Dementia Friendly Alton Shining a light on Dementia	**MINUTES** **Dementia-Friendly Alton AGM 2025** **Thursday 24th July, 2025 – 19:00 – 20:00** **Alton Assembly Rooms**	
Item		**Action**
1	**Present:** Karen Murrell, Anne Mattock, Deb Balmer, Anne Heath, Norman Jones, Sarah Gardner, Lyn Baines, Debbie Parr, Rita Farrin, Keith Snelling, Dionne Watson, Linda Rutter, Becky Shaylor, Geoff Goodall, Elaine Holloway, Alex Polley, Hilary Hughes, Martyn Smith, Wendy Halstead, Caroline Scull, Jane Ward joined the AGM via video link **Apologies:** Marlowe Bramich, Anne Barnett, Nikki O'Donnell, Roger Lamb.	
2	**Notes from last meeting - 28th August 2024 -** Reviewed and agreed. Since last meeting Dione Watson has decided to step down from Treasurer Role but will remain a volunteer and Trustee for the Charity – new Treasurer to be agreed today.	
3	**Voting of Officers: Review of Trustees / Election of Officers** **Trustees:** Karen Murrell, Debbie Parr, Dione Watson, Jane Ward, Keith Snelling. Meetings are held 3 or 4 times per year. **Appointment of Committee Officers:** **Chair –** Karen Murrell was nominated by Debbie Parr & seconded by Becky Shaylor. All attending voted in agreement **Deputy Chair –** Sarah Gardner was nominated by Karen Murrell & seconded by Debbie Parr. All attending voted in agreement **Secretary –** Anne Mattock was nominated by Hilary Hughes & seconded by Elaine Holloway. All attending voted in agreement **Treasurer –** Wendy Halstead was nominated by Karen Murrell & seconded by Keith Snelling. All attending voted in agreement.	
4	**Organisation Chart:** With many new volunteers and new roles / responsibilities now being assigned – updated organisational chart to be drawn up and shared with all for agreement Debbie Parr is H&S lead & continues to look after Risk Assessments. Sarah Garnder is Meeting Centre Manager. Keith Snelling meets with external stakeholder. Geoff Goodall is in charge of horticultural activities. Lyn Baines is membership secretary managing Lamplight. Anne Heath manages all housekeeping matters and Friday mornings Elaine Holloway co-ordinates Flourish in the Forest. Linda Rutter manages small grants evaluation Hilary Hughes manages venue booking & marketing. Rita Farrin helps with horticulture & Fridays. Norman Jones is venue caretaker. Becky Shaylor runs Love to Groove on Mondays. Keith Outterside - has taken on the role of managing larger grants & looking at funding.	**KM**
5	**Finance report:** Caroline Scull, Accountant, presented the financial statement for the year ended 31st Mar 2025. Funding is in order. As Wendy Halstead has now taken over the treasurer role from Dione Watson, Wendy will be added to the Finance Shared Drive to access relevant finance information. Huge thanks extended to Dione for her significant contribution over the past two years as the finance lead steering the charity through registration with Charity Commission and becoming a tenant of the Town Council in taking on the management of the Assembly Rooms.	**KM**
6	**Updating Banking Procedures and Access:** Update from Santander Business Banking now allows a maximum of 3 signatories to have full access to a Treasurer Account, with any additional signatories becoming view only. It was agreed that Karen Murrell would remain as signatory with full access rights on account. Dione Watson's access will be changed to view only with immediate effect. Both Wendy Halstead & Debbie Parr to be added to account as signatories with full access. Form to be completed & submitted.	**Action KM**
7	**Date of next AGM is Tuesday 30th June 2026 at 18:00 – 19:30 pm**	