



Wyvern Foundation

Tuesday 28th January 2020

AGM Minutes

Present: Pat Strong (PS), Debbie Butland (DB), June Weller (JuW), Trudy Evans (TE), Marilyn Wilkinson (MW), John Wilkinson (JoW), Jan Waldron (JanW), Christine Burn (CB), Angie Douglas (AD), Janine Woodford (JaW), Margaret Negus (MN)

1 Chairperson's opening remarks

PS welcomed all to the AGM.

2 Apologies for absence

Sue Carvey

3 Minutes of AGM held on 22.01.2019

There were no inaccuracies in the minutes and they were agreed by all present, and signed by PS.

4 Chairperson's Report

Since the AGM in January 2019 the Wyvern Foundation has continued to flourish but has also experienced sadness. In September we learned of the death of Carolyn Andrews. Carolyn was a founder member in 2008 of the originally named Wyvern Theatre Foundation. She was the first Chairperson and a Trustee, and remained in office until 2014 when she resigned due to personal circumstances. Carolyn maintained her interest in and support of the Foundation until her passing.

Activities undertaken and relevant topics are outlined below:

Constitution

Amendment to the Objects in the Constitution as required by the Charity Commission was agreed and signed off at the AGM on January 22nd 2019 and subsequently approved by the Charity Commission on January 29th 2019.

Safeguarding Policy

Having received advice from the Charity Commission regarding Safeguarding the Trustees, led by Debbie Butland, produced a draft policy. This was circulated to members and approved at the Committee Meeting on May 14th 2019.

Fundraising

The Barn Dance held in the Liden Community Centre in March was well attended. Profit from this and bucket collections from each of the Summer

Youth Performance of Chitty Chitty Bang Bang in August boosted funds significantly. In November a concert by the Swing Birds, held in the Deanery Academy, netted an excellent financial return. Planned forthcoming events are a Barn Dance in March and a Race Night in July in the Wyvern Restaurant.

Bursaries and Grants

We continue to work with Nyree Kingsbury, Wyvern Community and Project Officer regarding bursaries for the annual Summer Youth Project. For the 2019 production of Chitty Chitty Bang Bang 17 bursaries were awarded. The committee considered and awarded 4 applications for grants.

Membership

During 2019 three members of the committee resigned due to family commitments, personal circumstance and relocation. Appreciation of their contribution was made known to each one. Recruitment of new members is a regular item on committee meeting agendas.

Website and Facebook

The Wyvern Foundation web pages and social media has continued to be maintained by Sue Carvey and Steve Milsom. Steve recently moved out of area and has therefore resigned from the committee. His loyal support and hard work over the years is greatly appreciated.

Acknowledgements

The Wyvern Foundation though separate from the Wyvern Theatre is grateful to the staff for their help and support.

Thanks go Marilyn Wilkinson for organising many previous raffle competitions. Trudy Evans has now taken over the role.

Last but by no means least a sincere thank you to all of the Committee for their hard work and support over the last year.

5 Treasurer's Report

JuW presented the accounts for the year summarised at the end of these minutes. WF had a successful fundraising year and generated income of £3947.27. Expenditure was £3528.63 and the balance at the bank at year end was £5158.29.

All present agreed that the Swing Birds concert was a great success. MN asked if this would be repeated. PS informed meeting that they do a number of concerts for other charities so we cannot go back to them for a while.

The accounts have been audited and approved by Peter Kimber.

6 Election of Officers and Committee

Officers

Chairperson	PS offered to remain in role as no other nomination
Vice Chairperson	DB to remain in joint role as no other nominations
Treasurer	JuW willing to continue in the role with TE continuing in a support role
Secretary	DB to remain in joint role as no other nominations

JoW proposed officers en bloc and TE seconded. Officers voted in.

New Committee Members

The following people joined the committee

Angie Douglas

Janine Woodford

Margaret Negus

7 AOB

- PS asked committee if they agreed to giving Peter Kimber a £10 garden voucher for auditing the accounts. All agreed.

8 Date and time of next AGM

Tuesday 26th January 2021 at 7.30 p.m.

Opening Balance £4739.65

INCOME			Notes	EXPENDITURE			Notes
10.01.19	Donation (cheque)	£10.00		22.01.19	Pull-up banner	£154.80	
				20.03.19	Sue Carvey	£7.50	
10.04.19	Barn Dance:				Barn Dance:		
	ticket sales cheques	£281.00		30.03.19	caller	£10.00	1
	ticket sales cash	£168.00			food	£69.27	
	raffle	£123.99			hire of hall	£20.00	

**SUMMARY OF WYVERN FOUNDATION FINANCIAL ACCOUNTS
JANUARY 2019 – DECEMBER 2019**

			wine/chocs	£13.00	
			table cloth	£6.99	
	SYP		SYP		
04.09.19	bucket collection	£1269.98	03.09.19	memorial award	£50.00
15.10.19	Sales of SYP DVDs x 5 cheques	£50.00	03.09.19	refreshments	£288.00
16.11.19	Swing Birds	£1608.00		Swing Birds concert:	
	concert:	£104.00	03.09.19	posters	£20.00
	ticket sales online	£332.30	13.11.19	programme printing	£50.00
	ticket sales cash		16.11.19	raffle tickets	£8.97
	programmes and raffle			programmes	£25.00
				flowers/wine	£14.00
			24.09.19	Printer paper	£3.35
			22.10.19	Room hire Wyvern	£28.00
			26.11.19	Hire of hall - Christchurch	£21.00
				Grants and Bursaries	
			14.05.19	Grant	£300.00
			17.07.19	Grant	£300.00
			14.09.19	Grant	£500.00
			19.09.19	Grant	£300.00
			18.11.19	SYP Bursaries	£1338.75
				Total	£3528.63
				Operating surplus	£418.64
	Total	£3947.27			

Balance of accounts

Opening balance	£4739.65	Total income	£8686.92
Payments in	£3947.27	Less expenditure	£3528.63
Total	£8686.92	Closing balance	£5158.29

Comments on notes

- 1 Receipts for wine mislaid
- 2 Cheque issued in error – to be repaid in 2020
- 3 One receipt for £6.00 mislaid