

**RATHMELL READING ROOM  
MINUTES (2020-2021)  
OF THE ANNUAL GENERAL MEETING  
held on  
Tuesday, 26<sup>th</sup> October 2021**

	<p><b>Present:</b> Sue Cariss (SC) Christine Chandley (CC) Richard Crabtree (RC) Sharon Gernon (SG) John Ketchell (JK) Rosemary Rees (RR) Sheila Rushton (SR) Caroline Sibson (CS) Richard Vesey (RV) Christopher Weston (CW)</p>
<b>2.</b>	<p><b>Apologies for absence</b> Thomas Eagle (TE)</p>
<b>3.</b>	<p><b>Minutes of the 2019-2020 AGM</b> The meeting was held virtually, because of the pandemic. In these exceptional circumstances, the Minutes were approved virtually by the Committee.</p>
<b>4</b>	<p><b>Matters Arising From the Minutes</b> None</p>
<b>5.</b>	<p><b>Chairman's Report.</b> The Chairman's Report, written by RR, was circulated, and specific points were emphasised. Responsibility for payment for the replacement of the snooker room windows was queried and it was explained that payment came solely from the Reading Room funds with no contribution from the trustees or owner.</p>
<b>6.</b>	<p><b>Treasurer's Report.</b> The Treasurer's Report, compiled by JK and validated by an external examiner, Keith Gerrard, was circulated. JK explained various points and responded to queries. These centred around the insurance and clarification was sought as to what it actually covered with regard to the building. It was <b>agreed</b> that the Report be accepted.</p>
<b>7.</b>	<p><b>Election of the Management Committee</b> RR circulated a list of members of the Management Committee who were standing down, together with a list of those who wished to stand for re-election (TE and JK) and residents who had indicated their willingness to serve. It was <b>agreed</b> that all those who wished to stand would be elected to the Management Committee.</p>
<b>8.</b>	<p><b>Any Other Business</b> Matters were raised that were not strictly the business of the AGM but of the new committee. They are included here in order to to complete the record and for future reference by the Committee.</p> <ul style="list-style-type: none"> <li>• A review of the letting policy and charges was considered desirable as currently it seemed that overheads were barely covered.</li> <li>• Concern was expressed that the insurance policies could be invalid as there was not an accurate list of key-holders. It was considered essential that new locks were fitted to the front and kitchen doors and a list of essential key holders compiled.</li> </ul>

	<ul style="list-style-type: none"><li>• It was considered important that a Covid policy re, for example, one-way movement in the hall, hand sanitisers and masks should be drawn up and issued to all Reading Room users. This would involve the purchasing of appropriate signage as well as disposables.</li><li>• Clarification was sought re the division of responsibilities between owners, trustees and the management committee. There was specific concern should there be, for example, a large expenditure involving the replacement of all or part of the roof due to the ingress of rain water and potential rotting of the timbers.</li></ul>
<b>8.</b>	<b>Thanks</b> The meeting ended with a vote of thanks from CW to RR for all her work as chair in the past years.