



Westleton Village Hall

Westleton Village Hall Charity No 1164038

**MINUTES OF COMMITTEE MEETING HELD VIA ZOOM ON
Tuesday 13th October 2020 @ 19:00hrs**

Present

Trustees: - Ken MacGladrie, Nick Santon, John Shepherd, Anne Ingram, Dilys Hall, Fiona Ireland, Chris Wood.

Centre Manager:- Annie Groves.

1. - *Apologies & notice of urgent items:* - Apologies received from Irene Bews and Liz Barton.

No declarations of interest or urgent items.

2. *Minutes of meeting held 1st September 2020 & matters arising*

Minutes agreed as a true record and KM signed a copy

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

No urgent decisions recorded since last meeting.

4. *Centre Managers Verbal report.*

AG reported a much quieter month in the foyer but the venue is still valued.

Bookings are increasing but heating thermostats and cost of heating is still an issue.

Thanks to Chris Freeman and Antony for erecting the notice-board, notices are already in place.

The TV has gone up in the foyer AG asked that if anyone has photos of activities or events in the hall they pop them onto a memory stick for showing on the TV.

Suffolk County Council have enquired as to whether we would be willing to install a vehicle electric charging point at the hall. It was agreed AG to pursue this without commitment at this stage as we need to check our electrical capacity & be mindful of listed building status.

A thank you event is being organised for volunteers towards the end of November.

5. *Governance Subcommittee.*

a) Election of officers will remain as previous year. KM (chair) IB (treasurer) FI (secretary)

b) The terms of reference for the subcommittees was agreed. Thanks to all volunteers who sit on subcommittees, verbal thanks to be expressed at next meetings with them.

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- c) The Vision statement, circulated prior to the meeting did not need revising. When we make our formal report to Big Lottery we will assess whether we can report on the 12 key points of the vision statement as a more manageable way of reporting.
- d) FI has contacted the Parish Council to ask if any councillor would like to become a Trustee to the village hall, no response to date. **FI will send a reminder.**
- e) We still have one vacancy for an elected Trustee, if anyone comes forward during the year we could appoint them as a casual vacancy up to the next AGM.
- f) The risk register needs updating, CW and KM to meet and amend, **all to email any identified risks to CW** who will maintain the register - **for agenda/discussion at next meeting.**
- g) It was agreed we would meet, via zoom at present, every 2nd Tuesday in the month at 7:30pm.

6. Operational Subcommittee Report

- a) The report was circulated prior to the meeting and the contents noted.
- b) The capital works brief to the architect was discussed with a few recommendations made, **KM will amend & re-circulate.**
- c) The Ops group will review the defects list to see what is still outstanding. **All to look at list dated 09.12.19 and advise ops of any additional defects arising from the original contract. Trustees agreed they were happy for Ops and Simon Smeaton to carry out inspections prior to sign off by OWL architects. DH to advise of any residual problems with WiFi.**

7. H&S Subcommittee Report

There are some inconsistencies in the guidance in relation to COVID-19, in particular with regard to face coverings. It has been agreed that the only exceptions to the requirement to wear face coverings in the hall is when eating, drinking or exercising, but we recognised that when spectacles steam up the covering may be lowered temporarily. The updated guidance received from ACRE (via CAS) on 2nd October has been noted and no amendments to risk assessments or supplementary conditions are needed as a result of the changes.

8. People & Skills Subcommittee Report

Welcome event for volunteers now being picked up by AG and marketing.

Ongoing conversations taking place with cleaners who would welcome a Henry type vacuum cleaner (CW has donated one) need to keep areas behind heavy items of furniture clean.

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9. Finance Subcommittee Report

Volunteers have come forward to help with the 100 club, and a meeting is to be arranged to discuss ways of streamlining the process. One suggestion was to use the card machine in the foyer to pay for 100 club applications.

The budget update report submitted by LB was noted as were the bookings.

IB circulated a financial report prior to the meeting which was noted.

It was agreed that the electricity bill should be charged 8 months at £500/month against the project.

It was also agreed in principal that we should start using the payment machine for ticket sales for events but marketing team to work out the practicalities.

10. Marketing & Publicity Report

The report was taken as read. Main issues are how to generate income from the foyer and hall bookings and how to reassure people that they can return safely to the hall. It is not known why visits to the foyer have dropped off - the Trustees support a satisfaction survey in various formats to be undertaken.

DH will talk to M&P team about Eastern Angles event.

All agreed the Christmas card proposal with some concern expressed about stability of the structure in windy weather.

11. Wreath Laying on Remembrance Sunday 8th November 2020.

It was agreed we should make a donation to a wreath as in previous years (FI to confirm what was routinely paid) but given the current Covid restrictions we would prefer not to lay a wreath ourselves.

12. Urgent items agreed at start of meeting.

None.

Date of next meeting 10th November at 7:30 via zoom.

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