

Exmouth Ceramic Group

Registered Charity No. 1180257

Minutes of Annual General Meeting Tuesday 6th July 2021

Carried out on email, by post and on Zoom due to Covid-19 pandemic.

The meeting was chaired by John White, Chair of Trustees.

Present

Jannie Cherry, Norma Gillson, Angela Land, Sara Lopez, Clare Medlock, Douglas Middleton, Jane Moffat, Caroline Robinson, Loraine Storie, Jackie Thomas, Barbara White, John White, Sarah Wynn

In addition to those in attendance on Zoom, email responses and votes were received from Marie Diggins and Pat Mayles.

Apologies

Sarah Carter

Minutes of last A.G.M.

No matters arising.

Proposed by Sarah Wynn, seconded by Jane Moffatt

Agreed unanimously.

Chair Of Trustees Report

We are again unable to hold a normal A.G.M. owing to the continued need for *Social Distancing* and other restrictions arising from the current Coronavirus emergency. An email and paper solution will fulfil our legal obligations, as well as, it is hoped, giving members up to date information on the current state of the Trust and its activities.

The Trustees elected at the last AGM were: Douglas Middleton, Jane Moffatt, Clare Medlock , Norma Gillson, John White, Terry Dowrick and Jacqui Thomas. John White was elected as Chair by the Trustees. During the year Terry stepped down owing to his increasingly being away from the area. His expertise will be missed. Loraine Storie attended all meetings in her capacity as Hon. Treasurer to E.C.G.

Jane Moffatt continued as Chair of the Management Committee for a further year, and has guided the Group through a most difficult period. The Trustees are most appreciative of the work done by Jane's Committee. I would also record E.C.G.'s gratitude for the expertise and hard work of the Hon. Secretary Sara Lopez, and the Hon. Treasure Loraine Storie. Their work has been made so much more difficult by the problems of communication caused by "lockdown".

Sara Lopez asked to add that that Sarah Carter has worked tirelessly, keeping in touch with the students and compiling newsletters for members.

The issue of negotiating security of tenure for the Meeting Street workshop continued to be our priority. It is pleasing to be able to report that notwithstanding the inevitable problems for County Hall during the pandemic, matters are moving forward. Discussions indicate that E.C.G. will be offered the first floor room above the pottery as part of the new lease. Progress is also being made by the County Council in placing new tenants for the main building.

The Annual Accounts show that the Trust's finances remain viable despite the lockdown of the pottery. The financial implications of the new lease have still to be made clear, but appropriate provision is being made in our budgets.

Thank you to all members for your understanding and loyalty in these difficult times.

John White

Jane Moffatt proposed, Clare Meldrum seconded, report accepted by all.

Chairperson's Report

I think it's fair to say that this year has been interesting! I'd like to thank the committee for working tirelessly behind the scenes to keep the group moving forward especially when my work got very busy and I needed to be able to rely on others doing the brunt of the work. I'd also like to thank members for being patient and supportive, and understanding that we have made all our decisions on whether to open or close the workshop depending on government and medical guidance – this has been a huge responsibility for our covid management sub committee and main committee. Clare and Jannie's health care experience and knowledge has been invaluable.

From the outset of the past year, we were working hard behind the scenes in meetings with various Devon, East Devon and Exmouth councillors to try and clarify our position here in Meeting Street and to secure our tenure into the future. Although the present situation with Covid19 and lockdown has slowed the process down, we feel we have DCC on our side and are slowly moving towards signing another lease. I'd like to extend a big thank you to John, who has taken over the line of communication with DCC and has quietly and efficiently kept the process moving forward.

This year we felt that we needed to create teams of people to help with the major work which goes on. We have created teams for E/W and S/W glazes, slips and underglazes. They have been fantastic in making sure there are always glazes for us all to use but it is important that we don't just have one or two people taking the

brunt of the work. Not everyone can volunteer due to caring responsibilities or work, but it is important that everyone helps in some way however small. Don't assume that you can't help because you are a novice at something – we all started that way!

We've missed some important events this year – two which come to mind are Liz Potter's significant birthday and, on a sad note, we lost Janet Weekes. Janet is the one we have to thank for finding our new home at Rethink. Three of us represented the group at her funeral and we promised that we'd have a celebration of her life as soon as we could.

Thank you to everyone in the group who has kept in touch with members living alone. A special thanks to Joy who has kept the Rethink group ticking along, has fired pots when it was allowed and has regularly uploaded inspiring photos and videos on our Facebook page.

Sarah Carter has done a great job, keeping in touch with the students and managing the return to classes. A big thank you to her.

I'm hoping you are all safe and well and that we will be able to return to normality in the workshop as soon as it is safe to do so but be aware that we have many high risk members or family members and that we will err on caution. We have been forward planning a phased return but will not act against government guidelines or in a manner which puts people at risk.

Looking forward, we have a fantastic management committee but you must realise that some of us have been on that committee for 10,15, 20 years and it's time for new faces to step up and come aboard. Some long standing committee members have stepped down over the last 18 months and others are ready to pass on the responsibility. An effective committee is essential to the continued existence of ECG, and we urgently need new members. We wouldn't give you responsibility until you feel confident, but at least by joining the committee we will benefit from your views and ideas.

Jane Moffatt

Chair's Report proposed by John White, seconded by Douglas Middleton.
Unanimously accepted.

Jane is staying in role as Chair, but would be glad to pass it on. Sara Lopez is standing down as secretary; Jane thanked her for her hard work over the last few years.

John asked if plans have been made for the expected lifting of restrictions on July 19th. The committee are due to meet on 27/7/21 and plan to respond to any changes at that point.

Douglas submitted these comments on email:

Having read in detail the report on this year with all the extra precautions and care taken and being taken to minimise the risks posed by Covid-19 (SARS Cov2), I am very impressed by the detailed and thorough planning carried out by the committee and helpers. Many thanks to all of you who contributed to this extraordinary effort.

Last, and by no means least, a big thank you to John White, Jane Moffatt, Sara Lopez, and Loraine Storey for all your guidance and work on behalf of Exmouth Ceramic Group.

Treasurer's Report

Trial Balance 2020 – 2021

<u>DR</u>		<u>CR</u>	
Materials	714.65	Interest	
11.36			
Tutor	2730.00	Subscriptions	1390.00
Website	172.78	Exhibition	0
Maintenance	172.50	Workshops	0
Insurance	822.52	Adult Classes	1928.00
Social	0	Thursday Afternoon	0
Cleaning	359.97	Youth Classes	0
Stationery	41.94	Refreshments	0
Exhibition	0	Social	0
Auditors Fees	0	Clay, Firing etc	386.35
Refreshments	0	Donations	0
Sundries	43.00	Key Deposits	0
Refunds	986.00	Uncashed Cheques	0
Rejected Cheques	0		
Totals	6043.36		3715.71

Total for year **(2327.65)**

Opening Balance March 2020

Current	8707.95
Savings	25,648.93
Total	34,356.88

Closing Balance March 2021

Current	6278.69
Savings	25,660.29
Total	31,938.98
Difference	(2417.90)
Petty cash	90.25

Total for year **(2327.65)**

Loraine thanked Norma for finding an auditor. The auditor passed the accounts; some questions were raised as there were some monies that Loraine had not yet banked, these are noted as petty cash. The accounts balance.

Loraine also thanked Sarah Carter; that our finances are reasonably healthy is thanks in part to Sarah for her regular communication with the students, meaning that we were not asked to give lots of refunds.

John said that, given the effects of the pandemic and consequent drop in income, our accounts are pretty healthy.

Treasurer's report was proposed by Clare, seconded by Jannie. Unanimously accepted.

Election of Trustees

Norma Gillson, Clare Medlock, Douglas Middleton, Jane Moffatt, Jackie Thomas, John White

Sara Lopez proposed election of all Trustees, Loraine Storie seconded. Unanimously elected.

We do need a new Trustee; Jane is going to ask a contact of hers who has appropriate skills.

Election of Committee Officers

John proposed Jane Moffatt be re-elected as Chairperson, Clare Medlock seconded. Unanimously elected.

No nominations for Vice-chair.

John proposed Loraine Storie be re-elected as Treasurer, Jane Moffatt seconded. Unanimously elected.

Sara Lopez stepped down as Secretary at this meeting.

Election of Committee

Sarah Carter, Jannie Cherry, Joy Davis (Adult/Youth Tutor), Norma Gillson, Lynda Kiley, Sara Lopez, Clare Medlock – and Ron Wallwork

Douglas Middleton proposed the committee members be elected, Barbara White seconded. Unanimously elected.

Committee roles will be filled at the next management team meeting.

AOB

None

Acting Chairman's report

I think it's fair to say that this year has been interesting! I'd like to thank the committee for working tirelessly behind the scenes to keep the group moving forward especially when my work got very busy and I needed to be able to rely on others doing the brunt of the work. I'd also like to thank members for be patient and supportive and understanding that we have made all our decision whether to open or close the workshop depending on government and medical guidance – this has been a huge responsibility for our covid management sub committee and main committee.

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All the best
Jane