

**Tollerton War Memorial Institute  
(TWMI)**

**Minutes of Extra-Ordinary Meeting**

**held**

**Monday 03 May 2021**

**Venue: via Zoom**

**Time: 19:30hrs**

**1. Present:**

Tim Brook (TB), Yvonne Brown (YB), Janette Ferris (JF), Bill Scott (BS), Barbara Walker (BW).

**2. Apologies:**

None

**3. Primary User & Signatories:**

YB has recently discovered that she is no longer recognised as Primary User for the TWMI accounts at HSBC & the previous TWMI Treasurer Rick Wood has started to receive bank statements. YB started the process to reinstate herself as Primary User which is partially done on-line and partially on paper. TB had signed forms for YB to then find out down the line that he is not a signatory. YB is the only signatory. The previous Chair, Treasurer & Secretary remain named signatories although they are null & void as they are no longer in post.

Bank needs confirmation that Phillipa Wordsworth has stepped down as secretary & BW has been appointed. Appropriate minutes required to be provided for the bank. BW to action for YB to submit.

Proposed Treasurer YB to remain Primary User & signatory, TB as Chair & BW as Secretary to become signatories. All Members agree to proposal.

YB to liaise with HSBC to complete mandate for Primary User & signatories.

At present only YB required to sign cheques – all agreed as a safeguard for YB & the Hall 2 signatures to be required going forward. YB to action

**4. AOB**

TB confirmed that Jenny Bullock (JB) has stepped down from committee. BW taken JB off TWMI WhatsApp group.

All agreed it would be good to have new members on the committee – All to explore possibilities.

TB proposed personal details of present committee members to be submitted to The Charities Commission, so all become trustees of the TWMI charity & ensures formal evidence online – all agreed TB to action

No other business

Meeting closed – 19.59hrs