



Westleton Village Hall

Westleton Village Hall Charity No 1164038

**MINUTES OF COMMITTEE MEETING HELD ON
Tuesday 10th March 2020 @ 7-30pm**

Present

Trustees: - Fiona Ireland, Ken MacGladrie, Margaret Branton, Antony Clough, Dilys Hall, Liz Barton, John Shepherd, Anne Ingram, Irene Bews

Centre Manager:- Annie Groves. (AG)

1. - *Apologies & notice of urgent items:* - NS sent apologies. One urgent item, being the High Sheriff's awards.

2. *Minutes of meeting held 11th February 2020 & matters arising*

Minutes agreed as a true record and KM signed a copy.

3a. *No urgent decisions taken since the last meeting.*

3b. *Updates on Live Issues.*

- LB met with the church treasurer to finalise who was doing what on the 100 club. 248 tickets have been sold and a cheque for £1000 was handed over. Thanks to all involved was expressed.

- Our electricity bills have been estimated since July 2018. We are billed on a dual bill rate so the Operations group will be meeting with N-power to see if we are reading the meter correctly and whether we are on an appropriate tariff; the account is on hold until this is sorted.

4. *Centre Manager's Verbal Report.*

AG reported that we had taken £54 from foyer coffee sales in the first week, without many morning visitors thus far. AG is very conscious of some outstanding tasks being completion of warranty's, home for the old curtains and inventory. AG is concerned about security and feels a bell would be beneficial on the foyer door. AG's focus over the next few weeks will be approaching potential people to run various groups/sessions reflecting the list of interests that people indicated at the launch. The Crown are keen to liaise with us for weddings. Top things to take forward are wine tasting, coastal learning, yoga, chiropodist, health walks, antiques roadshow, pilates. JS asked if we could have a summary of AG's findings. AC asked about the new curtains, not fitting properly and suggested Velcro could be used down the curtain length to stop the light creeping through. Ops group have been in touch with the company who fitted the curtains to see if anything can be done to improve the fit.

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5. Treasurer's report & Financial Report

Financial reports were circulated by IB prior to the meeting.

- a) IB advised us that although Robert Norman (RNC) have gone into voluntary liquidation we were holding back a retention on the final bill until snagging issues are complete; there are a couple of outstanding invoices but overall the project is forecast to come in within the agreed budget.
- b) The contingency paper shows the breakdown of agreed spend on various items outside the original scope of the project but within the agreed project spend. We are coming to the end of our list of items and the Ops sub group will look at how best to utilise the £3,000 or so remaining.
- c) The revenue grants from Big Lottery and Heritage Lottery show that we still have plenty of money left for training, marketing and the archives. AI asked whether we had received donations from the Parish Council for the archives, and from the barrel fair. IB will look at historical records and see what used to happen.
- d) Bookings are coming in for single events, private functions and 'hall for all' events but we need more regular bookings as they are the backbone of our income.
- e) IB prepared budget and income analysis reports for us.

The financial reports were accepted by the Trustees.

6. Operational sub-committee's report.

- a) We are waiting for formal appointment of RNC liquidators but the indications are that the money held back as retention can still be spent on snagging issues, we are taking advice. KM will let Big Lottery know as a courtesy that RNC have gone into receivership.
- b) The main outstanding snagging issues are:-
 - Air source heat pump keeps tripping out. J Gray thinks this is a technical issue that can be resolved.
 - The liquidator is amenable to us recovering the costs of the water softener for the pass through dishwasher.
 - A WiFi extender will be installed at the church end of the hall. DH expressed some concern as to whether extenders would give us what we need. KM said the immediate concern is to sort out what was in the contract and can address anything that still needs doing after that.
 - The Ops group have decided that altering the external flashing finish on the corner of the foyer and the brise soleil junction would not be worth the money required to sort it out. KM asked if the Trustees were content with sticking with what we've got; which was agreed.
 - The blinds in the foyer were discussed; they should have been included in the contract but we are unsure how much of an issue not having the blinds is; it was decided it would be better to take the money off the retentions and assess our needs in the Autumn.

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- The Ops group will ask the contractor who improved the porch if he can sort out the water seepage in the main entrance porch.
- c) Warranties and guarantees will transfer to us from RNC.
- d) IB submitted a paper to the Trustees about the provision of a television in the hall, outlining the pros' and cons of various options. It was decided to purchase a TV to be mounted on the foyer wall with brackets that allow for removal when required. If, in practice, this becomes impractical we will purchase a trolley. The Trustees approved this recommendation by 6:2 with one abstention.

7. Governance & Strategy.

Governance & Strategy papers were emailed to the Trustees prior to the meeting.

- a. Rolling five year development plan: - Various items have been included for consideration over the next five years KM has added some columns for completion of the plan as to importance, urgency and priority. It was agreed this was the right approach to take but Trustees should look at the questions under importance and urgency and to see whether the approval stages made sense, It was decided that any proposal <£1,000 be excluded. AI asked about the landscaping plan and it was agreed that we should be able to go ahead with the planters that would enhance the appearance of the hall and assist in providing an obstacle to the potential for vehicles running into the bi-fold doors. AI to inform the person involved to go ahead. AI reminded us that if we pursued the car park resurfacing with pavers this would need planning permission which should be applied for now if resurfacing was to be done during the summer months: A volunteer has come forward to submit on our behalf. It was agreed that car park surface and any requirement for planning approval should be considered alongside the other proposals in the plan Rolling five year capital development plan :
- b. - the subgroup membership and remit has been updated since last time, with more clarity for the Ops group. The proposed delegated responsibilities of the Operational sub-committee were approved.
- c. The business plan risk register: - It was agreed that reputational damage resulting from RNC liquidation did not need to be included on the risk register.
- d. FI circulated a paper on terms & conditions for booking the hall; it was agreed this should be approved, subject to JS comments.
- e. The next AGM is scheduled for 19th May at 7:00; it was decided that the next Trustees meeting would take place in six weeks time rather than after the AGM. KM suggested he submits an annual report for Trustees approval that can then be submitted onto the charity commission website alongside the annual accounts. KM advised that the chair should be elected after election of Trustees; a draft agenda will go out shortly and KM asked that all **Trustees look at the constitution so any issues regarding our liabilities and responsibilities can be resolved.**

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8. People and Skills (P&S) Report.

- a) FI submitted a note from the recent volunteer training. The P&S group have decided that our main need at the moment is for Foyer volunteers; - a role description, policy and induction note are being worked on. The aim is for incremental recruitment to this and other roles as needed.
 - Dilys will be emailing Trustees to ask about training courses completed so we have a proper training record.
 - We need to make sure we are familiar with safeguarding requirements.

9. Health & Safety Report.

- a) A paper on emergency procedures was circulated prior to the meeting and approved by all.
- b) JS submitted a proposal on Coronavirus prior to the meeting. It was agreed the Village Hall could play a useful role and AC proposed that JS joined the next Parish Council meeting. **All to let JS know if they are willing to be involved.**

10. Archives.

DH had nothing to report.

11 Marketing, Profile, Quality & Impact.

- a) It was unanimously agreed that the village hall launch was a resounding success and a formal vote of thanks to AI and others who helped was given. AI said it would be good to capture any specific feedback.
- b) An update on Hall for All events was circulated prior to the meeting and looks like a good programme.

12 Urgent Items.

The Village Hall has been nominated for High Sheriff awards and a ceremony is taking place on 26th March. Tony Ingram has received a personal invite and the Trustees have received a separate invite. Trustees were asked if they wanted to attend but they thought it would be appropriate if TI and AI attended and if the invitation was extended to significant other helpers. KM will draft a letter to them.

- AC mentioned that Julian Alexander was storing trophy cups and plaques that used to reside in the bookcase in the old committee room and wanted to know what to do with them. FI thought it had been agreed that they would be disposed of but will check and get back to AC.

Date of next meeting, 20th, 21st or 22nd April 2020 pm or evening.

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