

Minutes of an Extraordinary General Meeting (EGM)

Association Name: Steppingley Village Hall Association

Date: 1 June 2026

Time: 18.30 hrs

Location: Steppingley Village Hall

Present: Mellisa Jordan (Outgoing Chair)
Su Herring (Secretary)
Keith Herring (Trustee)
Lional Yarde
Pete Clinch

Apologies: Barbara McIlhatton (Outgoing Treasurer)
Hazel Clow-Shepherd (Trustee)
Gemma Davies-Fairclough

Attendees: See Attached

		Actions
	Welcome & Apologies - Attendees welcomed and asked to sign attendance sheet. - Outgoing Chairman agreed handover of meeting to an independent committee member, due to stepping down and agreed Keith Herring facilitate the meeting as Temporary Chair. - The Temporary Chair asked the Secretary for apologies and confirm a quorum is present. The Secretary confirmed the absences of Barbara McIlhatton (Outgoing Treasurer), and Gemma Davies-Fairclough and stated a quorum is present.	
	Purpose of the EGM - The Temporary Chair explained the EGM had been called specifically to elect a new Chair, Treasurer and Vice Chair following the resignation of outgoing Chair and Treasurer, and the creation of new Vice Chair role for the management committee.	
	Resignation of Outgoing Officers - Formal acceptance of resignations from the outgoing postholders confirmed. - Mellisa Jorden (Outgoing Chairman) handed her resignation letter to Temporary Chair, which was then handed to the Secretary.	

	- Barbara McIlhatton (Outgoing Treasurer) resignation will be given once handover to the new Treasurer is completed.	
	Election of Officers - Election of Chair: - Temporary Chair calls for nominations for new Chairman. - Shelley Duck stands for Chair. Temporary Chair conducts a vote; Lionel Yarde proposed, Pauline Henninger seconded. - The newly elected Chair confirmed acceptance of office and agreed a handover with Outgoing Chair. - The new Chair now takes over the meeting. - Election of Vice Chair: - The Chair calls for nominations for a new role for Vice Chair. - Keith Herring (Treasurer) stood for Vice Chair. The Chairman conducts a vote; Lionel Yarde proposed, Steve Ovenden seconded. - The newly elected Vice Chair confirmed acceptance of office. - Election of Treasurer: - Before the nomination of new Treasurer, it was noted that Barbara McIlhatton (Outgoing Chair) would stand as Treasurer until a full handover is completed. - The Chair calls for nominations for a new Treasurer. - Pete Clinch stood for Treasurer. The Chairman conducts a vote; Keith Herring proposed, Pauline Henninger seconded. - The newly elected Treasurer confirms acceptance of office. - Declarations of Acceptance signed by elected members.	
	Any Other Urgent Business (AOB) - Committee Members/Trustees - The Chair asked attendees of the meeting to stand if interested in being a community member, Committee Member or Trustee. Lionel Yarde volunteered as a Trustee on the Committee; Keith Herring proposed, Su Herring seconded. Steve Ovenden volunteered to be a Committee and Trustee member; Lionel Yarde proposed, Indi Jackson seconded. Chris Ovenden volunteered to be a Committee and Trustee member; Lionel proposed, Liz Goddard seconded.	

	- The Chair confirmed there would be a Trustees and Members Induction to follow. - Defibrillator - Mellisa Jordon requested a handover and volunteer to look after the defibrillator in Bus Shelter (Steppingley Book Library). Marilyn Cockerline confirmed she would take over and follow up a handover. - Questions to be added to next Agenda - Parish Council Member proposed SVA look at changing the way they bank. - Hugh Jackson (Parish Councillor) offered legal help with any changes to the SVA Constitution. - Parish Council Member asked if the SVA had Directors & Officers Liability Insurance. - Parish Councillor and Community Member of SVA asked what works are needed to the village hall. The Chair confirmed a Conservation Condition Report Survey for the village hall is something that needs to be discussed at the next meeting. - Mellisa Jordon agreed to finish off creating the new website and would discuss this further in her handover with the new Chair. - The domain name for Steppingley.org is thought to be paid for and looked after by an old parishioner Sam Pankhurst. Pauline Henninger Parish Councillor and SVA Community member has their contact details to follow up and get back to the Chair.	
Date of Next Meeting	Chairman to follow up with SVA Committee Members	