

# MEETING OF THE YETTINGTON HALL COMMITTEE

held in

## YETTINGTON HALL

at

**1:30 pm on Wednesday 3 November 2021**

### Those invited to attend:

**Committee:**

Terry Cantlon, Chairman  
Kevin Quant, Secretary  
Fran Mill, Treasurer

**Others:**

Emma McBarnet

1. **APOLOGIES:** There were no apologies for absence.
2. **MATTERS DISCUSSED**

#### ***Appointment of Secretary***

Kevin Quant, who had given notice to the Committee of his intention to step down as Secretary, sought a replacement for the position from within Yettington. Emma McBarnet indicated she was prepared to take on the role and was welcomed on board at the meeting.

A draft job description for the Secretarial role was presented for the Committee to review with comments to be fed back to the Chair before adoption. **All**

#### ***Technical changes***

It was agreed that a single email address of 'secretary@yettingtonhall.co.uk' should be set up for future communications in place of the current forwarder addresses. Judith Venning to implement along with 'chair@', 'webmaster@' and 'treasurer@'. **TC** to organise.

Website to be updated with removal of named email addresses and copy changes associated with the change of Secretary. **TC** to organise with Judith.

Bank mandates will need to be changed for the change of Secretary along with online view-only access to the Hall's bank accounts. **FM** to organise.

### ***Other points discussed***

FM suggested that the bills from our regular contractors, for the grounds maintenance and cleaning, would be more efficiently handled by monthly direct debit. **FM** to action.

FM requested, where possible, all expenses should be billed directly to the Hall in preference to the Committee paying personally and claiming back expenditure. **All**

The grounds contractors to be contacted to spread soil over the cow trampling damage in the car parking section. **TC** to action.

The grounds contractors might need to be stepped down for December and January. **TC** to assess and action.

KQ updated the meeting that he was no longer able to source free signage for gate closing and the parking area. FM suggested contacting Devon Signs. **TC** to action

TC reported that the beam strengthening work was imminent and once done would allow the Committee to organise a wider range of events at the Hall. It was decided to commence the discussion and planning of the Hall's promotional events at the next meeting.

### **3. ANY OTHER BUSINESS**

Kevin Quant was thanked for his support of the Hall restoration project, for his physical efforts in the renovation process and in appreciation of his contribution to the Committee as Secretary.

There being no other business the meeting was closed.

### **4. DATE OF NEXT MEETING**

The next meeting was set for 2 pm on Wednesday 12<sup>th</sup> January 2022