Village Hall Committee 'Emergency' meeting minutes 18/10/16

5.00pm VH

1. Decisions following resignations
2. Date next meeting

Present: Michele (MC), Samantha (SD)

item	discussion	action	Who / when
1	Resignations from Georgina, Gillian, Margaret and Nick have been received. We took advice from Robert Horn, Groundworks as to how we can return the committee to the required status.		
	The committee needs to co-opt another member asap.	Inform Charities Commission asap of new trustee	MC asap
	After discussion with Parish council & Rob Welham (RW) the remaining committee decided to co-opt Rob onto the VHC. Rob was already on the bank mandate as his details had not been removed when he left the committee before.	Contact bank	SD & RW
	Draw up a new mandate with the bank to include Sam and Michele as signatories.	Fill in forms	MC, SD, RW
	The Parish Council contacted us to offer support – we will keep them informed of our decisions and process to maintain status of Village Hall Committee.	Email Parish Council clerk, chair, vice chair with an update following this meeting.	MC
	In line with constitution the committee will contact the user groups to ask them to nominate someone to stand on the committee. As defined by the constitution the user groups are Pilates, Stay & Play, Playschool, Maypole, WI and Parish Council. Nominated persons will be sent the trustee information sheet (community action Suffolk) and a copy of the constitution.	Email user groups	MC
2	4th November 5pm		
		Meeting finished at 5.30pm	

Approved