**SHARP Notice of Meeting**

**NOTICE IS HEREBY GIVEN that the 2023 Annual General Meeting of SHARP will be held at Sedgeford Village Hall,** **10 Jarvie Close, Sedgeford, Hunstanton, PE36 5NG (and by Zoom) at 7.00pm on Wednesday 26th July 2023 to transact the following business**

**Chair of AGM: Gareth Davies (at the request of Pam Bent, Acting Chair)**

**NB The Code of Conduct, detailed below, applies to this Zoom meeting**

**AGENDA**

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| 1. Welcome | Gareth |  |
| 1. Background to the meeting, including discussion of the 2009 and 2018 SHARP constitutions | Richard |  |
| 1. Proposed Alteration to the Constitution.   To consider and vote upon the following resolution: That the attached interim Constitution is adopted for SHARP (subject to Charity Commission approval). *Followed by a vote by those eligible.* ***NB Those eligible to formally vote on this AGM item are: Trustees, Committee Members, and the Season’s team (based on the 2018 constitution****)* | Sam |  |
| 1. Election of the Chair of Trustees.   Pam Bent is retiring from their Officer role as Acting Chair, we have the following nomination for this role from **Gareth Davies** nominated by Richard Hancox, do we have a seconder? *Followed by a vote by those eligible.* | Richard |  |
| 1. Outline of Sharp activity and achievements 2022/23 and to date | Pam |  |
| 1. SHARP Financial Report and Accounts, and Auditor’s report for 2022/23 | Pam |  |
| 1. SHARP Plans for archaeology / post-excavation in 2023/24 and beyond | Ellie |  |
| 1. Consultation on becoming a Charitable Incorporated Organisation (CIO) | Richard |  |
| 1. Appointment of charity *Trustees and Officers* | Gareth |  |
| Pam Bent is retiring from their Officer role as Treasurer, we have the following nomination for this role from **Sam Atkins** nominated by Ellie Blakelock, do we have a seconder? *Followed by a vote by those eligible.* |  | (See above list of applicant election addresses) |
| Yvonne Bolton-Smith is retiring from their Officer role as Secretary, we have the following nomination for this role from **Richard Hancox** nominated by Steve Horn, do we have a seconder? *Followed by a vote by those eligible.* |  | (See above list of applicant election addresses) |
| 1. Appointment of charity *Trustees* | Gareth |  |
| **Ellie Blakelock** is standing down, but is eligible for re-election in this role and has been nominated by Sam Atkins, do we have a seconder? *Followed by a vote by those eligible.* |  | (See above list of applicant election addresses) |
| **Yvonne Bolton-Smith** is standing down, but is eligible for re-election in this role and has been nominated by Ann Smith, do we have a seconder? *Followed by a vote by those eligible.* |  | (See above list of applicant election addresses) |
| **Terry Baxter** is eligible for election in this role and has been nominated by Richard Hancox, do we have a seconder? *Followed by a vote by those eligible.* |  | (See above list of applicant election addresses) |
| **Daniel Cockling** is eligible for election in this role and has been nominated by Ellie Blakelock, do we have a seconder? *Followed by a vote by those eligible.* |  | (See above list of applicant election addresses) |
| **Tiggy Harris** is eligible for election in this role and has been nominated by Lucy Harris, do we have a seconder? *Followed by a vote by those eligible.* |  | (See above list of applicant election addresses) |
| **Steve Horn** is eligible for election in this role and has been nominated by Richard Hancox, do we have a seconder? *Followed by a vote by those eligible.* |  | (See above list of applicant election addresses) |
| **Owen Morgan** is eligible for election in this role and has been nominated by Richard Hancox, do we have a seconder? *Followed by a vote by those eligible.* |  | (See above list of applicant election addresses) |
| 1. Appointment of other *Committee Members* | Gareth |  |
| **Ann Smith** is standing down but is eligible for re-election in this role and has been nominated by Anj Beckham, do we have a seconder? *Followed by a vote by those eligible.* |  | (See above list of applicant election addresses) |
| **Andrea Beckham** is standing down but is eligible for re-election in this role and has been nominated by Richard Hancox, do we have a seconder? *Followed by a vote by those eligible.* |  | (See above list of applicant election addresses) |
| **Sophie Beckett** is standing down but is eligible for re-election in this role and has been nominated by Hannah Gibbs, do we have a seconder? *Followed by a vote by those eligible.* |  | (See above list of applicant election addresses) |
| **Hannah Gibbs** is standing down but is eligible for re-election in this role and has been nominated by Sophie Beckett, do we have a seconder? *Followed by a vote by those eligible.* |  | (See above list of applicant election addresses) |
| **Bill Howard** is standing down but is eligible for re-election in this role and has been nominated by Ann Smith, do we have a seconder? *Followed by a vote by those eligible.* |  | (See above list of applicant election addresses) |
| **Kali Saint** is standing down but is eligible for re-election in this role and has been nominated by Owen Morgan, do we have a seconder? *Followed by a vote by those eligible.* |  | (See above list of applicant election addresses) |
| ***NB Further Member Nominations should be sent to the Secretary at*** [***Bookings@SHARP.org.uk***](mailto:Bookings@SHARP.org.uk) ***by noon on Friday 14th July (see attached nomination form):*** |  | ***See form here***: |
| 1. Members’ proposed resolutions   ***NB Members’ Resolutions should be sent to the Secretary at*** [***Bookings@SHARP.org.uk***](mailto:Bookings@SHARP.org.uk) ***by noon on Friday 14th July.*** |  |  |
| 1. Any Other Business   To deal with any matters at the meeting |  |  |
| * 1. Vote of thanks to Pam Bent and Yvonne Bolton Smith. Pam is standing down as Acting Chair and long-standing Treasurer for SHARP as well as Trustee; and Yvonne Bolton-Smith is standing down from her role as Secretary of SHARP. | Gareth / All |  |

By order of the Board of charity trustees

Richard Hancox

Acting Secretary

**Code of Conduct for attending Zoom Meetings held by SHARP:**

1. This meeting will be recorded.
2. It is everyone’s individual responsibility to ensure we have a safe and enjoyable place to discuss matters today.
3. Please join us in avoiding derogatory language which includes language expressing ableism, racism, sexism, transphobia, homophobia, xenophobia, Islamophobia, and more.
4. Use your real name instead of ‘my iPad’ to facilitate discussion.
5. If you are comfortable doing so, share your pronouns too.
6. Be courteous, and don't interrupt the person speaking.
7. Keep audio muted when you aren’t speaking.
8. Use the chat/Q&A function to ask questions and engage in discussion or join us live by raising your hand. A member of the committee will invite you to unmute yourself and lower your hand to speak.
9. You can also use nonverbal communication, such as waving, nodding, or giving a thumbs up (either physically or using the Zoom features). This will help make the meeting feel more engaging and personal.
10. Not following the code of conduct or disrupting the meeting will result in removal from the meeting by a member of the committee.