

**Secretary’s Report for AGM**

**25th October 2024**

DBS checks have been carried out for existing trustees and will be carried out for trustees coming onto the committee. Existing policies have been reviewed.

Our constitution was updated in October 2023 to change the proportion of members needed to form a quorum at the AGM from 10% to 5% (Section 12 “Procedure at General Meetings”). This year the committee have proposed a change to the constitution to reduce the minimum number of trustees from six to four. This is because the committee will be reduced to four members as of the 2024 AGM, and without a change we would not be running the charity in line with our constitution.

As members of The British and International Federation of Festivals, we have specialist insurance in place for our festivals, free DBS checks for volunteers and access to a wealth of online resources. We are up-to-date with our charity commission reporting.

Simon Joy- Secretary

2 October 2024