



**Wenhaston Village Hall**  
**Hall Road, Wenhaston, Halesworth, Suffolk, IP19 9EP**  
Charity Number: CN 1001694  
Custodian Trustees: Parish Council  
Managing Trustees: WVH Management Committee

**Minutes of Wenhaston Village Hall Management Committee**  
**Saturday 5<sup>th</sup> June 2021 at 2pm**

**Present: - Acting Chair:-** Mac McKeown (MM) Black Deek Band.

**Retired Chair:-** Sally Amery; **Booking Secretary** Sue Mckeown (SM)

**Committee Members: -** Café & Village Rep –Kevin Dean (KD);

Ukulele –Lyn Gedny (LG); Commons Group Jan Clements (JC);

Kurling – Eileen Hayes (EH); Village Rep – Jane Peters (JP);

Guy Chinery – (GC); David Elliot – (DE).

**1) Welcome and Apologies**

a) MM was voted in as acting chair, proposed by EH, Seconded by JC.

b) MM welcomed Retired Chair Sally Amery SA who was to give the committee the feedback from the Parish Councils' special meeting on the lack of an appointed chair.

MM also welcomed GC to his first meeting.

c) Apologies from Christine Buttle, Caroline Way, Carol Hudson – Jary and Linda Hammond.

d) The minutes of the short meeting 26<sup>th</sup> May 2021 were approved and signed off as a true record. Proposed KD Seconded DE, all present agreed.

**2) Feedback from Parish Council**

a) SA stated that the constitution dictates a chair needs to be appointed for the charity to run. Community Action Suffolk C.A.S. advises all trustees should share responsibilities including financial. Also the new chair needs to be a signatory.

**The situation was discussed with Richard Day, the Parish Clerk of our Parish Council, who stated.** “If the VHMC was unable to appoint a Chair and form an effective Committee, the PC as Custodian Trustees (or Holding trustees) would have an obligation to protect the asset and continue to pay the insurance premiums. **Subject to ratification by the Councillors** at their next meeting on 16<sup>th</sup> June, it is RD's belief that any support by the PC would be limited to their minimum obligations and any additional support very very limited. This would not include actively managing the hall and it would have to close.” This is a harsh message in an extreme position. RD is unsure about whether the function of a committee is invalidated by not having a Chair, but this should be a temporary situation. He suggests another VHMC meeting is called to focus minds now that

the PC situation, subject to ratification is clearer, but this is an indication of the likely situation.

- b) SA gave a brief outline of the roles of Chair, Vice and Secretary.
  - c) MM thanked SA for her feedback and information regarding roles. MM emphasised the need to abide by the Charity Commission rules and the management of the Village Hall was a shared responsibility by all Trustees.
  - d) It was unanimously agreed by all committee members that Sally remained at the meeting to be available for advice. SA agreed to this.
- 3) **Vote for the chairperson** GC was voted as Chair, proposed by JC, seconded by DE. All members voted to agree.
- 4) **Vote for the Vice Chairperson** DE was voted as Vice chair, proposed by LG seconded by JP. All members voted to agree.
- 5) **Appoint Secretary** JC was voted as Secretary and accepted minutes secretary, proposed by EH, seconded by DE. All members voted to agree.
- a) It was agreed that all Committee members would do their utmost to help all newly voted positions where possible to share the load and responsibilities.
- 6) **Any Other Business**
- a) JC stated that the new sign for the front fence had been altered with the email address and phone number of the new Booking Secretary and was ready to be put back in place.
  - b) JP asked that email replies are tailored to the person intended and not a blanket cover to all committee members unless for their information as well. This was agreed.
  - c) SA reminded us that she was an emergency key holder and someone else would need to take it over. As the new chair GC needed a key then he might as well be the 4<sup>th</sup> emergency key holder along with MM, LG and KD. This was agreed.
  - d) SA said she would update the Maintenance Plan and other documents she felt relevant before handing over the files.
  - e) DE asked about the Wenhaston Archives that the Southwold Railway Trust were holding according to the out-of-date website; – Wenhaston.net/village hall, SA said she did not know about that but Roger Claxton would. DE would Pursue this.
  - f) DE thanked MM for skilfully chairing the meeting resulting in a favourable outcome.
  - g) MM thanked SA for her past and ongoing support to the Committee.
- 7) **Date of next Meeting** Tuesday 15<sup>th</sup> June 7pm

DRAFT