



Westleton Village Hall

Westleton Village Hall Charity No 1164038

**MINUTES OF COMMITTEE MEETING HELD VIA ZOOM ON
Thursday 23rd July 2020 @ 15:00hrs**

Present

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

Centre Manager:- Annie Groves. (AG)

1. - *Apologies & notice of urgent items:* - No apologies received. No declarations of interest or urgent items.

2. *Minutes of meeting held 26th June 2020 & matters arising*

Actions from last meeting picked up in this agenda apart from:- Item 6. Selling shed and external doors to be carried forward.

Minutes agreed as a true record and KM signed a copy

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

None

4. *Subcommittee feedback.*

a) Governance:- Draft annual report and the receipts and payments report have been circulated to trustees and will be uploaded onto Charity Commission website once we have had the AGM. The date on the report should be changed to 30th April to tie in with our financial year. Both reports were approved. It was decided we should aim for holding the AGM in September, possibly with a blend of Zoom and/or face to face meeting and the public should express interest in attending by booking a place rather than showing up on the day.

b) Marketing/publicity:- The marketing group has met twice since the last trustees meeting and notes were circulated prior to the meeting. All agreed the 'thank you' poster JS circulated beforehand with a couple of additions (shop, pub and neighbours). The majority of Trustees agreed with the plans for the foyer opening and for the feather flag to be ordered (FI abstained) A separate paper was circulated for the hall and foyer display areas, with booking on a month by month basis via AG. LB thought this should include the TV as well as wall space; all agreed. Clarity will be needed for any group booking the hall or foyer to view the displays, say for a weekend exhibition as this would incur separate charges. All agreed the 'hall for all' plans which were circulated prior to the meeting.

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

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- c) Health & Safety:- The risk assessment and supplementary conditions for Covid 19 were taken as read. (circulated via email previously) The hall re-opening checklist is in progress and will be complete by 6th August. JS circulated by email previously, an update for the website on re-opening and this was agreed.
- d) People and Skills:- The people & skills group have not met since the hall closure. A risk assessment for AG returning to work was carried out and the only training in the pipeline is for volunteers serving in the cafe: AG has drafted some notes to accompany 'on the job training' for these volunteers.
- e) Operational:- The operations group has met twice since the last trustees meeting and a summary report was circulated prior to the meeting and taken as read. The Trustees were asked to prioritise hall equipment ideas previously submitted. It was decided JS talk to bowls club about replacing sarcophagus and possible contribution towards the cost. A lectern should be purchased and a second set of fittings and lock for the TV. The desk pedestal drawers for the archive would be purchased from the archive budget. It was decided that the replacement for the hanging signs, leaflet dispenser, foyer games and big sign for the hall were non urgent. All other items were either complete or, in the case of the TT waterproof covers may be dealt with when the storage was sorted. AI reported that Westleton Common wondered if we would be willing to purchase a photo poster to be displayed in the hall as a supplement to the common photos; it was decided that it would not be appropriate at this stage.
- f) Finance:- IB circulated a proposal for Contactless/card payments for the hall prior to the meeting. All agreed to proceed with the SumUp 3G option. We need to think about tickets for events and could sell them in advance from the hall only or via an online ticketing option such as WeGotTickets. DH suggested contacting CAS to see if they had any companies they used. IB circulated a summary of the contingency use prior to the meeting to note the remaining budget of £825 to be earmarked on the equipment list as covered above. IB reported that she will email accounts and a budget update after the meeting, but not much has been happening apart from spending about £500 on H&S coronavirus. IB secured a further deferral on the rental of the coffee machine.

5. Village Hall Maintenance & Development Plan.

Ops Group will meet with Simon Smeaton on 5th August to discuss potential options for a rear extension.

6. Centre Managers Verbal report.

AG has been in contact with various groups keen to see the hall and talk about possible future bookings. Cleaning cupboards will arrive next Thursday, KM to be contact person while AG on holiday. The Old curtains have been reserved to a Sikh community group in Ipswich.

Date of next meeting, to be confirmed.

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