



Westleton Village Hall

Westleton Village Hall Charity No 1164038

MINUTES OF COMMITTEE MEETING HELD VIA ZOOM ON Thursday 25th June 2020 @ 15:00hrs

Present

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

Centre Manager:- Annie Groves. (AG)

1. - *Apologies & notice of urgent items:* - No apologies received. One urgent item, being decision on frozen meals.

2. Minutes of meeting held 28th May 2020 & matters arising

KM raised a couple of matters arising from item 5 regarding the outside tap and the dado rail. KM met with Chris Freeman (CF) on site: - the existing water butt has been modified and is of limited use, we need a new larger capacity butt; all agreed and this should be sited the car-park side of the side gate. It was agreed that we should also have an outside tap to supplement the times when the butt can't be used and this should be installed by shed no 4, just behind the side gate. CF is looking at options.

KM and CF also discussed the installation of a dado rail to protect the wall in the main hall - CF will look at options but it will be a time consuming job.

FI raised one matter under item 6 & advised that she had not confirmed the number and type of Trustee vacancies; it was agreed that **KM and FI would put all AGM matters and papers together in one email and circulate to Trustees.**

Minutes agreed as a true record and KM signed a copy (to be handed to FI at next face to face meeting).

3. Urgent decisions taken since the last meeting.

None

4. Revised draft budget.

IB summarised the revised budget, previously distributed by email. We anticipate receiving about half our original estimated annual income, helped considerably by the council revenue grant of £10,000; our expenditure has also reduced as a result of pausing rental agreements etc. Npower still need to be sorted, estimated deficit at the end of the year is - £3,500. IB will add some additional expenditure identified, such as goods to be supplied by Initial Services and fire alarm servicing: AI thought there would be some

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additional income from new activities, that the marketing team are looking at. IB will look at other potential grants ie AWS and ecclesiastical insurance.

5. Film on The Green

IB and AG had investigated various options for running a film on the green and there was initial enthusiasm but the costs would be quite high and after discussion it was thought a different 'coming together' event might be more worthwhile. Margaret Branton had suggested a 'thank you event' for the shop, the distribution volunteers and the pub; the marketing group agreed to put a proposal together. JS asked for help with marketing now MB has left and it was acknowledged that we may need to find help from outside the Trustee group. **AI/JS to put 'thank you event' proposal together. AG to ask CCN co-ordinators if anyone would be willing to help various groups at the hall.**

6. Maintenance & Development Plan.

The 5 year capital M&D plan was circulated by KM/JS prior to the meeting which trustees were asked to score against (importance and urgency) to help us prioritise.

JS provided a useful chart showing the mean score plotted against cost. The following decisions arose after some discussion:-

- It was decided we should group some proposals together, this would result in two main projects - project a) external environment; being car park resurfacing, repairing the perimeter wall, providing protective kerb in front of wall and cycle rack. Project b) Extension, being building of new toilets out the back and converting the existing toilets to storage space.
- We identified three proposals that it was agreed should be progressed ASAP, being purchase of 3 x cleaning cupboards, dado rail and sorting out the main door threshold.
- We also identified three proposals which were non urgent, being theatre lighting bar, solar panels and renovating the outside storage sheds.
- **Ops group will prepare an outline plan and explore the feasibility of each major project.**
- DH suggested we could use the old archive shed for storage; however we have to have cleaning equipment stored inside, it was thus decided that **we should look at selling the shed, together with the external doors**, currently in shed 1.

7. Planning for reopening of the village hall.

We have received further guidance from CAS, with links to the current government guidance. NS, FI and AG are meeting on 26th June to finalise a risk assessment which will go to user groups once signed off by the trustees. JS had been in touch with user groups and no-one was in a hurry to rush back to the hall but most felt they would look to return in September/October. It is unlikely we will have a mad rush to use the hall and in any case it shouldn't be used until we have provided hand sanitisers. A slow build up was agreed.

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- *NS/FI to produce draft risk assessment (RA).*
- *JS to contact user groups to provide them with the RA and ask if they will carry out their own RA.*
- *IB/LB/DH to think about money handling.*

8. Extra Items.:

- FI had asked Trustees via email about preferences for what happened to the frozen meals and the barrel fair freezers. The majority view was to keep some meals and return the freezers to the barrel fair, all agreed. **FI to contact CCN contributors to make sure they were happy with this plan and work out costs.**

Date of next meeting, to be confirmed. JS to send doodle calendar for two weeks commencing July 20th.

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