

**Minutes of the Thirty Eighth and final Annual General Meeting
of the Friends of Suffolk Record Office
held on 22 October 2020 at 6.30 pm
via Zoom**

Online: Nick Amor, Catherine Buchanan, Kate Chantry, Stephen Dart, Sarah Doig, Frances Gander, Robert Houlton-Hart, Neil Langridge, Diana Maywhort, Anne McGee, Kelly McGibney, Betty Milburn, Lisa Psarianos, Janette Robinson, Paul Simmons, Beryl Sims, Sue Spiller, Helen Statham, Margaret Statham, Gwyn Thomas, Dominic Wall

1 Introduction and Welcome

The Chair was taken by Mrs Sarah Doig who welcomed all those members online.

2 Apologies for Absence

Apologies had been received from Clare, Lady Euston, our President. Because of the nature of the AGM - by Zoom - apologies for absence from members had not been requested.

3 Minutes of the Annual General Meeting held on 22 May 2019.

The minutes of the 2019 Annual General Meeting held in Bury St Edmunds were signed as a correct record. Proposed by Margaret Statham and seconded by Robert Houlton-Hart and duly approved by those present.

4 Chair's Report

Mrs Doig presented her report a copy of which is attached to the file copy of these minutes. She reported on a successful year of purchasing documents, helped by financial support from interested societies and individuals. She referred to the proposed change of name and new constitution with its expanded committee and officers' roles, and ended by paying tribute to Robert Houlton-Hart, standing down as Secretary and committee member after almost seven years.

5 Financial Report

Mrs Gander presented the audited accounts for the year 1/1/2019 to 31/12/2019. A copy of the financial statement is attached to the file copy of these minutes. The income from all sources for the year was £7,861.70 and expenditure £9,231.19, which included a grant of £2,000 to Suffolk Archives for cataloguing and a higher than usual amount on document purchases.

Proposed by Betty Milburn and seconded by Helen Statham and duly approved by the meeting.

6 To change the name of the organisation to 'Friends of Suffolk Archives'

Mrs Doig explained the reasons for the proposed change of name to ensure the Friends name mirrored the change to the name of Suffolk Record Office to Suffolk Archives during 2019. She also explained that the new acronym would be FOSA.

Beryl Sims and Nick Amor asked if the change of name to FOSA would require a change to the bank account as it would result in members having to change their standing orders. Mrs Doig and Mrs Gander explained that yes, unfortunately, members would have to amend their standing orders once a new bank account had been set up. The committee had been awaiting the name change so that it could move the charity's money to a business account

allowing for online banking; essential for the smooth running of the charity. The current type of bank account did not allow this.

Stephen Dart proposed the motion to change the name be adopted, which was seconded by Paul Simmons and approved by the meeting.

7 To adopt a revised constitution

Mrs Doig took the meeting through her explanatory notes regarding the proposed changes to the constitution. The main changes throughout the proposed new constitution related to the change of name to Friends of Suffolk Archives and the changes to the name of Suffolk Record Office to Suffolk Archives. The objects of the organisation would stay the same as they required agreement in advance with the Charity Commission and were, in any case, still relevant. The majority of the other proposed changes were proposed to refresh and simplify the constitution and to allow the committee to work more flexibly e.g. the removal of the necessity to re-elect the President and Vice-Presidents every year, the introduction of more committee members and a range of new committee roles, and to facilitate internet banking and e-mail communications. The proposal to remove the corporate membership category would not be an issue as there were very few corporate members and most of these were local history societies the members of which would be encouraged to become individual FOSA members. It would also remove the anomaly in the fact that under the existing constitution there had not been a provision enabling corporate members to vote. There was a discussion regarding the omission of a quorum clause in either the old or new constitution. Mrs Sarah Doig had checked the Charity Commission guidance and there was not requirement for an organisation to have a quorum in its constitution for the AGM. It was agreed that those who attended a meeting were considered capable of making any decisions required on behalf of the membership as a whole.

Frances Gander proposed the changes to constitution be adopted. Beryl Sims seconded the motion which was approved by all.

A copy of the old constitution, with the agreed changes, is attached to the file copy of these minutes.

8 Election of a new Vice President - Mrs Margaret Statham

Mrs Doig proposed the overdue and richly deserved election of Mrs Margaret Statham as a new Vice President, in recognition of her long service to Suffolk Archives and to the Friends as a Chair and Committee Member. Betty Milburn seconded the proposal which was accepted with acclamation by the meeting.

Mrs Margaret Statham thanked the meeting and Sarah for her kind words saying she was delighted to be a Vice President and would always do her best to continue to support FOSA with advice.

9 Election of Officers

The following nominations had been received

Chair	Mrs Sarah Doig
Vice Chair	Mrs Betty Milburn
Treasurer	Mrs Frances Gander
General Secretary	Mrs Anne McGee
Minutes Secretary	Mr Gwyn Thomas
Membership Secretary	Mr Neil Langridge

Publicity Officer**Mrs Sarah Doig**

Mrs Doig thanked the officers and committee for their work and support during the year. Proposed by Robert Houlton-Hart and seconded by Margaret Statham and duly carried en bloc and approved by the meeting.

10 Election of the Committee

The following nominations had been received:

Mrs Margaret Statham, Mr Stephen Dart, Mr Ray Whitehand and Mr Glen Horn.

Proposed by Sarah Doig and seconded by Sue Spiller and duly carried en bloc and approved by the meeting.

11 Appointment of Honorary Auditor

Mr Stephen Cook had agreed to continue as the Honorary Auditor.

Proposed by Catherine Buchanan and seconded by Betty Milburn and duly approved by the meeting.

12 Suffolk Archives Report.

Ms Kate Chantry presented a report on Suffolk Archives' activities over the previous twelve months. She highlighted branch building works, social media activity, outreach highlights, exhibitions, volunteering developments and progress with The Hold. A copy of the report is attached to the file copy of these minutes.

Mrs Doig thanked Ms Chantry for her report on the work of Suffolk Archives and the team at Suffolk Archives for their work and contributions towards keeping the service moving forward and overcoming many obstacles during the current challenging year. She expressed her congratulations on the completion of The Hold build and was delighted to know that the service was opening again for public research even in limited way.

Ms Chantry thanked the Friends, volunteers, stakeholders, partners and contractors for their support and expressed her thanks to the Suffolk Archives team who had risen to the many challenges saying how pleased she was that staff were not back in the branches on a regular basis in small numbers enabling more activities to be resumed. She also expressed her gratitude to Mr Robert Houlton-Hart.

13 Any other business

The meeting ended at 7.25 pm