**ANNUAL GENERAL MEETING 2022 (adjourned)**

**MONDAY, 3 OCTOBER 2022, 7.30 p.m. Eynsham Pavilion, Oxford Road, Eynsham**

**MINUTES**

Present:

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| *Bob Johnston* | *OPFA Chair (M) (in the Chair)* |
| *Liz Bickley* | *OPFA Vice-Chair (M)* |
| *Sir Charles Ponsonby* | *OPFA Trustee (M)* |
| *Meryl Smith* | *OPFA Hon Manager (M)* |
| *John Sword* | *OPFA Trustee (M)* |
| *Stephen McKechnie* | *OPFA Trustee (M)* |
| *Andrew Parsons* | *OPFA Community Development Officer (CDO)* |

*M = OPFA Member*

1. **WELCOME**

The Chair welcomed everyone to the Meeting. He reported that the Meeting was currently inquorate, there being only 6 Members present and a quorum was at least 8 Members. The OPFA Constitution provided for this situation as follows:

* *If either:*
* *a quorum is not present within half an hour from the time appointed for the meeting; or*
* *during a meeting a quorum ceases to be present;*

*the meeting shall be adjourned to such time and place as the Trustees shall determine.*

* *The Trustees must re-convene the meeting and must give at least seven clear days’ notice of the re-convened meeting stating the date, time and place of the meeting.*
* *If no quorum is present at the re-convened meeting within fifteen minutes of the time specified for the start of the meeting, the members present at that time shall constitute the quorum for that meeting.*

Under the circumstances, those present at the Meeting agreed to go through the agenda and make recommendations on the issues which required a decision, which would then be considered by those attending the required re-convened Meeting. **MS was asked to make arrangements for that Meeting in line with the Constitution.**

1. **APOLOGIES**

Apologies were received from David Astor, OPFA President, as he was away and it has not been possible to find an alternative convenient date for this Meeting. Apologies were also received from Paul Bramwell, Hon Treasurer.

1. **MINUTES AND MATTERS ARISING**

The Meeting agreed that the minutes of the AGM held on 26 October 2021 were correct and could be signed.

Matters Arising

There were none identified.

1. **ANNUAL REPORT 2021/2022**

Bob Johnston, OPFA Chair, introduced the Annual Report, which would be received by the re-convened Meeting.

BJ stressed the importance of publicising the fact that the OPFA is the only independent source of information and advice on outdoor playing space issues. He thanked Andrew Parsons for his work on behalf of OPFA during the year. OPFA is fortunate that our members have the benefit of his considerable professional expertise in delivering our information and advice service.

1. **ANNUAL ACCOUNTS 2021/2022**

Meryl Smith, Hon Manager, read out a statement prepared by the Hon Treasurer, giving the following review of OPFA’s financial position at the year end.

*Looking at the accounts for 2021/22 and also for the year-to-date, we are generally in a healthy position in the short-to-medium term with healthy funds in reserve following the withdrawal from the pension scheme.*

*We are also forecasting to generate a deficit of just over £(1)k for the current year should we not receive any further donations or raise any further funds from contract work. On a positive note, this is ahead of our budget which showed a deficit of £(2.3)k due to the unexpected donation of £1k from the Ormonde Trust. With this in mind, overall this is generally a healthy position.*

*The concern over the long-term is that we will continue to run down our reserves over the next 10-15 years if we continue to run a deficit, as discussed in previous meetings. We can hope for donations to cover this and prolong the charity, but continuing to secure more contract work seems to be the main way to reliably secure the financial position for the future. It isn't entirely doom and gloom, because our cost base is relatively small. Also, contract work has picked up slightly post-COVID which gives grounds for optimism.*

The Accounts would be received by the re-convened Meeting.

1. **PRESIDENT AND VICE-PRESIDENTS**

The Meeting noted that the OPFA Constitution makes the appointments of President and Vice-Presidents ongoing until the incumbents wish to stand down.

MS reported that David Astor had confirmed that he was willing to continue to serve as President for another year and that Tony Walker continued as Vice-President.

MS reported that DA had previously expressed the wish to stand down as President in 2023 but he had now offered to continue to support the organisation in this role on the basis of chairing the Annual General Meeting, if the Trustees were happy with this limited input.

At their meeting prior to this Meeting the Executive Committee had agreed to gratefully accept this offer but noted that, if they could find someone else to take a more active role, DA would happily stand aside.

1. **HON OFFICERS 2022/2023**

###### Chairman (Liz Bickley took the Chair for this item)

LB reported that Bob Johnston was willing to continue to serve. There were no other nominations or volunteers and the Meeting agreed to recommend that Bob be duly re-elected at the re-convened Meeting.

###### Vice-Chairman (BJ resumed the Chair)

BJ reported that Liz Bickley was willing to continue to serve. There were no other nominations or volunteers and the Meeting agreed to recommend that Liz be duly re-elected at the re-convened Meeting.

Hon. Treasurer

BJ reported that Paul Bramwell was willing to continue to serve. There were no other nominations or volunteers and the Meeting agreed to recommend that Paul be duly re-elected at the re-convened Meeting.

Hon Manager

BJ reported that Meryl Smith was willing to continue to serve. There were no other nominations or volunteers and the Meeting agreed to recommend that Meryl be duly re-elected at the re-convened Meeting.

BJ thanked all the Hon Officers for their support for OPFA during the year.

1. **EXECUTIVE COMMITTEE 2022/2023**

The Meeting was invited to consider the election of up to 6 people to serve on the Executive Committee along with the 4 Hon. Officers.

BJ reported that the following were willing to stand for re-election:

Charles Ponsonby, John Sword and Stephen McKechnie.

The Meeting agreed to recommend that all three should be elected to the Committee for the coming year at the re-convened Meeting.

1. **INDEPENDENT EXAMINER 2022/23**

Mike Watkinson MBE had examined the Accounts for 2021/2022 and the Meeting thanked him for his service to OPFA performed free of charge.

MS reported that Mike was willing to be Independent Examiner for 2022/2023 and the Meeting agreed to recommend the agreement of his appointment at the re-convened Meeting. The Meeting suggested that a donation of £40 should be given in return for this work.

1. **ANY OTHER BUSINESS**

**MEMBERS’ REPORTS, NETWORKING AND GENERAL DISCUSSION**

BJ reported on proposals to develop facilities in Radley and Kennington.