

## SUFFOLK FAMILY HISTORY SOCIETY

Registered Charity 1087748: Company No. 4191740, limited by guarantee

**Notice is hereby given of the Annual General Meeting of the Society  
to be held at 12.00 noon on Saturday 23 October 2021  
This will be a 'virtual' meeting conducted on the Zoom platform**

### AGENDA

Welcome by Andy Kerridge, Chairman of the Society  
Invitation to Doug Howlett, Patron of the Society to Chair the AGM

1. **APOLOGIES**  
for absence: Proxy Forms received.
2. **MINUTES**  
To approve the minutes of the Annual General Meeting, held on 24 October 2020 with matters arising not covered elsewhere in the Agenda.
3. **TRUSTEES' REPORT** – presented by the Chairman.
4. **FINANCIAL ACCOUNTS** – presented by the Treasurer.  
To receive and adopt the Financial Accounts for year ended 31 March 2021.
5. **INDEPENDENT EXAMINER**  
To approve the re-appointment, as the Independent Examiner, of *Bernard Baker Accountancy*
6. **APPOINTMENT OF TRUSTEES**  
The following trustees are retiring by rotation, and have indicated they will not be standing for re-election: Geoff Dennish, Arthur Bird and David Talmage. In addition, Gwyn Thomas retired during the year. To receive other proposals for, and to appoint, additional Trustees.
7. **OFFICERS**  
To receive nominations and agree the appointment of officers as proposed by the Trustees, namely:  
Chairman : *Andy Kerridge*  
Vice Chairman :  
Treasurer : *Kenneth J Finch*
8. **ANY OTHER BUSINESS**  
Such matters as have been properly notified to the Company Secretary two weeks or more in advance of the Meeting.
9. **DATE, TIME AND VENUE OF THE 2022 ANNUAL GENERAL MEETING**  
*To be announced on the society's website by 01 December 2021. However if circumstances dictate, this may be later. In any case an announcement will be made at least 1 month before the planned date of 2022 AGM.*

*Kenneth J Finch*  
Company Secretary

## SUFFOLK FAMILY HISTORY SOCIETY

Registered Charity No. 1087748

### Minutes of the Annual General Meeting held on 24 October 2020

*The Meeting was held on-line using 'Zoom' starting at 12 noon.*

*The Meeting was recorded with the permission of the participants*

Andy Kerridge, (Vice Chairman (VC) and Membership Secretary) welcomed the on-line participants, and Andy introduced Doug Howlett, Patron of the Society, who chaired the Meeting.

**1) Apologies** received from Trustees: Arthur Bird and Gwyn Thomas. 10 proxy votes had been received by the Secretary. 43 members participated in the Zoom AGM, and a number of member apologies were noted.

**2) Minutes of previous meeting on 14 September 2019**, as published in the September 2020 issue of *Suffolk Roots*. No questions or comments were raised. The minutes were accepted and approved by vote.

**3) Trustees Report** – of progress of the Society during the past year was presented by the VC and summarised below:

*VC talked about the move to virtual meetings and presentations. He reported that trustees had met virtually since March, and enabled the planning of this AGM and dealt with ongoing Society matters.*

*He reported on recent progress with finding editor(s) for Suffolk Roots with Geoff Dennish's recent retirement with the September 2020 issue. As it was unlikely that they would be able to be on-board for the December issue, the VC was working with Lavenham Press to put together that issue.*

*The VC expressed thanks on behalf of the Society to Geoff Dennish for his work on Suffolk Roots. Geoff continues as a Trustee. The editor email as per the website was still active and an email divert was in place so emails were being received and responded to.*

*The VC asked once more for members to volunteer to be trustees. Living in Suffolk was not a pre-requisite, provided they had a good internet connection.*

*The VC pointed out no-one had been proposed as Chair. He had taken on the vice-chair role to provide continuity. Since the September issue of Roots where the agenda noted that the position as Vice-Chair was to be put up for approval, he had decided that there was little difference in actual tasks between Vice-Chair and Chair, so he was putting himself forward instead as Chair. To make this happen, and balance this with being the Membership Secretary role would not be easy, so he was looking at how this might be out-sourced if no volunteer within the society was available. He pointed out that we would still retain the role of Membership Secretary to handle new members and membership liaison, as well as responsibility for handling any external party appointed.*

*Continued*

*Fairs had been hit by the pandemic, but transcriptions had been able to continue and the team had just released the last burial CD, so all burials in Suffolk that can currently be transcribed have been done. Congratulations and thanks to the transcription team. CD sales increased substantially during lockdown and there was a slowing of rate of loss of members from normal of c. 7%, to c. 4%.*

*The Trustees were looking at several ways to make it more attractive to be a member. The membership subscriptions are very good value compared with other societies, so do not plan to increase subscriptions in the near future. One aspect the Trustees were examining closely was Gift Aid. Although a valuable income source, if we claim it we cannot offer member discounts, and those discounts could be seen as significant reasons to become or stay a member. A small team was working on the details of this.*

*Kevin Pulford and David Talmage had revamped the website recently and hopefully members who have used the website and especially the members' only pages have noticed additions and improvements.*

*The VC reported that we had had the first Zoom presentation earlier that month, seen by over 120 and very enthusiastically received by members as far afield as Canada and New Zealand. More presentations were planned and would cover a mix of Suffolk subjects as well as those of more general interest.*

*In terms of publicity, Howard King appeared on Radio Suffolk doing 7 short broadcasts on family history for beginners. Notes from these may be turned into leaflets which could be helpful for beginners. He produced a competition for Suffolk WI (3,500 members), with entries from the winner and runner up to be featured in an upcoming issue of Roots. Howard has been instrumental in sourcing speakers for our Zoom presentations.*

*Lastly, the VC noted the passing of David Daldry in April. The June Suffolk Roots issue featured an obituary, and we received many messages from people who had known him over the years.*

The report was followed by questions:

- a) **Are the Zoom presentations being recorded?** *The speaker on 03 October did not give permission to record. We are asking all presenters and if they allow it, will post recordings for 2 weeks on the members-only section of the webpages.*
- b) **Would it possible to avoid conflicts with events from other societies?** *Point noted, will try to put together a calendar of local FHS events – covering Norfolk, Essex, and Cambridge & Huntingdon societies as those nearest by 12:00 Saturday means the best time zone for many overseas members and also caters for those working.*
- c) **Was the Society intending to participate in the Federation of Family History online 'Really Useful Family History Show' on 14 November?** *Howard King explained the Society had explored having a stall but it was a prerequisite for participating societies to enable sales of membership and CD's through the Federations 'Parish Chest' (on-line sales Company). The Trustees did not agree with this, so decided not to participate.*

**4) Financial Accounts** (as circulated prior to the Meeting). The Patron invited the Treasurer to present the accounts as of the 31 March 2020.

The Treasurer provided a summary noting that the Society finances continued to be strong with reserves of over £90,000. Lockdown had led to a jump in CD sales to £4,800 in the year. The provision of digital downloads is being investigated by The Society.

For the accounts, the Treasurer stated that *'all the powers that be have seen the accounts and are happy with them'*. There were no comments or questions and the accounts were approved by those participating. The Patron thanked the Treasurer for the presentation of the accounts.

**5) Appointment of Independent Examiner:** The Treasurer proposed that the current Independent Examiner, Bernard Baker Accountancy, be re-appointed as the Society Examiner. Seconded, and voted for acceptance.

**6) Appointment of Trustees.** No Trustees were due to retire after 3 years in any post. All the current Trustees were happy to continue. There had not been anyone putting themselves forward or being proposed as Trustees.

**7) Appointment of Officers.** The Patron pointed out the alteration to the agenda was that Andy Kerridge (current Vice Chairman) offered to become the Society Chairman. The Patron was delighted to propose Andy to take on this role, which was seconded and accepted by vote. The patron thanked Andy for taking on this role. No nomination had been received for the Vice-Chair position.

The Patron also asked for the position of the Treasurer to be confirmed by proposal, seconded and voted for acceptance, for Kenneth J. Finch to continue in that role.

**8) Presentations:**

The Chair reported that both he and The Patron had presented Alan Bumpstead with his award of Honorary Life Membership for his work for the Haverhill Group, and also organising Parish Records Transcription Teams for many years.

The Patron announced that the Society had decided to award Janis Kirby the 'Derek Palgrave Award' in recognition of her work from the mid 1970's with the Lowestoft Group – of which, until recently, Janis was Chair. The actual presentation was still to be arranged.

Janis was watching online and was delighted to accept the Award. She then updated the meeting by saying that most of the useful Lowestoft Records have now left the Lowestoft Records Office – to be stored in the new Ipswich 'Hold'. This, she reminded us, was a great loss to the town.

*Continued*

## 9) Any Other Business.

The Secretary confirmed that no matters had been raised by members in advance under this section.

Questions from members present were then raised (summarised below):

- a) **Is the Society considering participating in the 'Roots-Tech Connect 2021 Online Event'?** *The Trustees were unaware of this event and will investigate.*
- b) **What is the Society's involvement with the Suffolk Records Office on the large-scale digitisation of the parish registers with a view to making high quality colour images available online worldwide, and at an affordable price?**

*The Patron answered by saying he had contact with the Suffolk Records Office (SRO) more than 3 years ago, and a preliminary meeting at SRO was held to ask if the Society would be prepared to help by sharing the metadata from their discs. The Patron recalled giving assent for this, but had said he would need to know more. There was another meeting some months later, at SRO with Essex Record Office and Find My Past present, to see what they could do to help SRO, and there were further meetings later that day with other possible providers. Shortly thereafter notice was given that planning permission had been given for the move to The Hold; closely followed by SRO announced the closure of Lowestoft RO. The building of the Hold plus closure of Lowestoft seemed to distract all attention away from digitisation. Despite attempting to find out what SRO future plans are, he had not really had any useful responses from them.*

*There was also concern about what will happen to the Society's Library, which was (and probably still is) in their old Gatacre Road site. It was felt that SRO are very distracted by the on-going move into the Hold.*

*The Society will continue trying to find out what their future plans are, particularly as regards restarting the Transcription of Parish Records.*

There was discussion about petitions and raising awareness, but a point was made that there needs to be a business decision, and for that to be made there needs to be evidence compiled of the financial justification

The Patron then handed back to the Chair to draw the meeting to a close.

**10) Date, Time, and Venue of the 2021 Annual General meeting.** To be announced on the Society's Website by 01 December 2020

The Chair thanked everyone for their attendance and involvement, the Trustees for their support, and the Patron for chairing the meeting. The meeting finished at 12:55.

To remove the voting slip without damaging your journal, please cut along the dotted line

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## PROXY VOTE FOR 2021 AGM

I/We .....

Of (address) .....  
.....

Being Member Number .....

Herby appoint \* .....

Or failing him/her appoint \* .....

As my/our proxy to vote in my/our name(s) on my/our behalf at the Annual General meeting to be held on 23 October 2021 and at any adjournment thereof.

Unless otherwise instructed, the proxy may vote as he/she thinks fit or abstain from voting.

Signed ..... Date .....

Completed proxy forms should be sent to the Society Secretary

**Mr K. Finch  
65 Churchill Avenue  
Ipswich  
IP4 5DT**

\* Any Officer (eg. The Secretary) or a named person who will attend the AGM.

### PROXY VOTES BY E-MAIL

These will be accepted provided members' full details are given, including membership number and instructions are clear and unambiguous.  
e-mail to [treasurer@suffolkfhs.org.uk](mailto:treasurer@suffolkfhs.org.uk) with "proxy vote" in the subject box.

### TRUSTEES

Nominations or applications to join the Trustees may be made to the Secretary or any current Trustee at any time of the year.

### ACCOUNTS

The accounts for the Financial year ended 31 March 2021 will be posted on the society's website by 09 October 2021. Copies by post may be had from the Secretary on receipt of a large, stamped, self-addressed envelope.

## SUFFOLK FAMILY HISTORY SOCIETY 2021 AGM

The 2021 AGM will be held on Saturday 23 October at 12 noon

The 2021 AGM will be a 'Virtual' meeting on the *Zoom* platform.

Trustees have successfully used *Zoom* for meetings during lock down. We are sure that many members have used this platform to interface with family and friends.

We apologise if this method prevents some members from participating but it is a consequence of current circumstances. However, it does enable participation by members who are unable to attend our normal AGMs.

To participate you need to be online and to have *Zoom* installed on your computer; tablet; smart-phone etc. Installing *Zoom* is fairly easy – brief instructions are at the end of this notice. Ideally *Zoom* should be downloaded no later than the day before the AGM. Please don't leave it to the last minute.

If you wish to participate:

1. **Before 20 September 2021:** Please notify our Chairman, Andy Kerridge – [chariman@suffolkfhs.co.uk](mailto:chariman@suffolkfhs.co.uk) Be sure to let him know if you have changed your email address recently.
2. **To ask questions or vote:** Your device must have a microphone. Most modern devices have these as standard. A camera is not essential – we are unlikely to be able to see individuals clearly if a large number participate.
3. **Two days before the meeting:** Those who have expressed an intention to attend will receive by email the meeting details and the *Zoom* 'key'.
4. **The 2021 AGM Agenda, a Proxy Vote form and Minutes of the 2020 AGM published in this issue of *Suffolk Roots*** will also be emailed to those wanting to attend. This information will be repeated (under AGM) on the Society's website at [www.suffolkfhs.org.uk](http://www.suffolkfhs.org.uk)
5. **Only Society members will be able to participate and/or vote.**
6. **On the day:** Please log in at or soon after 11:45 to allow for any connection issues.
7. **If you have technical issues** (can't hear audio etc) there will be no time to deal with these so we suggest those not already familiar with *Zoom*, try a practice session with friends or family.

### HOW TO DOWNLOAD ZOOM ON YOUR PC.

- A. Open your internet browser and navigate to the *Zoom* website at <https://zoom.us/download>
- B. On the Download Center page, click 'Download' under the 'Zoom Client for Meetings' section.
- C. The *Zoom* app will then begin downloading.

**A quorum requires 30 members. Please use the proxy form if you cannot attend**