

**Inaugural meeting  
of the Finchingfield Guildhall Charitable Incorporated Organisation (CIO)  
Monday 21<sup>st</sup> July in Finchingfield Guildhall at 19.30**

**Present:** Jackie Bargman, William Bargman, Alison Craig, Viv Croot, Deke Dudley, Des Fahy, Chris Green, Jonathan Goodfellow, Penny Gregory, John Holford, Joan Holford, Lesley Lewis, Keith Macdonald, Janet Ridgewell, Sir Timothy Ruggles-Brise, Ruth Stock, Jeremy Toynbee, Doug West, Chris Williams, Colin Wilson. Damon Knight joined the meeting at 19.50

**Apologies:** Linda Turner, Debbie and Paul Sheridan and Kiki Wood

**Welcome:** The meeting was opened by the Chairman of the Finchingfield Guildhall Trust, Sir Timothy Ruggles-Brise who welcomed everyone to this inaugural meeting of the new organisation which he said was a milestone in the history of the Guildhall and that it was wonderful to see so many people present.

**Minutes:** The minutes of the meeting of the Project team and Finchingfield Guildhall Trustees on 9<sup>th</sup> July were approved after attention was drawn to minor changes. The matters arising from that meeting will be discussed at a subsequent meeting.

**Election of Chairman:** Sir Timothy Ruggles-Brise expressed his thanks for the support he has been given in the roles of Chairman and Vice Chairman. He proposed Jackie Bargman as Chairman. This was seconded by Jeremy Toynbee. There was a unanimous vote in favour. His resignation as Chairman became effective at that point and his resignation as a trustee took effect at the end of the meeting. Jackie Bargman expressed her thanks for his years of service as a trustee and for bringing the Guildhall to a very important point in its history which was marked by the official opening on the 11<sup>th</sup> of July. This was endorsed with applause.

She said that this was an exciting point with the change to a CIO and was yet another example of how the Finchingfield Guildhall evolves to meet changing needs. She said that central to this were all the people who worked for the good of the Guildhall in the community.

**Election of Vice Chairman:** Colin Wilson expressed his willingness to continue in the role. This was proposed by Doug West and seconded by Jonathan Goodfellow. There was a unanimous vote in favour.

**Trustees – duties** (The current duties of the trustees are: Jackie Bargman – finance, Damon Knight – Volunteers and Managers, Jonathan Goodfellow – Museum, Jeremy Toynbee – publicity, Linda Turner – library and Doug West – events.)

The Chairman said that these duties will be discussed in more detail at a future meeting but that it was intended that the Trustees would establish teams to help them in their work. There are limited terms of office for the trustees of 3 years. They may stand for 3 periods of 3 years but must have a year off after that.

There is currently a vacancy for 1 trustee but another has expressed a desire to step down in April 2015. There is currently provision for 8 trustees but there can be 10. The Chairman asked that everyone consider if they would be interested in this role and take the opportunity of the September meeting if they would be willing to serve. The roles of the present trustees could be revised to accommodate the interests and skills of new trustees.

**Volunteers:** - training The Chairman expressed her gratitude to the volunteers and said that training is available from the volunteer training scheme in Essex. (a list of possible courses available accompanies these minutes)  
Money is available for these under the Transition funding budget.  
A fire training course is being organised in September by Damon Knight.

**Future meetings:** The Chairman said meetings should be quarterly. The current plan is for a September meeting followed by meetings in December and March. Trustees will meet with their volunteer teams at times that suit them.

**AOB:** A meeting of museum volunteers was organised for Monday 28<sup>th</sup> July at 18.30 in the Guildhall to discuss availability for the schedule of Thursday and Sunday afternoons over the next 2 months.

A membership form was available that sets out the duties and the liability of the members for a £10 payment in the event of the Finchingfield Guildhall CIO being wound up. This form will be made more widely available so that a full register of members can be established with contact details.

**Date of next meeting: Monday 22<sup>nd</sup> September in the Guildhall at 19.30**