

Decisions taken at the meeting on 27th May which were ratified by the Board at the meeting on 8/9th July 2008.

- 1) Minutes of the meeting of 21, 22 April 2008 were agreed to be a correct record.
- 2) Agreed that there be no change to the auditors this year.
- 3) Agreed that A Corkett continue to liaise with Cynthia Sartin and Sarah Knight about another person to help with the library.
- 4) Agreed that standing orders would be withdrawn as a method of paying for subscriptions to Halsway Manor Society and replaced by Direct Debits for the membership year 08/09, but other methods would also be acceptable (Cheque, cash, credit card, on line using Pay Pal).
- 5) Agreed that Heritage Open Days would be 12, 13, 14th September 2008.
- 6) New Members accepted; Adam Broome, Denis Law, Chris Brownbridge, Maureen Brownbridge, Ilfra Carlick.
- 7) Agreed that any correspondence that may have legal implications should be copied to the Company Secretary.
- 8) Agreed that both duty managers should be signatories to the bank account with the same signing powers as the Chief Officer.
- 9) Agreed that the Chief Officer was to be requested to give details of income against budget for events in her report to the board.
- 10) Agreed that the date of pay reviews would continue unchanged.
- 11) Agreed that a letter from the office administrator would be sent to those existing members who have either failed to renew or are using out of date standing orders, to inform them that their membership will cease unless their position is regularised by the end of June (approximately 30 days notice given)
- 12) Agreed that at the same time as giving details of the AGM the Company Secretary should write to all members to remind them that membership will lapse if membership payment has not been received. Also to remind members about gift-aid donations and payment by direct debit.
- 13) Agreed that with the likely limited market for the proposed Ruth Tongue book, to investigate the possibility of electronically publishing the book rather than as a hard copy, subject to copyright being resolved by the author.
- 14) Agreed that all volunteers must report to the Chief Officer when arriving at Halsway Manor and work under her supervision
- 15) Agreed that the Chief Officer would draw up a list of all volunteers.
- 16) Agreed that the Chief Officer would draw up a list of work being done by volunteers.
- 17) Agreed that with any major projects the director responsible would act as a liaison between the volunteers and the Chief Officer.

Neville Gardner
Company Secretary