

## Extraordinary Management Committee Meeting 13<sup>th</sup> September 2021 at 20:00

### Minutes

**Present:** Patricia Hughes, Miriam Williams, Sarah Walczak, Iain de Wit, Lesley Hawke, John Hawke

**Apologies for Absence:** Robert Macaulay.

**There being fewer than 5 trustees present the meeting was not quorate so no binding decisions could be made.**

These minutes were taken by John Hawke.

Patricia Hughes, as acting Chair, updated trustees on the current charity position.

- 1. Implications of the Governing Document.** This was discussed together with the legal advice from David Stazicker which stated that trustees do not have to reside within the bounds of Llanddona. There is no restriction in the existing governing document on who may be a trustee (Council Member in the terms used in that document), but those who vote at the AGM must be resident in Llanddona and over the age of 18 years.
- 2. Absentee Trustees.** In order to get a quorum so that decisions can be made, the acting chair would endeavour to get at least one absentee trustee to a meeting either in person or via video conference. **Acting Chair.**
- 3. Resignation of Treasurer.** The implication of the resignation with immediate effect of the treasurer was discussed. The acting Chair and acting vice-Chair have arranged to collect all documentation from the resigning treasurer and to pass these over to Lesley Hawke who agreed to act as financial administrator. Currently two signatories are required for bank transactions, the two signatories being the old treasurer and the previous treasurer, neither of whom are now trustees. It was suggested that the number of authorised signatories be increased to four, with any two to sign. This covers the committee in the event of any signatories being absent. **Resigning Treasurer and signatories.**
- 4. Appointment of new officers.** With the recent resignation of a number of trustees it has become very difficult to assemble a meeting with the requisite 5 trustees present to form a quorum. Reference to the Trustees Act 1925 (accessed via a link on the website of the Charity Commission) indicates that in this situation an existing trustee can appoint a replacement. It was suggested that this is put to a quorate meeting of trustees so any appointment is

completely transparent. A meeting is proposed for 14<sup>th</sup> September subject to availability of sufficient trustees.

- 5. Quotations Outstanding:** Quotations have been agreed for work on moving the burglar alarm keypad so that the office may be locked, for electrical safety testing of the building which is required for insurance purposes, and for servicing the gas boiler, which is overdue.

- 6. Any Other Business:**

Flogas Contract: Flogas had notified us that the cost of gas had increased considerably with immediate effect, whereas our contract held the price for two years. The recently resigned treasurer was sorting this out with the company, and has agreed to complete her discussions with them. ***Resigning Treasurer.***

Correspondence Protocol: This must insist that all charity mail is delivered to the Village Hall and not to private addresses and that all mail must be opened in the presence of two people and immediately entered into the post book. Any electronic or other communications should be directed to the officers charity email addresses as soon as these are set up. ***Administrator to initiate.***

***Do*** we need to register with the information commissioner as we hold contact details for volunteers and others? ***Administrator to check.***

Volunteers: Decide on a time for a one hour 'coffee' meeting at the hall to discover their availability and skills. ***Sarah Walczak & Acting Chair.***

Land Registry: The registration of the hall and grounds must be checked with the solicitor responsible for the conveyance, and the name(s) under which the registration was made should be updated if necessary. As the community council have expressed unwillingness to be involved it may be necessary to vest the property in the Charity Commission Custodian of Property. ***Chair to make initial contact with solicitor.***

Future events were discussed, and the need for these to provide income for the charity. (02/10/2021 16:00 – Non denominational thanksgiving. Tea to be provided and charged for. October Fayre – 30/10/2021 time TBC. Christingle 12/12/2021 – Tea and mince pies to be provided and charged for.)

Chapel War Memorial – we agreed that we would be prepared to site it if all else failed.

Maintenance of room by solar battery. Damp, skirting board, flooring and ceiling tiles. **JRH to review.**

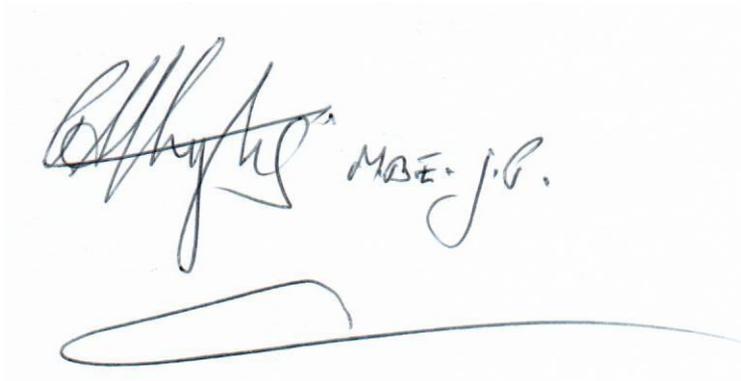
Working from home advert. **Administrator to follow up.**

Cinema company that will host films in the hall to be contacted. **LGH to contact.**

Owain Glyndwr cooperation. **Vice Chair to contact.**

Table Tennis: As payment is made direct to the Village Hall by individual participants the Hall will be responsible for public liability insurance, even though the event is run by external agents and the tables are owned by them. The Hall insurance must be checked to ensure cover is in place: **Secretary to investigate.**

**Meeting Closed at 22:30**

A handwritten signature in blue ink, appearing to be 'Collyer', followed by the initials 'MBE. J.B.' and a long horizontal flourish below.

4/10/2021