



Westleton Village Hall

Westleton Village Hall Charity No 1164038

MINUTES OF COMMITTEE MEETING HELD ON Tuesday 11th February 2020 @ 7-30pm

Present

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

Cc:- AG Groves. (AG)

KM started the meeting by reminding us that we are still in a transition phase from the project to the operational running of the hall and asked that we did not get bogged down in detail but start working towards Trustees operating at a more strategic level with delegated decisions and financial responsibilities to the sub groups. The sub groups should plan and think ahead to what they want to bring to Trustees meetings and let KM know a couple of weeks in advance so he can include appropriate items on the agenda.

1. - *Apologies & notice of urgent items:* - LB sent apologies.

2. *Minutes of meeting held 14th January 2020 & matters arising*

Minutes agreed as a true record and KM signed a copy; there were a couple of matters arising, item 4g: - the printer in the archives is not networked; we have purchased a small printer for AG, located in the Consulting room; item 5b:- JS will find out if there is any progress about theatre type spotlights. Item 5c:- disposing of the old curtains is in hand. Item 5e:- the plaque that was on the old notice board has been removed and will be passed on to AC for safe keeping. Item 5g:- The DEFRA visit went down very well, lots of positive feedback, good photos and good publicity, thanks to all for their contributions. Item 7b:- the launch budget has moved on.

3. *Decisions taken since the last meeting.*

KM emailed Trustees on 20th January to see if they agreed we should get a couple of minor electrical works done by electrician for RNC. All agreed. FI emailed Trustees on 5th February to see if they agreed to contact details (including sub-groups) to be placed on the notice board in the hall with a couple of suggested amendments being email addresses and JS as user group rep. All agreed.

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4. Treasurer's report & Financial Report

Financial reports were circulated by IB prior to the meeting.

- a) IB talked us through the project budget. The main contract has been managed by RNC who have sub contracted out a few jobs but all our dealings have been and are through RNC. There are still a few small costs to be finalised and we are holding back a retention on the final bill until snagging issues are complete but overall the project is forecast to come in within the agreed budget. IB has now drawn a line under the project costs and any further monies coming in will be allocated to running costs of the hall and not the project.
- 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.
- c) The Capital Expenditure business case paper was taken as read and all agreed. (This links in with item 7a below.)
- d) There was no bookings information as LB was absent.
- e) The paper on coffee sales and cash handling was taken as read. All agreed it was a good starting point.

The financial reports were accepted by the Trustees.

5. Operational sub-committee's report.

- a) There are a number of snagging issues but the main ones are:-
 - Air source heat pump keeps tripping out. J Gray has written to the architect and RNC to suggest it has not been installed correctly. RNC to sort.
 - The pass through dishwasher is not working as it should, key parts seem to be missing and none of the contractors/retailers/manufacturers are accepting responsibility for getting it sorted out; it is therefore not yet commissioned and we would be within our rights to have it taken away.
 - WiFi extenders should have been installed in the foyer and the archives, the wiring is in place. RNC to sort.
 - The Architect is unhappy with the finish on the corner of the foyer facing the street and does not like the brise soleil junction with the flashing. We have three options: live with it, fix it or take it off and get it re-manufactured. KM asked that Trustees take a look and let him know which option they prefer.

KM clarified that the Ops group will chase up all outstanding issues with RNC; much of this had inadvertently fallen to AG but is taking up too much of her time.

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

- a) Paper on CM job spec and how this links to the sub-groups was emailed prior to the meeting and contents noted. FI to clarify AG role in the foyer, AG to lead on getting activities organised and use of foyer. It was agreed that AG should be invited to the next Trustees meeting for the first hour. In the longer term it may be appropriate for AG to come to the whole meeting once things had settled down. Trustees asked to value AG time and give her space to carry out her duties as per job spec.
- b) Paper on options for cleaning hall and costs was submitted prior to the meeting and contents noted. It was agreed we should go for commercial company and Angel Dust was seen as the most appropriate. We decided to ask them to start at 5 hours per week and see how that goes. **We still need to decide how tea towels and aprons will be laundered; either Ops or P&S sub group to organise.**
- c) Training plan and how best to record what training people have undertaken is in progress. FI advised there will be a course on recruiting & retaining volunteers on 26th Feb, she has emailed details round.

7. Governance & Strategy.

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

- a. Rolling five year development plan: - KM informed us that it was deliberately rough as nothing had been decided on yet; the plan should be developed by all of us, prioritising how to spend Capital funds (Any major spend on the hall > £1,000 as per paper 4c above.) JS suggested the building works identified should be prioritised & colour coded using traffic light system according to 'importance, urgency and cost' all agreed this was a sensible way forward. We already have some costs identified from the building project; any further ideas to KM prior to this being discussed at the next meeting. AI thought some proposals could be grouped together. KM will work up as much detail as possible for the next meeting and it was acknowledged that this might require an extra specific meeting.
- b. Rolling five year (operational) delivery plan: - KM asked that each sub-group look at the headings on the 5 year plan and identify what they can proceed with and what will be captured later. DH said we needed to consider HLF within what we deliver. **Sub-groups to come back to KM with comments.**
- c. Delegation of actions and responsibilities to sub-groups: - All agreed with it as a sensible way forward alongside a budget to work to. **Comments back to KM.**
- d. The task timeline is now out of date; the operations sub-group will pick this up, tidy it up and bring back to this meeting.

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- e. The business plan risk register: - KM proposed closing 2 'risks' These were discussed and all agreed these could be closed.
- f. Draft trustees survey: - It is important that we capture honest feedback on the format of our meetings and how we operate; KM has drafted a survey which all agreed to complete anonymously.
- g. We don't have an up to date policy on hall bookings although FI has drafted one as an interim measure. Need to think about whether we need some guidance on which sort of groups might be discouraged from using the hall. Also need policy on agenda items for these meetings and attendance by members of the public at these meetings. All agreed something was needed **KM to draft a rough outline.**

8. Health & Safety Report.

- a) A draft risk assessment was emailed prior to the meeting. The generic & fire risk assessments are almost completed, although as dynamic documents they are never finished. A copy is kept in the consulting room and further copies held by NS & FI.
- b) There was report of a near miss on the slope in the corridor by the lockers leading into the main hall, where a resident almost stumbled and fell as they hadn't realised the floor sloped. We discussed floor tape or handrail but decided on a precautionary sign to be located on the door leading to the hall. We should also record the incident in the accident book. All agreed.
- c) Washroom supplies were discussed and costs emailed prior to the meeting, it was agreed to go with Initial supplies but we will purchase our own hand soap. **NS to follow up with Initial Services.**

NS also reported there had been an operator issue with the fire alarm the previous day, we called out the electrician who installed the system and they recommended we should get the alarm system and lighting systems checked and certificated each year. **NS will follow up.**

9. Archives.

DH reported that they will be picked up via the 5 year rolling development plan.

10 Marketing, Profile, Quality & Impact.

- a) A note with costs for the external noticeboard was emailed prior to the meeting and all agreed to go ahead. AI to progress. It was agreed the board should be sited south side of the gate between the gate and the flagpole.
- b) An update on the launch plan was emailed prior to the meeting; AI met with AG the previous week; AG will help on the day and produce a schedule for who can help

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when. Money for alcohol for the event will come out of VH revenue budget and the food will come out of the BL launch budget. RSVP's are coming in, mostly for the previews with about 45 positive responses. Ticket sales for Roach and the Lion King are for sale in the shop.

Date of next meeting, 10th 11th or 12th March 2020 pm or evening. NS sends apologies.

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