

**OXFORD DIOCESAN GUILD, Sonning Deanery Branch,  
Annual General Meeting, 19 February 2022 at 4.30pm, On-line via Zoom,  
AGENDA - Draft**

1. Apologies for absence
2. Death of members:
3. Approval of minutes of previous AGM (February 2021)
4. Acceptance of minutes of previous business meeting (November 2021)
5. Matters arising from the minutes
6. Officers' reports, questions and discussion
  - a. Secretary
  - b. Treasurer
  - c. Ringing Master
  - d. Training Officer
  - e. Branch Representatives
  - f. Bookstall Officer
  - g. Youth Officer
  - h. Webmaster/Postmaster
  - i. Safeguarding
7. Election of new members
8. Election of Officers (current holder), \* Not seeking re-election
  - a. Chairman (John Harrison)
  - b. Secretary (Jan Glen)
  - c. Treasurer (Sue Davenport)
  - d. Ringing Master (Nigel Mellor)
  - e. Deputy Ringing Master (Steve Wells)
  - f. Branch Representatives (Sue Davenport, Jacquie Hazell\*)
  - g. Newsletter Editor (Rob Needham)
  - h. Bookstall Officer (Sue Portsmouth)
  - i. Training Officer (Jane Mellor)
  - j. Youth Officer (Holley Wakeling\*)
  - k. Webmaster/Postmaster (John Harrison)
  - l. Independent Examiner (Mike Davis)
9. Motion to clarify the officers powers of expenditure (see supporting paper):
  - a. That the rule on Delegated Powers be amended to read as follows (new wording in italics):  
'Between meetings, the officers, in consultation with other officers as appropriate, shall have power to act on behalf of the Branch, providing that such actions are subsequently reported *and justified* to the Branch at or before the next General Meeting or Business Meeting. *This may include the authorisation of urgent expenditure providing all officers agree and provided that it does not exceed an amount agreed periodically by a Branch General Meeting,*
  - b. That any expenditure approved by the officers without prior approval of a General Meeting shall not exceed 10% of the Branch's assets relevant to the expenditure being considered. (This would be recorded alongside the rules in the list of '*Items that don't require a rule change, agreed by AGM and recorded*'.)

10. Motion to rectify the omission of provision for EGMs should be made good by amending Rule 5 as follows:

That Rule 5(c) be amended as follows:

c) ~~Annual~~ General Meetings:

~~The~~An Annual General Meeting shall be held in the first quarter of the year. Not less than fourteen days' notice in writing of the date, time and place, and the business to be transacted at the meeting shall be given by the Branch Secretary to the Guild General Officers, to Branch officers and to each Branch tower's nominated correspondent.

An Extraordinary Meeting shall be convened, if requested (in writing or by e-mail) by at least 10 voting members, within 28 days of such request. In case of urgency the meeting may be called at the discretion of the Chairman or Secretary. An EGM shall in all other respects be the same as an AGM, requiring the same notice and having the same powers.

11. Branch practices and events schedule (Secretary)

12. Any Other Business