

RAME CONSERVATION TRUST
Maker Heights, Millbrook, Cornwall, PL10 1LA
www.makerheights.org.uk

Minutes of meeting

Meeting Purpose	Rame Conservation Trust Annual General Meeting
Meeting Location	Officers Mess
Meeting Date & Time	Sunday 30 th September 2012 @ midday
Attendees	Trustees: Andrew Honey, Geoff Moore, Helen Markwood, Pete Dunstone, Heath Hearn, Hugo De Rijke, Mickey Gibb, Rob Pryke. Members ; Sara Honey, Katy Brown, Tony Hutchings, Sue Fisher, Colin Trier, Sarah Woffenden, Alex Huke, Linda Dunstone, Michael Horwood, Susan Horwood, Simon De Groot, Dave Paramore. Guests ; George Cavill, Ray Fisher, Edward Shaw.
Apologies	Colin Bull
Chair	Andrew Honey

Agenda Item	Minute	Action
1. Chairmans Welcome and introductions	Andrew Honey, Chairman, opened the meeting at 12 noon and welcomed and thanked all attendees.	
2. Apologies	Colin Bull	
3. Minutes of previous meeting	Minutes of previous meeting were available and approved.	
4. Accounts for the year ending 30 th March 2012	Annual Accounts for the year ending 25th March 2011 were presented and adopted.	
5. Appointment of Independent Examiner	Ian Roper BA (Hons) ACA 37 Fore Street, Sidmouth, Devon was appointed as Independent Examiner	
6. The Retirement and re-election of Trustees including Chairperson	All Trustees put themselves forward for re-election. All current trustees re-elected and remained in current positions with the exception of Hugo De Rijke who following Sara Honey's resignation will take on the role of Company Secretary. The Trust are very grateful for Sara's support.	

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7. The election of new trustees	None	
8. Report on activities	Chairman's presentation to include;	
9. Presentation of future plans	<ul style="list-style-type: none"> • RCT Overview from Charity Commission website. • Line graph – income and resources 2004 – 2012. • Tenancy income : 2004 – 2012. • Income for year 2011-12; Events & Fundraising £6086 Outdoor Centre £6466 Donations & Sponsorship £2801 Membership fees £2417 Rental income £43252 • Expenditure for year 2011-12 Interest £17222 Management & Administration of charity £10658 Direct expenditure / General £21213 • Balance sheet for year 2011-12 • Assets Liabilities – what RCT owes & what RCT owns. • Summary. 	
10. Matters Arising	<p><u>Woodlands</u> Ideas and suggestions put forward. Simon De Groot suggested Maker Junction had a Health & Safety Policy which could be used for work in the Woodlands.</p> <p>Sara Honey advised it would not be adequate to use another organisation's policy – it is a Directors responsibility to ensure Health & Safety Policies are not only adopted by their organisation but also read and followed.;</p> <p>If a health and safety offence is committed with the consent or connivance of, or is attributable to any neglect on the part of,</p>	Update CB

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	<p>any director, manager, secretary or other similar officer of the organisation, then that person (as well as the organisation) can be prosecuted under section 37 of the Health and Safety at Work etc Act 1974.</p> <p>Post meeting advise from the Chairman; 'Recent case law has confirmed that Directors cannot avoid a charge of neglect under section 37 by arranging their organisation's business so as to leave them ignorant of circumstances which would trigger their obligation to address health and safety breaches.</p> <p>Post meeting note; AH Suggested a Trust Director is appointed to take the lead of Health & Safety.</p>	
11. Special Items	<p><u>Neighbourhood Plan</u> Presentation by Cllr Alex Huke – who requested the trustees to pay particular interest in becoming involved in the Neighbourhood Plan.</p> <p>Post meeting note; RCT representative to work and liaise with Alex Huke, George Trubody & local Councils</p> <p>Alex Huke queried finalisation of planning for the campsite and advised it is crucial this is completed.</p>	<p>GM to arrange meeting with AH & GT</p> <p>PD to advise</p>
12. AOB	<p>Geoff Moore announced he will be walking the Cornish Coast path in June 2013 when he plans to raise funds towards the Maker Project.</p> <p>PD thanked AH for his excellent Chairmanship. The meeting closed.</p>	

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Signed

Dated.....