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Minutes of the Annual General Meeting of the Gloucestershire Aviation Collection/Jet Age Museum
Held on Wednesday 22 June 2022 at Jet Age Museum at 1900hrs

PRESENT:

Trustees and Management Committee:

Chris Campbell	Deputy Chair & Visitor Services
Tony Mackinnon	Treasurer
Chris Hill	AGM/Board Secretary and Volunteer Co-ordinator

Trustees:

Graham Howell	Property Advisor
Tim Kershaw	Collections Advisor
Elaine Prior	Membership Secretary

Management Committee:

Keith Creighton	Publicity and Marketing Manager
Michael Firth	Facilities Management Team Manager
Richard Hentschke	Collections and Display Manager
Tina West	Café Manager

Members Attending

38 as recorded by the Membership Secretary (Attachment 5)

Members Voting by Proxy

One (1) received by the AGM Secretary (Attachment 5)

APOLOGIES:

Trustees

Tony Sangwine	Chair of the Board of Trustees
David Hunt	Property Advisor

Members and Volunteers:

Lyn Brennan
Ray Bunnage
Mike Dawson
Chris Dickenson
Mervyn Reynolds
Michael Tighe
Kenneth Webb
Chris Wooller

The Secretary brought the meeting to order reminding attendees of the actions that should be taken in the event of a fire or other emergency that demanded evacuation of the building.

The meeting was duly opened.

Item 1 – Welcome and Apologies.

1. The Deputy Chair, Chris Campbell, welcomed all to the AGM and thanked them for attending the first meeting following the relaxation of all Covid-19 Secure requirements. The Deputy Chair noted the apologies received, in particular from the Chair of the Board of Trustees who was unavoidably otherwise engaged. The Deputy Chair noted that the attendance of 38 GAC members and 1 proxy vote

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exceeded the quorum required of 30, therefore, concluded that the meeting would proceed with the registered AGM business as planned.

Item 2 – Agree & Accept the Minutes of the Annual General Meeting (AGM) held on 20 March 2019.

2. The Minutes of the AGM 2021 were promulgated previously on the Jet Age web-site and a hard copy made available on request for members to peruse. The Deputy Chair moved that the Minutes be agreed and be accepted as an accurate and true record of proceedings.

Proposed by Mick Goodband. **Seconded by** Graham Howell. All were in favour. **Motion carried.**

Item 3 - Matters Arising from Previous Meetings.

3. There were no Matters Arising from AGM 2021.

Item 4 - To Receive the Report of the Chair of Trustees.

4. The Deputy Chair noted that in accordance with the announcement within the Calling Notice for AGM 2022, the Chair's annual report now includes all aspects of both museum Governance and Management activity, so there will no longer be a need for a separate Museum Manager's Report, thus avoiding repetition and speeding the AGM process. The Deputy Chair then read out the Chair's report, who was unfortunately and unavoidably otherwise engaged. The Report is at Attachment 1.
5. Questions from the floor were as follows:
 - a. From Volunteer Ian Pickup – when might we expect to re-open the Vulcan to visitors? The Deputy Chair noted the need for more volunteers to be recruited, inducted, trained (in all Display Hall disciplines) and be available regularly & consistently before the museum would be in a position to include Vulcan Tours in the permanent offer to visitors. To do otherwise with irregular opening of the Vulcan would not be in the best interests of customer relations. As to when we may have sufficient volunteers, the question remains open, but we are always hopeful of a speedy resolution.
 - b. From Member Brian Edge – when might Phase 2 North Community Learning Space (CLS) be available for 'hiring'? The Deputy Chair noted that we are already utilising the CLS for our own events and for the occasional activity requested by Jet Age volunteers on a trial basis; however there was still some practical elements to complete before the CLS could be marketed to the wider general public, but it was hoped that would be soon.

Item 5 – To Receive the Hon. Treasurer's Report:

6. Approve the Accounts: the Treasurer noted that a copy of the full accounts for year ending 31 August 2021 had been made available to all members via the Jet Age website and available in hard copy on request. In addition, a hard copy Summary of the Accounts had been distributed to members to peruse at this AGM. A copy of the full accounts and the Summary of Accounts are at Attachment 2. The Treasurer then made his report to the meeting, which followed the notes accompanying the Summary of Accounts.
7. With regard to the current financial situation of the museum, the Treasurer noted that we have come out of the pandemic reasonably well with £57K received from HMG and a legacy of £50K from a benefactor. Other sources of smaller amounts including normal donations and a £9.5K recompense for a period of closure to assist Gloucestershire Airport Ltd with access to the airfield for the runway

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resurfacing project means that we are in a reasonably secure position at the moment albeit increased income is required if further development is to take place.

8. The Treasurer went on to note that whilst there is now circa £140K not currently committed there remains some uncertainty regarding the future. The current inflation figure of 9.1% was not envisaged when the budget for this year was agreed, therefore, we must be cautious with future budgeting. In the past the difference between income and running costs was approximately 2 or 3 to 1, whereas at present the difference is closing on 1 to 1. Whilst the installation of PV panels on the Phase 1 roof earlier in the year producing 85kW per day at the moment will help with running costs, we do need to look towards increasing our income where we can, and one way is to increase the number of museum opening days, which takes us back to the need for more volunteers or current volunteers offering their services more often.
9. On a final note, the Treasurer noted other factors for Trustees to consider, which include the use of Phase 2 CLS (as previously mentioned) and consideration of what business model to adopt once the VAT exemption comes to an end next year.
10. Questions from the floor were:
 - a. From volunteer Ian Pickup – what is the VAT exemption? The Treasurer explained that the Phase 1 build (in 2012/13) was affordable at the time, only if we did not have to pay the VAT on building costs. Consultants engaged reported back that new builds for charitable purposes were exempt from VAT on condition no entry fee was charged for 10 years. Consequently, Jet Age Museum visitors have enjoyed a ‘no entry charge’ business model since opening in 2013. The ‘no charge’ requirement ends in 2023.
 - b. From Volunteer Tony Roberts – in previous years Jet Age Museum has received grants – are we to receive any grants this year? The Treasurer noted that in previous years we had enjoyed various grants not least of which had been from HMG during the pandemic and from local authorities for such things as the Crew Room furniture and equipment, Trident Air Conditioning and the PV panels. Thus far, no grants are on the horizon for this year.
 - c. From Volunteer Steve Williams - two questions: firstly, are we creating more power through the PV panels than we are using? Secondly, what caused the significant increase in insurance costs? The Treasurer noted that at the moment we are producing approximately $\frac{3}{4}$ of our power requirements each day, and insurance cost increased from £4.5K to £15K last September when a new insurer had to be found to cover the museum, the collection and the workshop as the previous insurer choose not to offer further cover. The treasurer noted that Jet Age Museum was not alone as a museum with a workshop in having to cope with increased insurance costs.
 - d. From Member Rob Rimmell - many PV panel users are taking the opportunity to state how they are contributing to a cleaner environment by using sunlight to generate power, should we not do the same? It was noted by the Secretary that the initiative had featured in the JAM New Letter and that it would be useful to do so again, but we need to be careful not to overstate our contribution to a cleaner environment as there was still more we have yet to do. *(Sec’s Note: belated confirmation that the PV panel initiative has been reported in the LibDem Focus Summer News Letter distributed with The Churchdown Magazine).*
11. The Treasurer then moved for the approval by the membership of the GAC accounts for the year end 31 August 2021:

Proposed by Tony Roberts. **Seconded by** Ian Pickup. All were in favour. **Motion carried.**

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12. Re-appoint PGT. The Treasurer then noted the need to agree the appointment of accountants to review GAC accounts. The Treasurer noted that outsourcing the accounts and legal aspects of GAC financial activity was necessary to ensure compliance with Charity Commission, Companies House and HMRC submission requirements. The Treasurer noted that Pitt Godden & Taylor (PGT) are currently the accountants engaged to review and compile the GAC accounts, make appropriate return and provide general support; their tender was the best by far received when first appointed and they remained so.
13. The Treasurer then moved for the re-appointment of PGT as the accountants for GAC for the next year.

Proposed by Tony Mackinnon. **Seconded by** Mike Firth All were in favour. **Motion carried.**

Item 6 – To Note the Re-Election to the Board of Trustees

14. Firstly, the Deputy Chair explained that the custom of voting at the AGM for new managers and membership of the Management Committee, which is not a requirement within the GAC Articles of Association, was discussed by Trustees in relation to a review of the museum Governance and Management system recently undertaken. The results of this review noted that there was no real advantage in retaining this custom. Therefore, Trustees came to the conclusion that it would be best to simply discontinue the custom whilst retaining the practice of inviting and appointing willing volunteers to take on management appointments. The requirement detailed in the Articles of Association for electing and/or re-electing Trustees every year at the AGM remains extant.
15. The Deputy Chair went on to note the candidates for re-election as Trustees being Tim Kershaw, Chris Campbell and Chris Hill, all having been recommended by the Board of Trustees in accordance with the GAC Articles of Association.
16. The Deputy Chair then asked if there were any issues or questions before moving the proposal that all 3 be re-elected for their final 3 year period as GAC Trustees; there were none.
17. Having all been nominated by the Board of Trustees, the Deputy Chair then asked for a seconder for each proposed Trustee and a show of hands for the proposals to be agreed:

Tim Kershaw

- a. **Nominated** by Board of Trustees. **Seconded** by Alan Drewett. All in favour. **Motion carried.**

Chris Campbell

- b. **Nominated** by Board of Trustees. **Seconded by** Tim Mansfield. All in favour. **Motion carried.**

Chris Hill

- c. **Nominated** by Board of Trustees. **Seconded by** Paul Griffiths. All in favour. **Motion carried.**

18. The Secretary was pleased to record that all proposed Trustees had been elected for a 3 year term.

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Item 7 – To propose an amendment to the Articles of Association, Article 46 (Delegation), to benefit the process of Governance and Management of Jet Age Museum

19. The Deputy Chair introduced this proposal and referred the meeting to the written details distributed to all attendees, which outlined the amendment and why the amendment is necessary to allow appropriate Governance and Management processes to take place. In sum, the amendment will allow the delegation of financial responsibilities by the Board of Trustees to individuals as well as to departments and committees. Full details of the proposal are at Attachment 4.

Proposed by Chris Campbell. **Seconded by** Mike Firth. All were in favour. **Motion carried.**

20. The Deputy Chair noted that there were no pre-notified AOBs so therefore he thanked members for their attendance and closed the meeting accordingly at 1940 hrs.

Meeting closed at 1940 hrs. **Date of Next AGM: Wednesday 21 June 2023.**

Draft dated 23 July 2022.

Attachments:

1. Report by Chair of the Board of Trustees.
2. Full Accounts for year ending 31 August 2021 (Available on the Jet Age Website).
3. Summary of Accounts with notes forming the Treasurer's Report.
4. Documented amendment to the Articles of Association.
5. AGM 2022 Attendees and Proxy Voters.

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Attachment 1 to
Minutes of AGM 2022
Dated 23 Jun 22

Jet Age Museum AGM 22 June 2022

Chairman's Report

Ladies and Gentlemen,

First, I must say a big thank you to the volunteers who have performed outstandingly throughout the pandemic. It is also my message to the AGM that we have to encourage more volunteers to come forward and contribute to the fine reputation that we have with our visitors for offering such an informative experience.

Presently, we are only able to open on Saturdays and Sundays, we have yet to re-open the Vulcan forward fuselage - our star attraction with most of our visitors - and we do not have the capacity to open on Bank Holidays and Wednesdays in the school holidays.

We are also constrained by not being able to host school visits, offer STEM courses and generally expand our community engagement with more outreach activity such as attendance at fairs, transport events, historic, cultural and other attractions.

So, there is a big challenge to the membership to contribute and consider how through perhaps volunteering if only once a month, we can rebuild and extend our reach to a wider audience. All that said, it is amazing what we have been able to achieve in the background, and largely unseen by the visiting public, despite the shortage of volunteers generated by the pandemic and our inability to recruit for an extended period. The things done that involved so many of you present here today are too extensive to list in this speech – so please refer to the separate sheet you have in front of you (*Sec's Note: included at the end of this message*). And thank you one and all for your contribution to these endeavours - JAM is a much better place for all this work.

Looking back to the autumn of 2020, the Trustees recognised that the pandemic would have long term consequences for the Museum and considered the way forward for the governance and management of the Charity and Museum. The key decisions reached by the Trustees were to:

- Recognize that we would need to 'cut our cloth' in terms of public facing activity until volunteer numbers are restored to pre-pandemic levels, hence the reductions mentioned earlier.
- Revise the split of governance and mgt responsibilities between the Trustees, the mgt committee, Museum departments and individuals with specialist roles, to spread the workload wider.
- Follow the Charity Commission recommended Institute of Governance's best practice guidance for small charities on the delegation of responsibilities by the Trustees to others in the Museum. This includes the adoption of a formal Delegations Framework document to capture financial and non-financial delegations in one place.
- Amend the Article 46 of our Articles of Association to recognise that individuals as well as committees and departments can have delegated powers from the Trustees. More on this matter shortly.
- Continue with the development of the Phase 2 North space to create an interim Community Learning and display space to help us diversify our potential income streams at a time when our 'traditional' sources of income are more limited. The final finish to this area will need to await a successful Heritage Lottery or similar bid, but thank you to one and all who have contributed to the continuing

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development of the space as we see it today. So, in summary, a lot has been happening since the start of the pandemic, but we do face a new challenge.

There are economic storm clouds gathering and we must plan for that. Visitor numbers are showing signs of a modest decline and although visitor donations are holding up well this may not last as we go into autumn and winter. Resilience will be essential in the years ahead.

The input from members and volunteers has been superb over the years and it remains absolutely vital for the success of the Charity and the Museum going forward now. Thank you one and all for your continuing support.

Tony Sangwine OBE
Chairman of Trustees

Summary of Recent Jet Age Museum Development Activity

1. **Collection Care aspect of museum responsibilities re-established.**
 - a. HASAW changes in the Workshop acted upon over a sustained period with a very successful conclusion following an inspection by the museum insurers and an independent inspection.
 - b. Initiative taken to establish separate teams to manage the care of internal and external assets as well workshop projects under the auspices of a Conservation and Restoration (C&R) Co-ordinator.
 - c. C&R volunteers have been progressing projects and a rationalization of workshop equipment and holdings and at the same time developing Workshop Tours for the general public on a trial basis at selected events.
2. **Facilities Management Team:**
 - a. The Facilities Team is now established in Phase 2 South in conjunction with the woodworking area of the Phase 2 Workshop with significant activity undertaken in preparing Phase 2 North and workshop.
3. **Airside External Assets Recovered :**
 - a. FAW 4 Javelin, Meteor NF14, Javelin jet pipes and various aircraft parts recovered to the museum site.
 - b. The Quedgeley Meteor T7 gifted to the South Wales Aviation Museum and removed from the Jet Age site.
4. **Vulcan and Trident Operations:**
 - a. Trident re- opened to the public but Vulcan not likely to be opened in October as previously planned due insufficient volunteers.
5. **Phase 2 North Development:**
 - a. Display area established by the Collection and Display Team with a significant number of new exhibits to enhance the Jet Age experience.
 - b. The Community Learning Space has been established as a very convenient area for multi-use.

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6. **Fire Safety, Security and Wi-Fi Developments:**
 - a. New Fire Exits in Phase 1 & 2 installed and Fire Escape Path refurbished.
 - b. CCTV fully established for the whole Jet Age site, both internally and externally.
 - c. Intruder alarm system installed and awaiting commissioning.
 - d. Fibre optics Wi-Fi connection established with Gigaclear and now in operation.
7. **GAC Insurance:**
 - a. New insurance cover established but at increased costs (circa 400%) due revision of museum activity.
8. **Environmental Improvements:**
 - a. PV Panels installed on roof of Phase 1 to generate electrical power for the museum and thereby reduce the environmental footprint of the museum.
9. **Volunteer Crew-room Opened:**
 - a. Now in full use with comfortable facilities for the rest and recuperation of volunteers.
10. **Corporate Volunteer Clothing Distributed:**
 - a. Blue Volunteer Hi Viz jackets and 'Jet Age Volunteer' Caps issued to volunteers for personal care.
11. **Biggles Trailer Refurbished:**
 - a. Refurbished by members of the Facilities Management Team and now ready for Outreach with Biggles.
12. **Management Developments:**
 - a. A tactical executive team has been established for museum day to day management and the delegation of financial responsibilities has been enhanced.
 - b. Surveys are being conducted for audience development purposes.
 - c. A new Gloucestershire-wide recruiting platform called, 'GoVolunteerGlos' to be used to advertise Jet Age volunteer requirements.
13. **Harrier Project:**
 - a. Discussions continue regarding the ability of ONTIC to carry out the refurbishment project in Phase 2.
14. **Service Contracts:**
 - a. Legionella check and risk assessment activity undertaken. Appropriate advanced training for further checks to be initiated.
 - b. Fire Alarm system checks by A&E contractors continue on a regular basis.

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- c. Museum cleaning extended to include Phase 1 Display Hall and Crew-room. Inclusion in the contract of Phase 2 north under consideration.
- d. A replacement for HOPS, which would hopefully save money, is being evaluated during 2022.

15. **2022 Events and Outreach:**

- a. The 81st anniversary of the first official flight of a UK jet powered aircraft was celebrated on 15 May 2022 with our Patron Ian Whittle in attendance.
- b. Queen Elizabeth's Platinum Anniversary was celebrated over the weekend 4-5 June 2022.
- c. Armed Forces Day to be marked on Sat 25 Jun 22 with the normally co-operation with Armed Forces and aviation charities and BBMF fly-pasts.
- d. Plans for Battle of Britain anniversary in September and Remembrance Sunday in November in progress.
- e. Outreach conducted at Hunts Grove school Fete and Gloucester Docks Cinema (for Top Gun (Maverick), and planned for Gloucester Retro Festival, Imjin Barracks ARRC Freshers' Fair (TBC) and Churchdown summer event (TBC).

16. **Co-operation with Gloucestershire Airport Limited (GAL):**

- a. Jet Age museum entered into an agreement with GAL to allow access onto the airfield through the museum site for the purposes of enabling the airport runway re-surfacing project. Satisfactory financial recompense was received as well as a legacy of 'no-cost' site improvements to increase and better our all-year round parking facilities.

NB: it must be noted that considerable routine but essential activity by all volunteers from all the various teams has taken place over the past year that it has not been possible to list here. Suffice to say that all volunteers have provided enthusiastic support for the museum and are thanked for their extreme efforts in keeping Jet Age Museum flying through what has been a particularly difficult period.

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Attachment 2 to
Minutes of AGM 2022
Dated 23 Jun 22

Full Statutory Accounts for year ending 31 August 2021

As prepared by PGT for the Treasurer

**AVAILABLE TO VIEW AS A SEPARATE DOCUMENT ON
THE JET AGE MUSUEM WEBSITE OR IN HARD COPY
BY REQUEST TO THE AGM2022 SECRETARY OR
GAC TREASURER**

Treasurer's Report for GAC AGM June 2022

1 Extracts from the published accounts for the year to August 2021

Another year heavily affected by the Covid19 pandemic. Opening times were severely restricted under government rules and until vaccines became available opening hours were kept to 3 hours a day at weekends with no bank holidays or extra days in school holidays. After the long shut-down in the first half of 2021 opening hours returned to 6 a day, but still only at weekends. The volunteer cadre for open days was down to half pre-covid levels. All the cockpits and toy aeroplanes were closed to the public until July and the Vulcan is still closed. Further government grants helped offset the loss of income, plus we were successful with our insurance claim for business interruption. Coupled with a number of significant legacies the museum ended the year at least as well off as if there had been no closures.

Work in the phase 2 extension included completion of the new crew room and a staff toilet with appropriate plumbing and a partition to separate the planned education and art gallery space at the north end from the workshop. Health and safety issues in the workshop came to light, necessitating suspension of nearly all engineering work in the building. Major improvements have been made since. In July we were successful in obtaining a grant of £10000 to instal solar PV panels and 56 were fitted in December 2021.

Fundraising included a steady stream of donations via local lotteries. Paypal, Amazon, Golden Giving and Charities Aid Foundation. The weatherproof shell of phase 2A cost just over £352k with £130k on fitting out.

Reach for a Million had reached £231k by year end. We ended the financial year with around £95k in unspent funds. This included £15k of grant and donations towards the solar PV installation.

2 Bringing things up to date

Solar PV will give over 20 kilowatts gross capacity and should generate about 18000 kWh per annum. We are bang on target for this. We have also installed upgraded CCTV and the intruder alarm is finally ready for use.

Visitor numbers have picked up and we are getting a few outreach events, but we are still a long way down on pre-covid figures while volunteer numbers limit us to weekend openings only. We are, though, getting more per visitor - £4.27 a head against a historic average of around £3.50. Most of this increase is in shop sales.

Running costs have gone up considerably to an estimated £54k, so the margin of regular income above this is very small, single figure thousands. Biggest problem is the massive hike in insurance costs. No companies seem keen on insuring museums.

We have, however, received a number of legacies including one for £50k, so our funds currently look pretty good. Reach for a Million is at about £300k of which £140k is unspent.

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Extracts from Statutory Accounts for the year to 31 August 2021

	2020		2021		9 mth to May 2022		
VISITORS	13501		6028		9078		
INCOME		margins		margins		margins	
Donations	29925		52944		88580		
Shop	13172	62.5%	8556	67.0%	14247	72.3%	
Café	10936	63.9%	3750	49.9%	7074	68.3%	
Membership & Donations	5096		6145		4150		
Grants etc	53518		42762		0		
Gift Aid	9424		6008		3012		
	122071		120165		117063		
RUNNING COSTS							
Shop Stock	4942		2825		3951		
Café Stock	3946		1880		2242		
Maintenance	19141		11673		9973		
Rent, Rates, Utilities, Insurance	10959		10367		17902		
Administration	4984		5863		2470		
Total	43972		32608		36538		
DEPRECIATION	22160		23237		22020		
FUNDS MOVEMENT	55939		64320		58505		
CAPITALISED SPENDS							
BUILDING AND FIXTURES	42053		59284		29886		
EXHIBITS							
Horsa	277						
Meteors					2834		
Javelin mk 4					1500		
Trident	563		3753		34		
Gladiator			28				
Typhoon	2056		2854				
Vulcan	6		57				
Other	1228		2588		2137		
Total	4130		9280		6505		
Total capitalised spends	46183		68564		36391		
BALANCE SHEET - ASSETS	B/FWD	CHANGE		CHANGE		CHANGE	
BANK & CASH	152349	115736	-36613	140291	24555	180644	40353
DEBTORS	13008	8036	-4972	4921	-3115	423	-4498
CREDITORS	-81770	-7808	73962	-9963	-2155	-1684	8279
BANK, CASH DEBTORS LESS CREDITORS	83587	115964	32377	135249	19285	179383	44134
SHOP & CAFÉ STOCKS	5154	4694	-460	4402	-292	4402	0
FIXED ASSETS (NET)	727428	747320	19892	783367	36047	791233	7866
HERITAGE ASSETS	465479	469609	4130	478889	9280	485394	6505
Total	1281648	1337587	55939	1401907	64320	1460412	58505
FUNDS							
ACCUMULATED FUND	89200	90161	961	88522	-1639	91048	2526
REVALUATION RESERVE	373546	373546	0	373546	0	373546	0
DESIGNATED FUNDS							
DESIGNATED FUNDS OTHER	48531	48531	0	48531	0	48531	0
DESIGNATED FUNDS PHASE 2	166507	209358	42851	273960	64602	345960	72000
RESTRICTED FUNDS PHASE 2	244610	300677	56067	284053	-16624	267033	-17020
RESTRICTED FUNDS HH MARTYN	237	237	0	237	0	237	0
RESTRICTED FUNDS TYPHOON	36180	36681	501	36781	100	36781	0
RESTRICTED FUNDS OTHER	322837	278396	-44441	296277	17881	297276	999
Total	1281648	1337587	55939	1401907	64320	1460412	58505

Tony Mackinnon - Treasurer

GLOUCESTERSHIRE AVIATION COLLECTION

ARTICLES OF ASSOCIATION

ARTICLE 46 – DELEGATION

The Trustees have the legal authority to delegate some powers of decision making and action to others under the terms of our Articles of Association.

The text of Article 46 – Delegation – with the proposed amendment added in bold reads:

- (1) The directors may delegate any of their powers or functions other than governance responsibilities¹ to a committee, which should include two or more directors, **or an individual**, but the terms of any delegation must be recorded in the minute book.
- (2) The directors may impose conditions when delegating, including the conditions that:
 - (a) the relevant powers are to be exercised exclusively by the committee, **or individual**, to whom they delegate.
 - (b) no expenditure may be incurred on behalf of the charity except in accordance with a budget previously agreed with the directors.
- (3) The directors may revoke or alter a delegation.
- (4) All acts and proceedings of any committees, **or individuals**, must be fully and promptly reported to the directors. “

The amendment will formalise the status of individuals acting on behalf of the Trustees already, such as bank debit card holders, and allow Trustees to delegate powers to others named in the future.

22 June 2022

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Attachment 5 to
The Minutes of AGM 2022
Dated 23 Jun 22

List of Attendees and Proxy Voters

<u>Attending</u>	<u>Proxy Vote</u>
Michael Goodband	Lyn Brennan - all Yes.
Christopher Hill	-
Elaine Prior	-
John Prior	-
Tina West	-
Chris Campbell	-
Brian Edge	-
Paul Griffiths	-
Sandra Edgington	-
Trevor Colbeck	-
Tim Lewis	-
Tim Kershaw	-
Martin Clarke	-
Paul Waller	-
Stephen Williams	-
Paul Turner	-
Michael Firth	-
Robert Hepple	-
Keith Creighton	-
Anthony Roberts	-
Philip Tagg	-
Jeremy Hill	-
Robert Guy	-
Stanley Hilditch	-
Peter Branthwaite	-
Lorraine Wilson	-
Tony Buttler	-
Anthony Mackinnon	-
Tim Mansfield	-
Ian Pickup	-
Alan Drewett	-
Philip Bevan	-
William Mathers	-
William Francis	-
Graham Howell	-
Howard Williams	-
Richard Hentschke	-
Robert Rimell	-
Total Attending 38	Total Proxy Votes 1