Neuadd Bentref Llanddona Village Hall

Meeting to discuss Volunteers

24 May 2021 at 7pm

**Minutes**

**Present:** Rhian Hughes (In the Chair), Pat Hughes, Sarah Walczak, Iain de Wit, Miriam Williams, Josi Land, Hanna Baguley, Paul Bishop, Lesley Hawke, John Hawke

**Apologies**: Dayle Evans, Helen Abel, Robert Macaulay, Peter Sterndale-Bennett

Rhian explained that the meeting had been called primarily to discuss Volunteers

She introduced Lesley and John Hawke who had been recruited as volunteers but were now considering joining the Management Committee as Trustees

In Dayle's absence Paul agreed to take the minutes

MEMBERSHIP OF THE MANAGEMENT COMMITTEE

It was agreed that the Charity greatly benefited from the involvement of a number of individuals who were unable to provide the continuity expected of Trustees in regard to attendance at meetings.

It was suggested that although Trustees would continue to be elected at the AGM the Constitution could give the Trustees so elected the power to co-opt additional individuals to serve on the Management Committee who would be able to play a full part in the meetings they attended . Co-opted members would not have voting rights thus ensuring that the Trustees retained their role as the decision makers.

This was felt to be a good way forward and Paul would make appropriate provision in the Constitution he was drafting.

VOLUNTEERS

Rhian reported that Helen held the original list of volunteers. Sarah had a copy of the list which she agreed to hand to Rhian to enable those listed to be contacted to establish whether they were willing and able to continue to support the Charity. If they wished to continue their availability and areas of interest like gardening, helping at fund raising events,etc would be recorded.

A recommendation from Pat that volunteers should be provided with a badge was supported and she agreed to try to obtain badges in time for the Car Boot Sale

Iain pointed out that confusion could occur when the building was referred to as the Old School rather than the Village Hall. It was agreed that for legal reasons when fund raising events took place the name of the Charity should always be used.

It was suggested that the Committee should consider appointing a Volunteer Co-ordinator whose prime responsibility would be maintaining regular contact with the volunteers. In order to take the matter forward Rhian said that she would discuss the suggested role with Dayle.

PETTY CASH

Pat pointed out the both she and Sarah had made a number of purchases for which they had not received any reimbursment. Josi stated that she was unaware of the situation or she would have taken appropriate action.

Following discussion it was agreed that Josi (as Treasurer) should set up an Imprest Petty Cash Account in the name of Pat (as Vice Chairman) for one hundred pounds. Pat would periodically present receipts/proof of purchase to Josi who in turn would top up the money held in the Account back to one hundred pounds.

WEBSITE

Hanna outlined the difficulties with the Village Hall Website. John offered his help with resolving the problems if Hanna passed the information on to him.

------End of meeting-----