

THE ELLENDUNE HALL TRUST ANNUAL GENERAL MEETING

followed by

THE ELLENDUNE HALL TRUST MEETING

(Also known as the Ellendune Community Centre CIO)



Members of the public are invited to attend the **Ellendune Hall Trust Meeting**
on

Thursday 20 July 2023 at 7:00pm

AGM AGENDA

- 1. Apologies**
To receive apologies.
- 2. Conflicts of Interest**
To receive any declarations of conflicts of interest.
- 3. Public Questions**
To receive and respond to any questions, comments or representations from the public.
- 4. Annual Statements**
To receive statements regarding the Ellendune Hall Trust since the 2022 AGM.
- 5. Elect Trustees on to the Ellendune Hall Trust**
To note ongoing appointment of Independent Trustees appointed for a term of three years onto the Ellendune Hall Trust.

To note the new or ongoing appointment of up to six duly qualified Wroughton Parish Council Trustees onto the Ellendune Hall Trust.

To consider any resignations received and the appointment new Independent Trustees onto the Ellendune Hall Trust.

- 6. Elect a Chair**
To elect a Chair of the Ellendune Hall Trust.
- 7. Elect a Vice-Chair**
To elect a Vice-Chair of the Ellendune Hall Trust.
- 8. Constitution**
To discuss the possible amendments to the constitution.
- 9. Meetings**
To agree the next AGM date and frequency of other meetings.
- 10. Working Party Members**
To review list of members for each of the working parties.
- 11. Any Other Business**

MEETING AGENDA

- 1. Apologies**
To receive apologies.
- 2. Conflicts of Interest**
To receive any declarations of conflicts of interest.
- 3. Approval of Minutes**
To approve the minutes of the Trust meeting held on Thursday 18 May 2023.
- 4. Trust/Trustees Status**
To discuss the medium and long term plans.
- 5. New CIO Organisation**
 - New bank account
 - Legal details of ownership of the building/lease
 - Winding up of the Ellendune Hall Trust
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- 6. Community Centre Report**
To discuss operational matters regarding the Community Centre
 - Phone/broadband update
 - Fire risk assessment
 - Booking/invoice system
 - ELO tribute event
 - Centre painting
 - CSS roof repair

- General maintenance/handyman/gardening

7. Finance

To receive an update from the Finance Working Party

- Accounts status 2022/23
- Laptop status
- Solar panels & grant
- Alexandra room acoustics
- New bank signatory/approver

8. Communication

To receive an update from the Communications Working Party

9. Walls & Installations

To receive an update from the Walls Working Party

- Pictures & photos
- Alex room clock
- Hallway picture/noticeboard
- Library noticeboard
- Post box
- Outside noticeboard

10. Any Other Business

- Office workstation
- Emergency mobile phone
- PAT testing

11. Date of Next Meeting

12. Press & Public Withdrawal

Members of the press and public are asked to withdraw at this time for the discussion of any confidential matters.

13. Staffing

To receive an update from the Personnel Working Party and discuss staffing matters.

14. Any Other Confidential Business