



Westleton Village Hall

**Westleton Village Hall Charity No 1164038**  
**Minutes of committee meeting held via Zoom**  
**on Tuesday 13<sup>th</sup> April 2021**

No.	<b>Present:</b> 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	<b>Apologies:</b> None No urgent items or declarations of interest.	
2	<b>Minutes of meeting held on 9<sup>th</sup> March 2021 &amp; matters arising:</b> Minutes agreed as a true record and KM signed a copy. KM has spoken to Julian Alexander regarding the clocks and PC noticeboard, Julian will deal with this when he can. <b>KM will forward on a clean copy of the terms of reference for delegation of tasks once updated.</b> FI has amended inventory as suggested at last meeting and forwarded to AG, Inventory to be kept on shared platform once we have agreed whether dropbox or 'other'	KM
3	<b>Urgent decisions taken since the previous meeting:</b> - FI emailed trustees to advise that although we had agreed to dispose of the floor polisher it might be possible to still use it and that it was appropriate for the floors, according to the maintenance manual. It was agreed to retain it and ask Irene Lucas as to its operation. - AG emailed trustees to ask if we would remain 'open for medical reasons' for ear wax removal bookings, should we enter lockdown again. It was agreed that we would remain open in accordance with government guidance & they should refer to their professional body advice. - IB emailed the Trustees to advise that we have been invited to apply for a restart grant for the hall to support re-opening of the hall. It was agreed that an application should be made.	
4	<b>Centre Manager's Verbal Report:</b> AG reported that she had made good inroads into reducing her hours and will continue to try to keep them in check. The hall re-opened on 12 <sup>th</sup> April for outside coffee and children's exercise toddler toddle and children's dance	

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	<p>restarts at the weekend. Other activities such as foot care and hairdressing are due to start up over the next couple of weeks. All the activity instructors that can return have booked for May, once the next lot of restrictions are due to be eased. AG continues to engage with a number of other potential users of the hall, with many expressions of interest including dance/aerobics; physio; adult cookery. It is intended to run Sunday Brunch at the hall and childrens cookery classes. No progress to date with bicycle repair man (<b>IB will chase</b>) or car recharging points. AG has also been preparing for the two new starters Linda Ginn and Sue Brett.</p>	
5	<p><b>Coronavirus Roadmap</b></p> <p>The 'roadmap' depicts what areas of business might open up at certain stages; accordingly we were able to open up on 12<sup>th</sup> April. The next stage is 17<sup>th</sup> May provided certain criteria are met. JS has drafted an email to user-groups to let them know of our plans to re-open but with limited capacity and to encourage &amp; welcome the groups back.</p>	
6	<p><b>Governance subcommittee:</b></p> <p>a) KM has re-drafted and circulated the organisational health check; this highlighted some areas that we need to address as follows:-</p> <ul style="list-style-type: none"> <li>- DBS checks: - <b>KM will draft a brief policy statement on when we would require DBS checks.</b></li> <li>- Lone working: - <b>KM will draft a lone worker policy.</b></li> <li>- Business continuity plan: - We discussed the need for a business continuity plan but there are too many permutations to make this worthwhile, and will deal with any incident as and when it arises.</li> <li>- Trustees signing off policies: - We considered whether trustees need to sign to say they had read and understood policies and procedures; it was felt that this could be covered in trustee meetings, once a document is reviewed but we need a plan in place to review documents.</li> <li>- Induction plan for new trustees: - It was agreed that we should look at introducing an induction plan for trustees - <b>IB will send a model form to KM.</b></li> <li>- Exit interview: - It was decided that <b>DH will conduct an exit interview with NS and FI</b> before they step down.</li> </ul> <p>KM asked whether it was appropriate to review progress against the Big Lottery and Heritage Lottery grant funding commitments and how we plan to monitor our progress against the Hall's vision and values; this info is being</p>	

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	<p>gathered via community survey; monitoring footfall and other means. KM will re-circulate the 'health check' document from time to time.</p> <p>b) No changes necessary to the risk register &amp; matrix; CW asked us to be alert to risks as we re-open and alert him even if we are unsure as to the risk rating.</p> <p>c) - <b>AGM date and time:-</b> It was agreed that the AGM will take place at noon on Thursday 27<sup>th</sup> May. FI circulated a draft notice prior to the meeting which was discussed. It was decided the AGM should take place in the hall with face coverings and people should inform us of their intention to attend. <b>FI to amend the notice and send for comment prior to distribution.</b></p> <p>- Draft annual report:- KM circulated a draft report prior to the meeting. <b>Any suggestions or additions to be sent to KM (such as how we responded to the pandemic) KM will send final version for trustee approval prior to AGM.</b></p> <p>- Finance return:- the annual report had to be completed on line. KM to do with IB at appropriate time.</p> <p>- election/appointment of trustees:- there are two vacancies for elected trustees; we will ask for nominations to be made prior to the AGM and if we have more than two nominations we will run off ballot papers with names printed on, similar to other election forms. Nominations should be made to AG and FI up to the day before the AGM. It was acknowledged there should be a formal procedure written up for this, but in the meantime the minutes will suffice. User groups are also entitled to nominate someone to represent their group but we need to be clear what we mean by 'user group' - ie a group representing a professional body or a user of the hall. The constitution is unclear on this matter and it was recognised that the constitution may need updating.</p> <p>As KM is stepping down as chair and FI is stepping down at the AGM nominations will be required for Chair and Secretary; IB is happy to remain as treasurer unless anyone else would like to take this on. <b>All trustees to consider whether they would wish to take on either position.</b></p>	
7	<p><b>Operational subcommittee:</b></p> <p>a) The Ops group met at the end of March and a report was circulated prior to the meeting and contents noted. <b>DH will follow up on the cost of moving the safe from the shed to the archive, and let CW know.</b></p> <p>It is possible we will keep the archive shed as a possibility for a repair shop</p>	

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	<p>type activity.</p> <p>The <b>Ops</b> group will test all equipment prior to 17 May re-opening, particularly kitchen equipment that has not been used during lockdown and <b>JS was asked if he could test the AV system.</b></p> <p>Trustees were asked to comment on the proposal to keep the TV in the foyer until alternative space is found for occasional storage. Majority approval was given for the tv to remain where it is for now.</p>	
8	<p><b>Health &amp; Safety subcommittee:</b></p> <p>NS contacted RJ &amp; E services who installed the fire alarm system to enquire about their charges for a call out system; it was much more expensive than Karma. NS will circulate the relevant details for trustees to consider but at the meeting the majority of trustees voted to proceed with a call out system.</p>	
9	<p><b>People &amp; Skills subcommittee:</b></p> <p>Linda Ginn (activities) and Sue Brett (transport) will start in their respective posts next week. <b>JS/AG to advise FI if she needs to purchase mobile phones for their use.</b></p>	
10	<p><b>Finance subcommittee:</b></p> <p>a) The finance report was circulated prior to the meeting and contents noted. IB will take out the 'restricted reserves' element and show them on a separate sheet for next time.</p> <p>b) IB circulated a spreadsheet prior to the meeting showing projected income and expenditure for next financial year, some assumptions have been made regarding number of events/activities going ahead with limited numbers and some cancelled events. It is thus difficult to give an accurate picture but the trustees accepted the findings.</p> <p>c) The draft budget for this year was circulated prior to the meeting and shows a projected deficit of approx £5,000, however we have a surplus this year of a similar amount which may assist in evening this out.</p> <p>- LB circulated the accounts to the end of March prior to the meeting which were noted with no comments arising.</p>	
11	<p><b>Marketing &amp; Profile subcommittee:</b></p> <p>A marketing planning meeting was held in March and the M&amp;P report was circulated prior to the meeting. The critical area is income generation and there are lots of bookings in the pipeline. Lots of ideas are forthcoming but with many uncertainties.</p> <p>- the community suggestions survey is with the printers and will be</p>	

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	distributed at the weekend. - Trustees agreed the plan to continue re-opening as restrictions are eased.	
12	<b>Phase 2 Building Project Subcommittee</b> JS has agreed to chair this group and they will meet on site soon, now that they are able to do so. JS asked NS if he would be willing to remain on the group as a volunteer.	
13	<b>Urgent items agreed at the start of the meeting:</b> None	
14	<b>Close:</b> The meeting closed at 9:35. The next meeting will be on Tuesday 11 <sup>th</sup> May at 7:30.	

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