

TOPs AGM

Date: 15/10/2021

Time: 13.00

Present: Julie W., Bernadette L., Emma B., Faye B., Fiona B., Sophie S., Alice K., Debbie E., Abbie W.

Apologies: Rachel R., Amanda W., Gayle P., Nicole B., Natalie A., Michelle L., Emma H.

Agenda

- Welcome!
 - Minutes from last meeting
 - Chair's Report
 - Treasurer's Report
 - Election of Committee
 - Future Events
 - AOB
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Minutes

- **Welcome!:** Julie welcomed everyone to the meeting. It was great to have two new people attend!
- **Minutes from last meeting:** All outstanding actions were completed. Due to caution over coronavirus cases in the area, Sports Day was cancelled and subsequently, the Macmillan coffee event. A decision was made to make a £100 donation to Macmillan from funds.
- **Chair's Report:** Julie gave a comprehensive run down on the year's events and activities. It was agreed that although it had been a difficult year for fundraising, TOPs had achieved a lot and provided fun entertainment for the children. The Christmas raffle and school fair were definitely the most successful events.
- **Treasurer's Report:** Fiona gave a recap of the financial picture. We brought in a total of £5145.75. We spent £10292.86 including a payment of £6000 towards the playground canopy which was held over from previous years. We have a profit of £852.89. A further £100 will be donated to Macmillan and we are awaiting confirmation from school what a further £1000 from the school fair will be spent on. There is currently just over £3000 in the bank account to start the next financial year.
- **Election of Committee:** Nominations were put forward in person and in absentia for all roles. All committee places were filled as follows:

Chair: Fiona Banks

Vice-Chair: Debbie Elsom

Secretary: Michelle Lyons

Treasurer: Carly Gibert

Social Media Co-ordinator: Tracey Matthews & Grace Barron

Year group reps. were also allocated:

Reception: Stephanie Gardner

Year 1: Abbie Warnock

Year 2: Fiona Banks

Year 3: Sophie Smith

Year 4: Alice Kingston

Year 5: Gayle Paterson & Amanda Wells

Year 6: Faye Bruce & Julie Wright

Julie thanked everyone for their nominations and along with the committee members stepping down, wished the new committee success for the coming year.

- **Future Events:** Some discussion took place about future events with the new committee keen to get going! Although we had discussed a harvest themed display at the previous meeting, it was decided not to proceed with this due to the risk of creating large groups congregating at the front of the school. Organising of the tea towels for Reception children had already begun. A price adjustment is required this year.
- **AOB:** Julie is stepping down as trustee and a nomination was received from Faye Bruce to take over this role. Thank you to Faye who will oversee this important role for the charity. An enquiry was made with regards to our raffle licence which Fiona confirmed had been updated even though there had been no updated paperwork. Payment had been made privately and was gifted to TOPs.
- Julie thanked both the outgoing and incoming committee members for their involvement with TOPs and formally handed over her chair role to Fiona. Fiona thanked the outgoing committee for their commitment and welcomed new members.
- The next meeting will be held on Nov. 12th at 1pm in Barton Seagrave Village Hall.

Previous Actions: All Completed

- Pay for Educational School Bus (Fiona).
- Finalise volunteers for Macmillan event (Julie, Bernadette).
- Complete full financial report for AGM (Fiona).
- Create Newsletter for this term (Julie, Bernadette).
- Email school to discuss their requests for funding (Julie, Bernadette).
- Create promotional material to advertise AGM (Bernadette).

Actions:

- Make £100 donation to Macmillan (Fiona).
- Follow up with school about outstanding £1000 contribution from fair (Fiona).