

MINUTES

Meeting of Wenhaston Village Hall Management Committee 26th May 2021

Present:

Acting Chair - Mac McKeown (MM)

Treasurer – Linda Hammond (LH)

Booking Secretary – Sue McKeown (SM).

Treasurer – Linda Hammond (LH)

Committee members: Kevin Dean (KD); Eileen Hayes (EH);
Carol Hudson-Jary (CHJ); David Elliott (DE) Jan Clements (JC),
Jane Peters (JP) Lyn Gedny (LG)

1. Meeting took place immediately after the AGM.

- a. MM agreed to Chair the meeting, JC agreed to take notes for the minutes

2. Welcome and Apologies.

- a. CB and GC sent their apologies.
- b. MM welcomed LH as new Trustee and Treasurer, DE,JP and GC (in his absence) as new Trustees and SM as Booking Sec

3. Formally Record New Treasurer.

- a. MM formally recorded and thanked LH for coming on board as the new Treasurer

4 Vote for the Chairperson.

- a. MM asked the Trustees if anyone was interested in becoming the Chair, as no volunteer came forward, MM explained our constitution document requires a Chair to be appointed to enable the Committee to function.
- b. As no volunteer came forward MM took advice from outgoing Chair, Vice Chair /Parish Council Representative.

5 Vote for the Vice Chairperson.

- a. MM asked the Trustees if anyone would volunteer for the role of Vice Chair but no volunteer came forward.

6 Appoint a Secretary.

- a. MM asked the Trustees if anyone was interested in the role of secretary. JC stated she would be happy to take minutes at meetings but no Secretary was formally appointed.

7 New Signatories and account operators.

- a. Santander Bank Account
It was agreed LH would be a signatory as Treasurer CHJ DE and JC would all be Additional signatories.

- b. Shawbrook Investment Account agreed LH and KD would be signatories

8 Village Representatives

- a. Agreed KD JP and CB had been co - opted and formally confirmed as our 3 Village Reps

9 This item was a repeat of item 8 no action required.

10 Any other business.

- a. Conflict of interest forms had been issued and completed by LH DE and SM at the meeting. (MM holds these).
- b. MM agreed to arrange for GC to complete his conflict of interest form and his Committee Members Registration Form (Data Protection). (Now Done, MM holds these)
- c. Committee Members Registration Forms (Data Protection) were issued to LH,DE,SM and returned to JC completed.
- d. As the key Role of Chairperson (Vice Chair and Secretary) had not been filled we agreed this would be brought to the attention of the Parish Council to inform and seek guidance. Former Chair and Vice Chair agreed to do this and feed-back to the committee.

11 Next meeting

- a. It was agreed a further meeting would be required. A Special General Meeting (SGM) would need to be called, a date was not fixed as this would be dependant on Committee availability and outcomes, following discussions with the Parish Council.
- b. MM agreed to issue the minutes of todays meeting, arrange the next meeting , (SGM) and issue an Agenda.

I declare an acceptance and willingness to act in the Trusts of the Scheme (The Constitution)

Dated

Signed
(Linda Hammond)

Signed.....
(David Elliott)

Signed.....
(Guy Chinery)