



COFRESTR PRESENOLDEB CELF AERON ATTENDANCE REGISTER AERON ARTS

Annual General Meeting

2pm Saturday 11th January 2025 @ RAY Ceredigion SA46 0BN

Enw / Name
1. Siân Stewart
2. Megan Tomlins
3. Ailie Skelton
4. Helen Cotton
5. Natalie Chapman
6. Gill Byme
7.
8.
9.
10. Apabegus
11. Kaz Trinder (at work)
12.

Aeron Arts

Annual General Meeting (AGM)

Draft Minutes of the AGM held on **Saturday 11th January 2025**

1. Attendance and apologies

Present:

Siân Stewart (Chair)

Gill Byrne

Natalie Chapman

Megan Tomlins

In attendance:

Helen Cotterill

Alice Skellon

Apologies were received from Kaz Trinder

2. Chair's Welcome and Annual Report

Siân welcomed trustees and other attendees to Aeron Arts' first AGM. The main purpose of the meeting was to approve the Annual Accounts for the time period from the establishment of the charity in February 2023 to 31 March 2024.

2.1. Change to the status of the CIO

Siân informed attendees that a change in status of the charity had been approved by the Charity Commission at the beginning of the month. Aeron Arts had initially been registered as a Charitable Incorporated Organisation (CIO) under the Association model. This model is used for charities with a membership, including voting members other than the trustees. Whilst this was the original intention for Aeron Arts, in practice, the age of session attendees and drop-in nature of the sessions with changing attendees meant that this not really practicable.

Following agreement by all trustees in August 2024, a request was submitted to the Charity Commission to transfer to the Foundation model. This means that the only voting members are now the trustees themselves.

2.2. Overview of the first year's activities from the former Chair

Natalie explained that Aeron Arts was established following a multi-agency meeting which highlighted the need for more youth provision. The charity was therefore set up to provide free creative arts and music sessions for all children and young people, particularly targeting those who were vulnerable or disadvantaged. Sessions commenced in November 2023.

She was proud of the charity's achievements in its first year and the growing demand for places showed that the need continues to grow. She stood down as Chair in the summer to concentrate on her role as a session provider and to allow an independent Chair to be appointed.

2.3. To receive a forward look from the Chair elect.

Siân started by paying tribute to Natalie, Gill and Megan as the founders of Aeron Arts without whom this much needed charity would not exist. It was due to Natalie's creative vision and Gill's organisational support that it succeeded in its first year.

She reminded attendees that she had been appointed Chair elect by the trustees in September 2024 following Natalie's resignation. Her priority was to make the charity sustainable and her work to date had been focussing on establishing governance procedures and on fundraising. Both these items were covered in more detail later on the agenda.

3. Treasurer's Report

3.1. Financial overview and Annual Accounts

Gill presented the draft accounts to the meeting. *Awards for All funding* had been received in June 2023 and sessions commenced in November. Problems in accessing the account which took the bank months to resolve meant that the only costs showing at this point were bank charges, some of which subsequently reimbursed. Costs were being incurred but sessions providers had to wait until April 2024 for payment. These payments will be reflected in the next set of accounts.

The accounts were **approved** for submission to the Charity Commission.

ACTIONS AGREED:

- **Gill** to submit annual accounts to the Charity Commission before 31/1/25
- **Gill** to amend arrangements with the Charity Commission for **Siân** to take on the role as formal contact after that point.

3.2. Financial Management Procedures

Siân reminded trustees that these procedures had been agreed at the meeting of 18 December 2024. She explained that they set out legal duties of trustees, financial requirements and financial controls. She highlighted that a 2-stage payments authorisation process was being introduced and insurance cover was also being put in place.

ACTION AGREED:

- **Gill** to finalise insurance arrangements.

3.3. Asset Register.

It was noted that an asset register had been developed as part of the above procedure. It would be maintained by the Treasurer who would need to be notified of any equipment donated to the charity to record these along with any equipment purchased.

4. Service Update

4.1. Awards for All Funding

Gill explained that as sessions had started later than expected, the funders had agreed to extend the grant until the end of December 2024. An evaluation report was required and once this was signed off an application could be submitted for £20,000 over a 2-year period. This would need to demonstrate additionality rather than simply a continuation of existing activity. Natalie proposed that this should

be the engagement of the young people with the community. The input of young people also needed to be evidenced in the bid.

ACTIONS AGREED:

- **Gill** to complete the formal evaluation template
- **Gill & Natalie** to develop an engagement process for current attendees.

4.2. Recent funding bids.

The Charity had been successful in their funding application to the Police & Crime Commissioner's *Proceeds of Crime Grant*, receiving £2,660 to cover sessions in February and March 2025.

A number of other funding requests had also agreed:

- Charitable grant from the Masonic lodge: £2,500
- Aberaeron Town Council: £500 for food and materials
- Donation from New Quay Fish factory: £500
- Aberaeron Rotary club: £300

Further potential funding source had been identified at the December meeting and individual trustees had been tasked as the leads for submitting the bids required.

5. Governance Issues

5.1. In-year changes of trustees

The following changes were formally **noted**:

- Resignation of Kirstie Edwards (19/07/2024)
- Appointment of Sian Stewart as Chair elect (10/09/2024).

5.2. Appointment of trustees

Gill, Megan and Kaz **confirmed** that they were prepared to continue in their role as trustees. Natalie wished to stand down with immediate effect to concentrate on her role as session provider. Her resignation was **accepted**.

The following additional appointments were **agreed**

- Gillian Boyd: (Proposed by Siân, seconded by Gill)
- Alice Skellon: (Proposed by Gill, seconded by Natalie)
- William Stewart (Proposed by Natalie, seconded by Megan)

5.3. Election of officials

Chair	Siân Stewart's appointment was formally ratified
Secretary	Gill Byrne's appointment was ratified
Treasurer	Megan had informed the Chair in advance of the meeting that she wished to stand down due to health reasons. William (Billy) Stewart was appointed .

ACTIONS AGREED:

- **Gill** to send Siân form for completion by new trustees for the Charity commission
- **Siân** to issue this to trustees along with an induction pack

- **Gill** to forward paperwork to Charity Commission updating trustee details
- **Gill** to add the Treasurer to the bank account, set up the 2-stage payment process and hand over all documentation as appropriate.

5.4. Policies and procedures

It was noted that the following policies had been agreed and adopted at the trustees' meeting on 18th December 2024:

- Code of Conduct
- Bullying and Harassment
- Complaints
- Environmental Sustainability
- Equality and Diversity
- Recruitment and Selection
- Safeguarding
- Welsh Language
- Whistleblowing.

Given that all sessions were hosted in the RAY Ceredigion offices it was confirmed their accommodation related policies would be used by Aeron Arts. These included their Health and Safety Policy, Fire Evacuation Procedure and Accident reporting arrangements.

Siân said that she would be meeting with all team members to take them through the policies to ensure that they were aware of the requirements arising from these.

5.5. Safeguarding Lead

Gill was confirmed as Safeguarding Lead. It was noted that all trustees were required to undertake Safeguarding Level 1 training. Gill, Natalie, Megan and Alice confirmed that they already had Level 2 or above.

ACTIONS AGREED:

- **Siân** to liaise with Ceredigion Council regarding safeguarding training for herself, Billy and Gilly
- **Siân, Billy & Gilly** to undertake online training session
- **Siân** to confirm that all team members have the appropriate level of training.

5.6. Lead for formal complaints

It was **confirmed** that as set out in the Complaints Procedure the Chair would take on the role of complaints lead.

ACTION AGREED:

- **Siân** to update Complaints policy to include her contact details.

5.7. Signatories for cheques.

It was **agreed** to remove Natalie as a signatory, Gill and Megan would continue in this role and that Siân and Billy would be added.

ACTION AGREED:

- **Gill** to update details of signatories on the bank account.

6. Any Other Business

There was no other business.

*Signed as an
accurate record
in
Siân Stewart
CHAIR
20/1/25.*

AERON ARTS ACCOUNTS FINANCIAL YEAR ENDING 31 MARCH 2024

					PAID OUT	LOTTERY	PAID IN
23-Feb-23	CR	REFUND OF CHARGES	Bank charges				£5.00
23-Feb-23	DR	TOTAL CHARGES TO 01FEB2023	Bank Charges		£5.00		
23-Mar-23	CR	REFUND OF CHARGES	Bank charges				£5.00
23-Mar-23	DR	TOTAL CHARGES TO 01MAR2023	Bank Charges		£5.00		
23-Apr-23	CR	REFUND OF CHARGES	Bank charges				£5.00
23-Apr-23	DR	TOTAL CHARGES TO 01APR2023	Bank Charges		£5.00		
03-May-23	CR	CHQ IN AT 407080	Town Council contribution				£200.00
23-May-23	DR	TOTAL CHARGES TO 01MAY2023	Bank Charges		£5.00		
23-Jun-23	DR	TOTAL CHARGES TO 01JUN2023	Bank charges		£5.80		
30-Jun-23	CR	MAIN GRANTS	Awards for All grant				£9,994.00
23-Jul-23	DR	TOTAL CHARGES TO 01JUL2023	Bank Charges		£5.00		
23-Aug-23	DR	TOTAL CHARGES TO 01AUG2023	Bank Charges		£5.00		
30-Aug-23	BP	Love From Wales	Funds raises sponsored walk				£782.20
23-Sep-23	DR	TOTAL CHARGES TO 01SEP2023	Bank Charges		£5.00		
23-Oct-23	DR	TOTAL CHARGES TO 01OCT2023	Bank Charges		£5.00		
23-Nov-23	DR	TOTAL CHARGES TO 01NOV2023	Bank Charges		£5.00		
23-Dec-23	DR	TOTAL CHARGES TO 01DEC2023	Bank Charges		£5.00		
23-Jan-24	DR	TOTAL CHARGES TO 01JAN2024	Bank Charges		£5.00		
23-Feb-24	DR	TOTAL CHARGES TO 01FEB2024	Bank Charges		£5.00		
23-Mar-24	DR	TOTAL CHARGES TO 01MAR2024	Bank Charges		£5.00		
					£70.80	£0.00	£10,991.20