

# CHADLINGTON QUALITY FOODS LTD (Company No. 4167764)

## MINUTES OF THE FIRST ANNUAL GENERAL MEETING Held at Chadlington Memorial Hall, Church Road, Chadlington, Oxfordshire on 22<sup>nd</sup> August 2002 at 7.30pm.

### Present:

Mr M Smith	Chairman & Director
Mrs K Burling	Company Secretary & Director
Mrs H Oldroyd	Director
Miss J Allard	
Mrs M Allen	
Mr S Beckett	
Mr N Burling	
Miss R Dodd	
Miss E Eden	
Mr G Fitzpatrick	
Mrs R Godfrey	
Mrs J Harland	
Miss R Harter	
Mr D James	
Mr R Lamb	
Major & Mrs S J M Mills	
Miss M Sell	
Mr M Slatter	
Mr E Stuart-Smith	
Mrs Y J S Stuart-Smith	
Mr & Mrs N Burgess	

### In attendance:

Mr M Leggett	Company Accountant
Mrs R Leggett	Company Book-keeper
Mrs S Hopkins	Committee Member

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1. Mr M Smith took the chair.
  2. Apologies for absence had been received from:  
Mrs P L Brewster      Committee Member  
Mr M G Brewster  
Mrs J Fitzalan-Howard  
Mrs A Morton  
Mr D Morton  
Mr M Robarts  
Mrs M Robarts  
Miss A Timpson  
Mr M D Wigley
  3. It was noted that as this was the company's first AGM there were no previous minutes.
  4. The Chairman welcomed shareholders to the company's first Annual General Meeting. Directors, members of the committee and invited guests were introduced. The Chairman requested that those persons who were not shareholders be permitted to stay; this was agreed by all members present.  
The Chairman announced that Mrs Sonia Hopkins would be standing down from the committee. The Chairman addressed the meeting giving a summary of the finances from the Accounts; outlined the achievements of the past year and identified some of the issues to be considered in the coming year.

The Chairman suggested that the formal business of the meeting be dealt with and that time would then be given for a more informal Q&A session. This was accepted.

5. Directors report and financial statements.

Mrs Harland noted that as details of the Accounts had not been available prior to the meeting there had been no time to read or scrutinise them. The Chairman proposed that time be allowed at the meeting for this and that questions may be raised in that time. This was agreed.

Mr Stuart-Smith asked if 'debtors' referred to customer accounts outstanding and the Chairman confirmed this was so.

The meaning of beneficial shareholding was questioned and Mr Leggett explained it was those belonging to a spouse or near relative of a Director; this was considered to be part of a directors interest in the share capital of the company as should be declared in the directors report.

The Directors' positions as employees was questioned and Mr Leggett explained this was legal requirement. It was confirmed that none of the directors receives a salary from the company.

Mrs Harland congratulated the company on having retained much of the original capital.

It was resolved that the directors report and financial statements be adopted.

Proposed: Mr Stuart-Smith

Seconded: Mr Fitzpatrick.

6. It was resolved that the directors retiring be re-appointed.

Proposed: Mr Fitzpatrick

Seconded Miss Harter.

7. Miss Harter proposed a vote of thanks for the committee.

8. There were no items for Any Other Business and the Chairman declared the meeting closed.

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Chairman

Dated: 29 August 02