



Westleton Village Hall

Westleton Village Hall Charity No 1164038

**Minutes of committee meeting held via Zoom
on Tuesday 8th December 2020**

No.	Present: Irene Bews (IB), Dilys Hall (DH), Anne Ingram (AI), Ken MacGladrie (KM), John Shepherd (JS), Nick Santon (NS), Chris Wood (CW). Ex-officio Annie Groves (AG) (Item 5 part only).	Action
1	Apologies: Fiona Ireland. There were no urgent items and no of declarations of interest.	
2	Minutes of meeting held on 10th November 2020: The minutes of the meeting held on 10 th November 2020 were approved and signed by the chair.	
3	Urgent decisions taken since the previous meeting: a) Purchase of decorative Christmas external lighting. b) Reopening of the village hall on 2 nd December 2020.	
4	Centre Manager's Report: The reopening of the hall under Tier 2 restrictions had gone well. Qigong, Children's Dance and Art classes had resumed, the Hairdresser and Foot Care Practitioner were also taking bookings. Some changes to the hall heating had been necessary to maintain the comfort of users. The reopening of the Foyer café and "Tree of Wishes" had been well received. Daily takings, increasingly by card, had been around £23. The external decorative lighting had been installed to the eaves. The Plug-In Suffolk Community Grant Project seeking sites for electric car fast-chargers had received a significant response. Ten initial sites had been identified for suitability surveys. There was a commitment to review further options in the New Year which may involve a site survey to assess the suitability of the Village Hall. The Parish Council had been awarded a Lord Lieutenant of	

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

www.westletonvillagehall.co.uk



COMMUNITY
FUND



HERITAGE
FUND



Garfield Weston
FOUNDATION



Westleton Village Hall

	<p>Suffolk Award “In Recognition of the Outstanding Service to the Community in Suffolk during the Covid19 Pandemic”. The Parish Council had generously acknowledged the contribution of the wider community and all the voluntary work which has gone on in the village particularly during the first lockdown period and the support network put in place. The Parish Council made specific mention of the contribution of Annie Groves and her work as coordinator of the WCCN. The Parish Council felt it therefore fitting that the award certificate should be displayed in the Village Hall for all to view.</p> <p>There had been a very positive response to the Volunteer Survey and a summary would be circulated to Trustees pending fuller discussion at the next Trustee meeting.</p>	
5	<p>Coronavirus National Restrictions from 2 December 2020: Following the end of the lockdown period the trustees approved the reopening of the hall on 2 December 2020 as allowed under Tier2 restrictions. In addition to “The Health Protection (Coronavirus Restrictions) (All Tiers) (England) Regulations 2020” the trustees took into account the advice contained in the document “COVID-19: Guidance on the safe use of multi-purpose community facilities” and that produced by ACRE “Local Restrictions Tiers from Wednesday 2nd December 2020 as applied to village and community halls”. The trustees were satisfied that appropriate measures to ensure covid19 secure status continued to be in place and were being effectively monitored by the Centre Manager. It was therefore AGREED the hall should remain open subject to review and pending further changes to national or local guidance.</p>	
6	<p>Governance subcommittee:</p> <p>a) Annual Review of the Delegation of Responsibilities Policy. It was AGREED that the policy should be updated to include responsibility for oversight by the Governance subcommittee of the use of grant funding.</p> <p>b) Review of the Risk Register. Trustees reviewed each of the areas of identified risk, the probability and impact. It was AGREED that an additional risk should be added to address the likelihood of infections occurring or increasing in the village and possible actions required in terms of the operation of the Hall. It was further AGREED that some</p>	

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

www.westletonvillagehall.co.uk



COMMUNITY
FUND



HERITAGE
FUND



Garfield Weston
FOUNDATION



Westleton Village Hall

	form of colour coding should be adopted to help categorise differing levels of risk.	
7	<p>Operational subcommittee:</p> <p>a) The contents of the subcommittee reports dated 17 November 2020 and 30 November 2020 were noted. Consideration was given to the contract options for the electricity supply, the Architect's Contract Defects Report and the planning application by the owner of a neighbouring property</p> <p>It was AGREED that:-</p> <p>i) The electricity supply contract due to expire in December 2021 should be extended for a further two years (until December 2023)</p> <p>ii) The structure of the east wall of the Consulting Room be assessed as a location for storage of the flat screen TV.</p> <p>iii) Minor alterations should be made to the pleats to the curtains on the south facing windows.</p> <p>iv) A quotation should be obtained for moving the Fire Safe, currently in the Archive Shed, to the Archive Room.</p> <p>v) The Operational subcommittee have authority to conclude negotiations with the Administrator on the Contract Retention.</p> <p>vi) There was no objection to the planning application by the owners of Cleaves Cottage.</p>	
8	<p>Health & Safety subcommittee:</p> <p>An inspection of the Hall Fire Alarm had been successfully completed on 2 December 2020. The engineer also advised that the current system could be adapted to include any extension to the rear of the Hall. A Legionella Risk Assessment was scheduled for 5 January 2021 after which the findings would be reported to Trustees.</p>	
9	<p>People & Skills subcommittee:</p> <p>The planned on-line Premises Management Course had been postponed and notification of a new date was awaited.</p>	
10	<p>Finance subcommittee:</p> <p>a) Annual review of Village Hall Financial Regulations. The proposed changes to the policy (marked in red text) were considered. It was AGREED that the level of Reserves should be increased to £20K and all other marked changes, except for section 4.1 Delegation of Financial Authority, should be adopted</p>	

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

www.westletonvillagehall.co.uk



**COMMUNITY
FUND**



**HERITAGE
FUND**



**Garfield Weston
FOUNDATION**



Westleton Village Hall

	<p>as drafted. It was further AGREED that final approval of the policy should be deferred pending clarification of the levels of Purchasing Authority.</p> <p>b) Income and Expenditure Report. The contents of the report were noted with particular reference made acknowledging the level of Grant Funding secured to cover lost income and enabling the Hall to continue operation for the benefit of the community. Notwithstanding the ongoing wider social and financial difficulties, the Hall finances were sound and the level of funds held in reserves sufficient to cover current and anticipated costs.</p>	
11	<p>Marketing & Profile subcommittee: The contents of the subcommittee report dated 7 December 2020 and the Hall for All planned events schedule were noted. Trustees were encouraged to put forward further suggestions for events. Trustees also acknowledged the demands on the Centre Manager's time and undertook to be suitably mindful of adding to her workload. Consideration was given to the application for matched funding from the East Suffolk Communities Partnership "Bounce Back Fund" and the potential benefits in terms of meeting commitments to develop a Shared Transport Service and extend social activities for vulnerable groups.</p> <p>It was AGREED that:-</p> <p>i) The Marketing & Profile subcommittee have authority to purchase a display stand to the value of up to £100 for use in the Foyer.</p> <p>ii) Approval of the use of Bounce Back Grant Funding be deferred pending development of further details and clarification on the source of the "matched funding" element.</p>	
12	<p>Urgent items agreed at the start of the meeting: None</p>	
13	<p>Close: The meeting closed at 21.25pm</p>	

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

www.westletonvillagehall.co.uk



COMMUNITY
FUND



HERITAGE
FUND



Garfield Weston
FOUNDATION