



Westleton Village Hall

Westleton Village Hall Charity No 1164038

Minutes of committee meeting held via Zoom on Tuesday 12th January 2021

No.	Present: Ken MacGladrie (KM); Nick Santon (NS), John Shepherd (JS), Anne Ingram (AI), Dilys Hall (DH), Fiona Ireland (FI), Chris Wood (CW), Irene Bews (IB) and Liz Barton (LB). Centre Manager:- Annie Groves (AG).	Action
1	Apologies: None No urgent items or declarations of interest.	
2	Minutes of meeting held on 12th December 2020: Minutes agreed as a true record and CW signed a copy	
3	Urgent decisions taken since the previous meeting: The hall was closed on 5 th January in line with Government guidance: see item 6.	
4	Quality of Place Awards 2020 We heard from E Suffolk Council that the village hall project has been recognised and awarded the quality of place award (community) for 2020 for enabling real community engagement. Well done to all involved, but to Tony and Anne Ingram in particular. There will be a celebratory zoom meeting to which all involved will be invited, date to be confirmed.	
5	Centre Manager's Report: AG reported that December saw good use of the foyer with over 80 people calling in. The Xmas Wishes tree was well received and made approx £75. A couple of groups came back in. The children's dance class was going well and there are plans for a children's cookery class in the summer. The foyer hosts have passed on positive feedback. AG has been doing a lot of work in the background dealing with postponements and preparing the way for new groups and users to come to the hall once restrictions are eased. The food bank items are being well received with special thanks for the donations over Christmas.	
6	Coronavirus National Restrictions from 5 January 2021: The report on permitted lockdown activities was noted and it was agreed that the foodbank should continue. The children's dance class will not run as agreed with the tutor. There was some discussion about the foot-care	

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	<p>professional who would like to run a session towards the end of January. After weighing up the risks; costs of overheads and call on the centre managers time it was agreed that the new virus strain posed too many risks for foot-care to go ahead and there was also uncertainty as to whether the service she provides is truly classed as a medical activity. The Trustees agreed we should postpone the session in January but review in February.</p>	
7	<p>Governance subcommittee:</p> <p>a) The report on the coronavirus operational framework was noted and the Trustees agreed this should be adopted. At present we are operating under the same criteria as tier level 4 Thanks to JS for his work on this.</p> <p>b) Revisions to 'The Delegation of Responsibilities' paper, including 'oversight of the use of Grant funding were noted.' It was agreed that the areas of delegation to the people & skills sub-committee should be revised and expanded.</p> <p>c) The risk register & matrix have been updated and colour coded as requested at the previous meeting. The impact of the hall closure is our highest risk at present.</p> <p>d) It was agreed that the approved minutes of meetings should be placed on the VH website with anything confidential redacted. This action should be applied retrospectively to last year's minutes as well.</p>	
8	<p>Operational subcommittee:</p> <p>a) The report was circulated prior to the meeting and contents noted; it was further reported that the blackout curtains on the south side of the hall have been adjusted and now close fully.</p> <p>b) The capital works drawings from the architect were circulated prior to the meeting and contents noted. The general consensus was that more work needs to be done to better utilise space and for the consideration of unisex toilets as specified in the original brief. The trustees agreed that a project group should be formed to take this further. JS; AI; LB and NS agreed to be part of this group and further agreed that the first stage would be to define Terms of reference and periodic reporting to the trustees. KM will email the architect and inform him of the discussion and decision.</p> <p>c) Following the architects inspection and report on outstanding project works a calculation of remedial work costs was submitted to the administrators who have agreed settlement. Residual works will transfer to the ops group & normal maintenance of the hall and trustees agreed this</p>	

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	should be grouped together as few a jobs as possible with a handyman appointed to carry out the work.	
9	<p>Health & Safety subcommittee:</p> <p>NS reported that the legionnaire assessment has been deferred until lockdown restrictions are lifted. Following the fire alarm system inspection NS noted a few anomalies which he reported to the meeting. There are alarm points and smoke detectors in the outside stores, which may possibly be utilised if the extension goes ahead. The current system protects life but not the building in that there is no link to the fire station or any other call out system should an alarm go off if the hall was not in use; the Trustees agreed this should be pursued as an enquiry with the fire service, with an idea of costs to come back to the trustees for a decision.</p>	
10	<p>People & Skills subcommittee:</p> <p>The only issue is the grant for the 'bounce back' post which was covered under item 12.</p>	
11	<p>Finance subcommittee:</p> <p>a) The finance report was noted. The budget for the next year will be prepared for the next meeting.</p> <p>b) Building projects costs spreadsheet was circulated prior to the meeting and the contents were noted: outstanding items for the project are two final invoices, electrical costs and snagging; once these are accounted for any surplus will transfer to general reserves for the building</p> <p>c) Spreadsheet showing grants applied for and received was circulated prior to the meeting and content noted. Further grants are being applied for as appropriate. We have also received £200 from both the Barrel fair and the Parish Council for the Archives. In addition, we received a donation of £150 from the Gun Club. Thanks were expressed to all.</p> <p>d) The Hall accounts for the eight months to the end December were circulated prior to the meeting and contents noted. The money received from the various grants means that we should break even over the year.</p> <p>e) IB has been working on a couple of revisions to our financial regulations, being our reserves policy and purchasing authority. The purchasing authority links into delegation of responsibility to sub-committees; purchase of consumables for the foyer and what might be spent on petty cash: further discussion around authority for individual trustees or subcommittees to purchase unplanned or unbudgeted items is still to be resolved with the final</p>	

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	<p>decision to be presented to the trustees at or before the next meeting. All other changes were agreed</p>	
12	<p>Marketing & Profile subcommittee:</p> <p>a) The M&P report was circulated prior to the meeting and a couple of items required trustee approval. There had been very limited response to the idea of a community transport scheme to get people to centres for Covid vaccinations; this will not be pursued. AG will include information about the CATS transport scheme on the updated info sheet & noticeboard (CATS drivers will be vaccinated) It was agreed that AG should update the CCN info sheet on a monthly basis and resurrect the Friday zoom coffee morning, provided this is hosted by volunteers. The trustees agreed not to purchase a couch for the consulting room for the moment, without knowing more detail about usefulness, necessity and type.</p> <p>b) The list of tasks for AG to tackle during lockdown was agreed.</p> <p>c) East Suffolk Communities Partnership have awarded us a grant for a temporary position to help 'bounce back' from the impacts of covid on activities and use of the hall. The majority of trustees agreed this could be match funded from the Big Lottery monies already set aside for developing activities and a transport scheme. Recruitment and start times etc to be finalised and trustees kept informed.</p> <p>d) It was agreed to defer a discussion on the results of a volunteer survey</p>	
13	<p>Urgent items agreed at the start of the meeting: None</p>	
14	<p>Close: The meeting closed at 9:35. The next meeting will be on Tuesday 9th March at 7:30.</p>	

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