

Notice and Agenda

NOTICE IS HEREBY GIVEN that an Annual General Meeting of the Scottish Potters Association ('the Charity') will be held online via ZOOM on Sunday 25 April 2021 at 10.30am, for the following purposes:

Resolution 1: Minutes of the 2020 AGM

Ordinary Resolution: To approve the minutes of the 2020 AGM.

Resolution 2: Independent Examiner

Ordinary Resolution: To re-appoint Lee Stevenson of Community Accountancy Scotland as Independent Examiner for the Charity until the next general meeting of the Charity.

Resolution 3: Annual Return to the Office of the Scottish Charities Regulator (OSCR)

Ordinary Resolution: To approve the Annual Return of the Charity for submission to OSCR for the year to 30 November 2020.

Resolution 4: to approve the following policy documents:

1. Code of Conduct for Trustees
2. Complaints Policy
3. Conflict of Interest Policy
4. Health & Safety Policy
5. Financial Management Policy

Resolution 5: Election of Trustees of the Charity

Ordinary Resolution: To elect or re-elect the following persons as trustees of the Charity in accordance with the terms of the Constitution:

1. Fiona Robertson (Chair) *
2. Rona Slevin (Secretary) **
3. Mina Rusk (Treasurer) **
4. Caroline Gault (Social Media)
5. Elaine Hill (Website)
6. Anna Kretsinger (Merchandise)
7. Christine Flynn (Newsletter) *
8. Fran Marquis (Exhibitions)
9. Kathleen Morison (Membership)
10. Maria Nordgren (Workshops)
11. Lynn Pitt (E-bulletins)
12. Elaine Pollitt (Health & Safety)
13. Irene Hughes (Bookings)**
14. Iain Campbell (Archive)*

*change of role for existing trustee

**new trustee

BY ORDER OF THE COMMITTEE OF CHARITY TRUSTEES

Christine Flynn, Chair

Date: 8 April 2021

Notes to the Agenda

Resolution 1: Minutes of the 2020 AGM

A copy of the minutes is attached to this notice.

Resolution 2: Independent Examiner

The Independent Examiner is appointed each year by the members at the AGM. Lee Stevenson, of Community Accountancy Scotland, is an associate member of the Association of Charity Independent Examiners. She has no links to the SPA. She was appointed at the delayed AGM in November 2020 to independently examine the accounts and Annual Return for the year to 30 November 2020. The Trustees propose that she is re-appointed to independently examine the accounts and Annual Return for the year to 30 November 2021.

Resolution 3: Annual Return to the Office of the Scottish Charities Regulator (OSCR)

Each year, all charities in Scotland are required to submit an Annual Return which includes an update on the charity's activities, financial statements and accounts to OSCR. Depending on the turnover of the charity, this Annual Return is either fully audited or sent to an external Independent Examiner for checking and verification that there are no anomalies, that the charity trustees have complied with their legal requirements, have used the charity funds in accordance with the stated charitable purposes and that the accounts have been compiled accurately.

The Annual Return for our second year as a charity (1 December 2019 to 30 November 2020) has now been compiled and is in the process of being approved by an Independent Examiner for submission to OSCR. The Annual Return requires approval by the membership at the AGM prior to submission to OSCR. At the AGM, we will ask members present to vote on our Annual Return.

If you have any questions on its contents, please email our Treasurer, Fiona Robertson via treasurer@scottishpotters.org prior to the AGM.

Resolution 4: Approval of policy documents

During 2020, as part of an organisational review of the SPA, we identified areas where, although we were meeting the regulatory requirements, the evidence of our policies and procedures was not transparent. We have now produced clear and detailed procedural documents covering a Code of Conduct for Trustees, Complaints Policy, Conflict of Interest Policy, Health & Safety Policy, Financial Management Policy, all for the approval of members.

Resolution 5: Election of Trustees of the Charity

There are a number of changes to trustee positions to be confirmed at this year's AGM:

- Christine Flynn will step down as Chair after four years in post and will take over the role of Newsletter Co-ordinator with a new sub-committee to assist.
- Fiona Robertson will step down as Treasurer and is nominated for election as Chair.
- Mina Rusk will join the committee to take over the role of Treasurer.
- Iain Campbell will step down as Secretary but will remain on the Committee in a new post as Archive Officer.

- Rona Slevin will join the committee to take over the role of Secretary.
- Irene Hughes, who has been the Bookings Co-ordinator for the past year as part of the Workshops sub-committee will join the committee.
- Juliet MacLeod has resigned from the committee and is no longer a trustee.

For clarity, all committee members are trustees of the charity.

As at the date of this Notice, no other members have intimated their desire to stand for election as a trustee. However, if any member of the SPA would like to stand for election as a trustee in any of the above roles in place of the person named above, they should make their position known to the Chair no later than 5 working days prior to the date of the AGM.

Additional AGM Documents

1. Minutes of 2020 AGM – for approval
2. Annual Return & Financial Statement – for approval
3. Code of Conduct for Trustees – for approval
4. Complaints Policy – for approval
5. Conflict of Interest Policy – for approval
6. Health & Safety Policy – for approval
7. Financial Management Policy – for approval
8. SPA Constitution – for information
9. Trustees Updates, January to December 2020 – for information

Please click on the link below, or copy and paste it into your browser, to read and download all of the documents:

<https://www.scottishpotters.org/spa-agm-2021?stage=Stage>