



Westleton Village Hall

Westleton Village Hall Charity No 1164038 Minutes of committee meeting held via Zoom on Tuesday 9th March 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). One member of the public attended as an observer.	Action
1	Apologies: None No urgent items or declarations of interest.	
2	Minutes of meeting held on 12th January 2021: Minutes agreed as a true record and KM signed a copy	
3	Urgent decisions taken since the previous meeting: AI emailed trustees 27.02.21 to see if they agreed to the purchase of a medi-couch for the consulting room. Cost £90, this was agreed by majority trustees.	
4	Centre Manager's Verbal Report: AG reported that she has made good inroads into reducing her hours and has achieved a lot during the time the hall has been closed. Approximately ten people per week are dialling into the coffee on line meetings which are going well. There has been a gradual increase in social media followers and the mail-chimp fortnightly newsletters have been going well. Planning for re-opening has been progressing and four people are now trained up for wellbeing walks which will start from the hall once guidance permits. AG attended an on-line VH conference, summary details of which were circulated prior to the meeting. AG confirmed that we were on a par with other village halls in terms of what we are doing/offering: no further questions arose.	
5	Coronavirus Roadmap (Covid-19 response - Spring 2021) The Government report and ACRE summary details were circulated prior to the meeting. The roadmap depicts what areas of business might open up at certain stages, the most pertinent being 12 th April and 17 th May provided certain criteria are met. The ACRE guidance summarises what Village halls might expect. Trustees noted the contents and understand the implications for the hall whilst being aware that things may change.	

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6	<p>Governance subcommittee:</p> <p>a) Revisions to 'The Delegation of Responsibilities' paper were circulated prior to the meeting, this showed changes to the terms of reference (ToR) for the people and skills subcommittee, and the inclusion of a new group being the building subcommittee ToR were noted and agreed by all trustees. KM will re-issue a clean copy.</p> <p>b) KM has been in discussion with CAS regarding an organisational health check. A good check list of policies and procedures we should have in place was provided by CAS and circulated prior to the meeting. All Trustees to look through the checklist and get back to KM with any comments, trustees are asked to mark the checklist header with their name and version number so KM can produce a composite document with all views. We can then work on planning priorities to deliver over the next year.</p> <p>c) No changes necessary to the risk register & matrix.</p> <p>d) It was agreed that we plan for an AGM at lunchtime on 27th May to be confirmed when we know what Covid restriction measures will need to be in place at the time. There were some queries about the wording on the annual report which raised questions about the wording of our constitution. Trustees to send comments back to KM who will prepare a revised document ready for the next meeting.</p>	
7	<p>Operational subcommittee:</p> <p>a) The report was circulated prior to the meeting and contents noted. DH will follow up on the cost of moving the safe from the shed to the archive, once covid restrictions are lifted. The snagging list is now complete except for an internal repair job on the blistering paintwork on the old (now internal) window cil. CW will sort. Three items were discussed for Trustee approval; There may be some sensitivity about disposing the floor polisher, FI to speak to appropriate people. It was agreed we should purchase a Henry (or Hetty) Hoover from our equipment budget AG to action and AG to also test the laminator in the archives to see if it works, if not, AG to purchase a new one and pouches. - The Ops group will test all equipment prior to re-opening, particularly kitchen equipment that has not been used during lockdown and JS was asked if he could assist in testing the AV system.</p>	
8	<p>Health & Safety subcommittee:</p> <p>NS reported that the legionnaire assessment has been deferred until lockdown restrictions are lifted, now put back to June. Following the last</p>	

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	<p>meeting NS has investigated possible links to a call out system should a fire occur or the alarm go off when the hall was not in use. There is a possible system that could dial/call up to three trustees who may be asked to investigate the cause of the alarm ringing and to contact the fire brigade if there was need to do so. NS to investigate further with a bit more detail on how it would work in practice; plus an idea of costs to come back to the trustees for a decision.</p>	
9	<p>People & Skills subcommittee: Nothing to report at this time.</p>	
10	<p>Finance subcommittee:</p> <p>a) The finance report was noted. The forecast shows approximately £4 - 5k surplus at present; the budget for the next year will be prepared by IB for the next meeting.</p> <p>b) Spreadsheet showing grants applied for and received was circulated prior to the meeting and content noted. We have also been advised of a legacy of £500 from Lorna Turner. Thanks to Lorna's estate were expressed.</p> <p>c) The final spreadsheet of Building project costs was circulated prior to the meeting and the contents were noted: Thanks were expressed to IB for all her work on the project. Trustees agreed that the project could now be signed off as complete and £109K to be allocated to the building sub-committee.</p> <p>d) The revised financial regulations were circulated prior to the meeting and content noted with particular regards for changes to para's 2.2 and 4.1. The Regs were approved by the Trustees as amended, and IB will circulate a clean copy.</p> <p>- LB informed the Trustees that the 100 club this year had raised £1175 for the hall with the same amount donated to the church. The church warden is delighted with the donation and KM expressed thanks to all involved. AI will put a note in the Fisherman to inform and thank people.</p>	
11	<p>Marketing & Profile subcommittee:</p> <p>a) The Quality of place awards ceremony generated a lot of positive feedback. KM expressed huge thanks to Tony Ingram, Kathryn Branch and John Shepherd for stepping in to do the radio interviews and presentation at a moment's notice; this was much appreciated and very well received.</p> <p>b) Post occupancy surveys have been conducted with interesting and positive feedback. - More to follow.</p>	

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	<p>c) There have been 4 applicants to interview for the bounce back project. Interviews will take place week beginning 15th March via video link.</p> <p>d) The M&P report was circulated prior to the meeting and contents noted. Trustees approved the plan for limited opening from 12 April, conditional on Government advice at that time</p> <p>AI reported that there was a lot on going on behind the scenes, lining up activities for the future for gradual opening from 17th May at 50% capacity.</p> <p>- FI confirmed she would ask the cleaning company to start cleaning again from 12 April. KM asked AG to keep an eye on the cleaners use of colour coded equipment as instructed.</p>	
12	<p>Phase 2 Building Project Subcommittee</p> <p>The group have agreed terms of reference but as they are unable to meet face to face on site at present nothing further has happened. The group will appoint a chair to drive things forward. JS reported that Tony Ingram has done a lot of work assessing space and capacity for storage for which he is thanked.</p>	
13	<p>Inventory</p> <p>A copy of the updated inventory was circulated prior to the meeting. It was agreed that the main purpose was for insurance and as an asset list of valuable items. The list needs updating to show ownership of non hall owned items; some estimated costs; purchase dates and disposal dates (Backdating purchase dates will be estimated.) FI to update. KM will ask Julian Alexander for the return of the hall clock and plaque showing the list of 'Chairs' of the Parish Council. All to advise of known costs on current list and to notify AG of new purchases over £50 for inclusion on the inventory.</p>	
14	<p>Urgent items agreed at the start of the meeting:</p> <p>DH has been asked by Eastern Angles whether we might be willing for them to perform a play in the hall in June. It was agreed that providing covid restrictions were lifted as Government currently plans, we would be willing to accommodate with reduced numbers. DH will get back to them.</p>	
15	<p>Close:</p> <p>The meeting closed at 9:25. The next meeting will be on Tuesday 13th April at 7:30.</p>	

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