**Minutes of Extraordinary Committee meeting held at Over Haddon Village Hall on Tuesday 14th November 2017 at 8pm**

**Present:** (signed list attached)

Helen Head(Chair); Dick Foxon(Treasurer); Martin Chresta(I/C Maintenance); Trish Renshaw(Minutes Secretary); Jen Foxon; Christine Chresta; Stephen Miller; Roger Truscott; Zena Hawley; Caroline Jones; Bernie Almond; Helen Almond.

**Apologies**: Jill Beckett

**Purpose**

The meeting was held to discuss succession planning in view of the intended retirement of Dick Foxon in May 2018. Dick had broken down his responsibilities under various headings, and presented members with an information sheet to use as the basis for discussion. (Copy attached) The areas to be considered were Administration, Compliance, Financial, Booking, and Maintenance.

**Necessary requirements**

After discussion, all members agreed that:

* It is vital that we continue to comply with official and legal requirements from the Charity Commission etc.
* Any changes in organization must comply with our present constitution
* Official qualifications are not essential, provided the above points are recognized. Willingness to give time and commitment is probably more important.
* If responsibilities are split, it will be necessary to establish good communication systems.

**Suggestions**

* Martin Chresta and Trish Renshaw agreed to continue with their present responsibilities.
* Christine Chresta and Bernie Almond both expressed willingness to help with finance, but neither could guarantee continuity as they both go away quite a lot. Dick Foxon offered to support the new Treasurer to enable a smooth handover.
* Zena Hawley and Caroline Jones both offered to help wherever they could – possibly with Administration and/or Compliance.
* Jen Foxon offered to take over Bookings.

**Actions**

* 2 or 3 individuals with relevant financial/administrative experience to be approached by Dick Foxon to see whether they would be prepared to volunteer. If they are unable to help, then a general appeal may be circulated.
* Zena Hawley and Caroline Jones to get together with Dick Foxon to explore the viability of their suggestions.
* Findings to be brought back to the next committee meeting on 15/1/18

**The chair thanked members for their attendance and input.**