

**Chard Museum
Annual General Meeting
Wednesday 25th November 2020
19:00 hours (via Zoom)**



**Decisions Required
Attachment 3**

GUIDELINES

In Table 1 (below) are the 5 key Decisions Required at the 2020 Annual General Meeting of the Chard and District Museum.

GUIDANCE NOTES:

1. Only Members who have paid their 2020 Membership fee by 12:00 noon on 25th November 2020 (valid until December 2021) are eligible to vote ([Membership OnLine](#))
2. Members who have confirmed their attendance of the Virtual AGM will be sent two links at least 48 hours before the scheduled AGM start time. URL Link 1 will provide access to the AGM; URL Link 2 will provide access to an online Voting Form.
3. Votes can be cast at any time upon receipt of the URL Link up to 12:00 noon on 26th November
4. It is required that anyone submitting a vote fill in the Name Field
POINT 4 is to ensure that (a) only Members votes are counted (b) that no one votes twice in error
5. Postal Votes are allowed. They need to arrive at Chard Museum, Godworthy House, High Street, Chard TA201QB no later than noon on 26th November

There are two types of postal vote

6. Members who are in our electronic database can decide to vote by post. Please print the Decisions Requested form, complete it and mail it, or post it through the letterbox at the Museum
7. Members who do not use email must complete the Decision Requested form, sent in their mail package, and return it in the SAE provided

Any Enquires can be emailed to info@chardmuseum.co.uk or via a message to 07870-697956

TABLE 1			
Agenda Item	Decision	Agree	Disagree
Item 3.	To agree the Minutes of the 2019 AGM held on 28 th March 2019 REF: Attachment 1		
Item 5.1	To agree the Annual Accounts for the year ending December 2019 REF: Attachment 4		
Item 6.	To transfer the assets and liabilities of the Chard and District Museum Society (Charity No 270186) to the Chard and District Museum (Charity No 1190620) on 31 st December 2020 and to authorise current trustees to take all steps and actions they deem necessary and appropriate to affect the transfer. REF: Attachment 5		
Item 6.1	To dissolve the Chard and District Museum Society (Charity No 270186) and place it on the Charity Mergers Register once the final set of accounts has been prepared and to authorise the current trustees to take all steps and actions they deem necessary and appropriate to effect the dissolution. REF: Attachment 5		
Item 8.1	To agree that the following Trustees be re-elected to manage the closure of the Chard and District Museum Society (Charity No 270186). Closure will occur immediately the 2020 Accounts have been completed and agreed by the Trustees (estimated March 2021) – Gwyneth Jackson, Shaun Jackson, Doreen Toms, Tracey MacDonald, Vince Lean, Nigel Rice and Howard Bailey		
Member			
Signature			
Date			