

Minutes of the MSC Management Meeting held on Monday 29th October 2012

The meeting opened at 2.30pm. Using the paragraph numbering of the agenda:

1. Present

Julia Walker, David Turner, Steve Taylor, Gladys Alexander.

2. Review of recent management meetings and Matters Arising

There were no matters to be discussed.

3. Finalising and Formally Approving the new Constitution

It was noted that there had been no feedback from the trustees regarding the wording of the constitution.

The paragraph numbering was noted to be incorrect after the first appearance of the number 14.4 in that the serial numbers revert to 14.1 instead of progressing to 15.1.

The following amendments were individually agreed unanimously.

a) The paragraph numbering to be corrected.

b) Paragraph 4.1(i): The numbers '12' and '20' to be retained.

c) Paragraph 6.6: The word 'unpaid' to be retained.

d) Paragraph 14.1 (the second appearance in the draft document, amended to 15.1 in the final version): The sentence to end with a full stop immediately after the word 'MSC'. Words beyond that to be deleted. The sentence will then read: "*The members of the committee, formerly more generally referred to as 'the Trustees', shall be protected by adequate insurance against all claims for loss or damage arising from any cause related to the MSC.*"

With the above amendments, and there being no other amendments offered from elsewhere, the document was approved unanimously for use at the AGM as an agenda item for approval by the Trustees.

4. Form of words to commend the new constitution to the Trustees' AGM

The following proposal was tabled: Proposed by Steve Taylor and Seconded by David Turner, that the following sentence be recorded in the Minutes.

"In its final form, the management committee commends the constitution version dated 29th October 2012 to the present MSC Trustee Representatives."

It was agreed that, despite the heavy use of paper and printing, a copy of the final version of the new constitution shall be delivered to all Trustees along with the Minutes of the meeting.

5. Order of items for the AGM agenda

A draft of ordered items for the AGM agenda had been prepared by David and distributed earlier. That draft was accepted unanimously and, based on that draft, an agenda is to be drawn up and distributed to all Trustees along with the Minutes of the meeting.

6. Set-up and preparation for the AGM

It was agreed that:

a) Reports and a copy of the constitution, plus other relevant documents and papers such as a copy of the audited accounts, the list of retiring Trustees, the list of 'willing helpers' drawn up at the public meeting on 15th October and a copy of the previous Minutes, will be set up for viewing near the entrance to the hall.

b) Seating will be similar in quantity and layout to that of the public meeting on 15th October, except that the present Trustees will have reserved seating at the front of the seating in the body of the hall.

c) There will be no requirement for Tellers.

7. Contacting volunteers to encourage attendance

It was agreed that those names on the list shall be contacted by telephone. The names to be divided between the members of the management committee for calling.

8. Review of appropriate advice for the incoming committee

At an appropriate time during the AGM, Julia will assure those present that the incoming committee will have the full support of the outgoing management committee. The members of the outgoing management committee will be available at any time, if asked, to give advice and guidance on past practices and procedures. David and Steve offered to attend the first, and maybe subsequent

meetings of the new committee, to sit as members of the public, and be ready to answer questions which may arise.

9. **AOB**

A box file has been placed along with the other admin files to hold information, notes and other details on projects and currently ongoing business such as the storeroom and kitchen projects and the current status of the land lease arrangements.

No dates were set for future meetings and the meeting closed at 4.30pm

Signed

Date