri Robertson
Secretary

Appendix 1 – CDF AGM 2023

Membership Attendee List excl Directors

1	Alan Robertson	14	Mark Clarke
2	Anna Birkett	15	Mary Bowling
3	Angela Jensen	16	Mike Dixon
4	Avril Fray	17	Morag Masters
5	Cherryl Dowdeswell	18	Paul Beattie
6	Debbie Tanner	19	Paul Fray
7	Diana Wilmott	20	Paul Marley
8	Elisabeth White	21	Pete Alexander
9	Gina Chapman	22	Pete Francis
10	Ian Sawyer	23	Pete Tanner
11	Jane Holloway	24	Ray Tetlow
12	John Ellis	25	Susan Holbrook
13	Julie Norman		

Visitor attendees

1	Kate Robinson	2	Terry Holloway
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Apologies received listed below. Proxies also noted if nominated by the deadline.

1	Fran Tattersall	No proxy nominated by the deadline
2	Jenny Clabon	No proxy nominated by the deadline
3	Jonathan Oliver	No proxy nominated by the deadline
4	Lisa Clabon	No proxy nominated by the deadline
5	Tina Jones	No proxy nominated by the deadline
6	Ruth Evans	No proxy nominated by the deadline
7	Tom Clabon	No proxy nominated by the deadline
8	Amber Chapman	Member, Gina Chapman
9	Cal Chapman	Member, Gina Chapman
10	Daniel Feltham	Member, Gina Chapman
11	Evelyn Norman	Chair, Ruth Szybiak
12	Jamela Saedaldin	Chair, Ruth Szybiak
13	Pam Strange	Chair, Ruth Szybiak
14	Philippa Slade	Secretary, Terri Robertson
15	Sasha Williams	Chair, Ruth Szybiak