



## EFFINGHAM VILLAGE RECREATION TRUST

### EVRT COVID-19 Introduction to AGM 2019-20

#### Welcome, Procedures and Disclaimers for AGM 16 March 2021

May I welcome Trustees, residents, user-groups and employees to this Annual General Meeting of Effingham Village Recreation Trust for the 2019-20 financial year.

#### Data Protection and Legal Disclaimer:

Current Government laws on lockdown prohibit the meeting of groups of people in any setting at present, and so the Board agreed at a formal meeting to hold this AGM online, in accordance with Charity Commission and ACRE guidance.

The meeting is being recorded by EVRT in formal Minutes taken by the Clerk which will be made available to the public in due course. *By being in attendance it is presumed that you are consenting to having your image, audio and any identifying text recorded by EVRT and stored in line with the Data Protection Act 2018 and EVRT's published Privacy Notice.*

Individual residents are anonymised in the Minutes.

**This is a private meeting and no person or group other than EVRT has permission to record any part of it in any form. Members of the press are not entitled to attend other than as private residents.**

#### How The Meeting Will Be Run:

EVRT's Clerk is in control of the Zoom application for this virtual AGM. Trustees and Employees will be unmuted as the default position, but residents or groups will be muted by default to reduce background noise.

For item 7., residents and user-groups may make one brief query on the content of the Chairman or Treasurer's Reports and will be unmuted by the Clerk for this query.

For item 8. of the Agenda, where residents and user-groups have supplied any questions in advance of the meeting, the questioner will be unmuted while the question is answered to enable any supplementary query.

Trustees who wish to speak will raise their hands to the screen for recognition by the Chair. Any voting will also be by hand.

*If the connection is lost, the Clerk will attempt to restore it, but if this is impossible, after 10 minutes, the Clerk will adjourn the meeting – to avoid inconveniencing people. The Clerk will confirm any adjournment to Trustees by email after 10 minutes and a notice put on the KGV website for residents indicating what further action will be taken with dates and times, if any.*