



Westleton Village Hall

Westleton Village Hall Charity No 1164038

**MINUTES OF COMMITTEE MEETING HELD VIA ZOOM ON
Tuesday 1st September 2020 @ 19:00hrs**

Present

Trustees: - Ken MacGladrie, Nick Santon, John Shepherd, Anne Ingram, Irene Bews, Fiona Ireland,
Centre Manager:- Annie Groves. (AG)

1. - *Apologies & notice of urgent items:* - Apologies received from Antony Clough, Dilys Hall and Liz Barton.
No declarations of interest or urgent items.

2. *Minutes of meeting held 23rd July 2020 & matters arising*
Minutes agreed as a true record and KM signed a copy

3. *Urgent decisions taken since the last meeting.*

AI emailed trustees 12.08.20 to see if they agreed to Tony Ingram making application on our behalf for 'East Suffolk Quality of Place Awards' as suggested by Robert Scrimgeour. There was unanimous agreement. Trustees expressed their thanks to Tony for the work he put in to making the application at such short notice.

4. *Centre Managers Verbal report.*

AG reported on the success of the foyer opening for coffee. There are now 8 volunteers on a rota for helping run the foyer and it is hoped to run this up to Xmas Eve with possibly more mornings per week. In due course it is hoped that volunteers will run the foyer themselves, leaving AG available for other tasks. AG has been working with the marketing team and lots of new ideas are under discussion. Leiston flu clinic cannot now go ahead as there is an issue with NHS insurance.

5. *Updates on re-opening activities & events.*

A trial Qi Gong session will take place on 3rd Sept, hopefully with follow ups should the session go well. Numbers are limited to 6 (including instructor) because of the Covid regulations. Hoping to get some chair based activities booked soon. JS's talk went well on 28th Aug, social distancing worked well and access and egress was fine. Wine tasting is arranged for 18th Sept.

The Street, Westleton, Saxmundham, Suffolk, IP17 3AD

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6. Subcommittee Membership and Terms of Reference.

KM suggested we should record a note of any volunteers who contribute to subcommittees, even if they are 'arms length' volunteers. AI will ask Marketing & Publicity (M&P) volunteers if they mind being recorded as members of (M&P) subcommittee. (M&P) will add 'dealing with any award submissions' to their profile. AG will report to M&P rather than people & skills subcommittee for the foreseeable future.

7. Operational Subcommittee Report

The strip at the bottom of the main entrance door is stopping rain getting in but may not be a long term solution; other possibilities are being looked at.

N-power have agreed that we can spread our arrears payments to 16th Dec 2021. We are tied into a long contract but have asked a broker to investigate whether it would be possible and/or cost effective to break that contract. Electricity usage is being monitored.

OWL architects met with Ops group to discuss various capital spend options including toilets extension, upgrading wall, car parking, summary of those discussions were documented by OWL and emailed to Trustees. There was some discussion of whether we should consider longer term proposals rather than being limited by the current capital budget. Ops subcommittee will circulate an outline brief for comment & approval prior to inviting OWL to do initial survey and feasibility work (cost approx £500)

Ops will pursue wall mounting for the TV; and easing & adjusting hall windows (potentially from project budget). The foyer doors have been fixed and need a maintenance plan.

8. H&S Subcommittee Report

Report was taken as read and Trustees agreed activities could re-start in line with risk assessment with booker returning a signed copy of supplementary conditions. (AG keeps record)

9. People & Skills Subcommittee Report

It was agreed that AG will report to AI & JS.

10. Finance Subcommittee Report

Bowls club are going to replace their sarcophagus (Thanks to JS for initiating).

Not much change on Building Costs for project.

Budget for 2020/21 shows a loss, in part due to electricity costs/paying off debt, very few lettings due to coronavirus. In addition our fixed costs exceed our income at present. IB is pursuing funding options.

IB submitted a proposal for booking hourly slots which was agreed.

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11. Marketing & Publicity Report

The report was taken as read. M&P are looking at opening foyer more frequently, possibly weekends once volunteers up and running. They will include a request for volunteers in next hall for all email. If anyone has details of mobile hairdressers please pass them on to the M&P subcommittee.

There was some discussion as to whether any events could take place in the car park and the group have discussed possibility of a brunch for 2nd homers/new-comers to welcome & attract more people to the hall.

12. Village Hall Maintenance & Capital Development Plan - Architects initial advice & terms of business

Ops met with OWL architects on 5th August to discuss potential options for a rear extension & other external enhancements, discussed under Ops Subcommittee report.

13. Arrangements for the AGM

Notice of AGM has gone in the Fisherman and in the hall. We might need to set up a laptop in the hall if anyone wants to attend the AGM in person. KM and FI to consider how voting might work.

14. Email Etiquette

FI sent a note about email etiquette prior to this meeting. All agreed to use best endeavours to comply.

15. Urgent items agreed at start of meeting.

None

Date of next meeting, to be confirmed.

Suggest Week commencing 19th October?

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