**MINUTES OF THE ANNUAL GENERAL MEETING**

**OF THE ESSEX CLERKS’ ASSOCIATION**

**DATE:** Wednesday 23 April 2018 **TIME:**  5.20pm

**VENUE:** The Sandon School, Molrams Lane, Sandon, CM2 7AQ

**Members present**:

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| Tina Weavers (Chair) | John Hunter (Treasurer) | Sue Leek (Clerk) |
| Peter Bates | Angela Fuller | Wendy Newton  |
| Chris Orme  |  |  |

**Members absent**: Steve Islip and Anne Whelpdale

Also present: Carol Barritt, Alison Bennett, Penny Callingham, Lorraine Cross, Jo Curtis, Pauline Eagar, Hilary Forder, Paula Furneaux, Sarah Green, Jo Hampton, Helen Hartley, Heather Hasmujaj, Alison Hills, Sue Julian-Ottie, Eve Mackintosh, Jo Marsden, Marion Myers, Sally Ovenden, Kerry Owens, Jackie Shorter, Emma Simmons, Hilary Steele, Carolyn Thomas and Chris Wilkins

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| 1. Apologies for absence

Apologies for absence were accepted from Jo Claydon and Peter Clancy.1. Chair’s report on the year’s progress

Tina read out her Chair’s report (copy attached) 1. Funding
	1. The Treasurer’s report was handed out and showed a very good position.
	2. Invoices would be sent out the following week and a good response was expected.
	3. Allocations had been made for the website and conference.
	4. The accounts had been checked off and signed by the auditor.
	5. The Executive had agreed that the subscription should remain £15.
2. The minutes of the last meeting held on 15.05.17 had been distributed and were accepted as a true record.
3. There were no matters arising.
4. Election of Executive Committee
	1. Marion Myers had offered to join the committee and was welcomed. She usually worked on Wednesdays so the meeting day might be changed. A new venue would also be needed from September.
	2. Anne Whelpdale had stepped down from the committee.
	3. Tina was unanimously re-elected as chair. The other officers would be appointed at the next executive meeting. Chris proposed a vote of thanks on behalf of all clerks to Tina for all her work. The ECA would not have had such a good year without her leadership.
5. Approve the constitution
	1. There were no changes to the constitution and it was adopted.
6. The next AGM would be on Monday 29 April 2019, time and venue to be arranged

The meeting closed at 5.30pm |  |