



Westleton Village Hall

**Westleton Village Hall Charity No 1164038**

**MINUTES OF COMMITTEE MEETING HELD VIA ZOOM ON  
Tuesday 10<sup>th</sup> November 2020 @ 19:30hrs**

*Present*

Trustees: - Ken MacGladrie, Nick Santon, John Shepherd, Anne Ingram, Dilys Hall, Fiona Ireland, Chris Wood, Irene Bews and Liz Barton.

Centre Manager:- Annie Groves.

1. - *Apologies & notice of urgent items:* - All present.

No declarations of interest, one urgent item regarding a planning application.

2. *Minutes of meeting held 13<sup>th</sup> October 2020 & matters arising*

Minutes agreed as a true record and KM signed a copy

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

The hall was closed on 5<sup>th</sup> November in line with Government guidance: see item 5.

4. *Centre Managers Verbal report.*

AG reported things were going well with more bookings but these have had to be put on hold due to the second lockdown and closure of the hall due to Covid 19 restrictions. An information sheet, similar to the community network info sheet has been circulated.

Most events have been re-arranged for January.

AG has been having positive talks with Suffolk County Council about the potential vehicle electric charging point.

Foyer made £218 over October and the card machine is now being well used. Tray bakes are popular and the TV/presentations are going well. Volunteers have put their names forward for helping in the foyer right up to Christmas.

AG has been sorting through the Christmas decorations and the plan to have the wooden tree for cards outside the hall.

AG is trying to reduce her hours and is working 9:30 - 11:30 while the hall is closed.

The thank you event for volunteers has been postponed; AG will run a survey monkey to get volunteer views with an event next year.

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

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### 5. Coronavirus National Restrictions from 5 November 2020

All agreed that the hall should remain closed in line with Government Regulations and CAS guidelines, hoping to re-open on 2<sup>nd</sup> December. It was agreed not to serve take away coffees etc during this lockdown as the shop are doing this. Events have been postponed, mostly to January, but it is hoped to run a wine tasting event on 4<sup>th</sup> or 11<sup>th</sup> December with tickets available for whichever date. It was agreed that re-opening dates would be confirmed via round robin emails.

### 6. Eastern Angles post event review.

Following an incident, it was agreed that whoever (Trustee or speaker) gives the H&S notices at the beginning of an event they should stress that during the current circumstances if anyone feels uncomfortable or unsafe during an event they should not hesitate to stop the event/performance or leave the premises. All trustees attending events to be aware of social distancing and other coronavirus measures and call a halt to an event if necessary.

### 7. Governance Subcommittee.

- a) Declaration of interest form, model form was circulated prior to the meeting; all agreed okay, - **FI to redraft and circulate for sign and return.**
- b) FI has had ongoing contact with the Parish Council to see if any councillor would like to become a Trustee to the village hall, no-one likely to come forward. **All to keep an eye on PC agenda's and minutes in order to keep us and them updated.**
- c) The risk register was circulated prior to the meeting, with a few amendments agreed. **CW to amend and re-circulate. All to take equal responsibility and email any identified risks to CW as they occur.**

### 8. Operational Subcommittee Report

- a) The report was circulated prior to the meeting and the contents noted. CW has not been able to get a response from AED re blackout curtains. All agreed CW & KM will check curtains and see if they can come up with a solution. IB will talk to quilters likewise.  
A decision needs to be made as to where the TV can be stored when not on the foyer wall.  
All agreed archive shed could be advertised as free for collection 'as seen' (after the art sale).  
**Meanwhile DH to assess whether room for safe in archive and whether we get a company to move it and pay for it to be moved either into the archives or elsewhere.**
- b) The defects list has been updated and Simon Smeaton has added a couple of items that he is still not happy with. He will report back with his findings which we will then put as a claim to the auditors handling the contract retention.

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### 9. H&S Subcommittee Report

The report was circulated prior to the meeting and the contents noted; it was agreed to engage Karma electrical to carry out the checks on the fire alarm system and the emergency lighting on a three year contract. It is a legal requirement to carry out these checks twice a year which it was agreed we will do going forward.

It was agreed that we should have a proper legionella assessment for potential danger spots and that NS and FI should attend the assessment so we are 'trained' to test for legionella risks ourselves. To be paid for out of training budget. Any necessary samples to be paid for out of revenue budget.

### 10. People & Skills Subcommittee Report

The report was circulated prior to the meeting and the contents noted. All to look at training plan and advise of any training or skills gaps for themselves or volunteers. **FI to contact CAS re premises management training for AG.**

### 11. Finance Subcommittee Report

- a) The Finance report for the 6 months to end October submitted by LB was noted. We are pretty much break even at present as although income is down so is expenditure.
- b) IB circulated hall forecast and budget reports prior to the meeting and talked us through them. Main message is that we need to try to achieve £10,000 income to April next year. Reserves are such that even with no income, we can keep operating for a year. IB has successfully applied for Grants to assist during hall closures. **All to look through budget and forecast sheets and get back to IB with any comments.**
- c) The HLF and BL Revenue grant reports were circulated prior to the meeting and contents noted. AI clarified that the capacity/capability budget did not need to be used just for training but could also be used to encourage someone running a new group.
- d) LB is revising the 100 club application forms which we hope will be distributed in the Feb edition of the Fisherman.

### 12. Marketing & Publicity Report

The report was circulated prior to the meeting and the contents noted. Events are on hold for November. We still need extra volunteers to assist with activities and people to come forward to organise hall for all events. KM requested a list of all the volunteers involved with the hall and in what capacity. AG to do initial list.

### 13. Urgent items agreed at start of meeting.

The hall had received a note of a planning application for a neighbouring property to install some doors in place of a window. We have no objection and KM will write to E Suffolk Planning to confirm.

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CW raised an issue he has been made aware of via the chiroprapist - a blind is needed in the consulting room window. All agreed CW to measure, purchase and fit.

FI advised that the Henry Cleaner would need to be PAT tested. IB to ask her electrician in first instance. FI to ask our current PAT tester if needed.

***Date of next meeting 8<sup>th</sup> December at 7:30 via zoom.***

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