



## Westleton Village Hall

### Westleton Village Hall Charity No 1164038 Minutes of committee meeting held via Zoom on Tuesday 15 June 2021

No.	<b>Present:</b> John Shepherd (JS) Chair, Anne Ingram (AI) Dilys Hall (DH), Chris Wood (CW), Ken MacGladrie (KM), Nikki Felton (NK) Centre Manager: Annie Groves (AG)	
1	<b>Apologies:</b> Liz Barton, Irene Bews No urgent items or declarations of interest The Chair welcomed new Trustee Nikki Felton.	
2	<b>Minutes of meeting held 11 May 2021 and matters arising:</b> JS requested amendment to Item 6 in the Minutes to record unexpected resignation of the Treasurer, Irene Bews. KM reported on the meeting with Westleton Parish Council: he had thanked the two Councillors, Amanda Freeman and Anthony Clough for their role in signing off the hall development project and reported that despite the pandemic and the restricted activities that the Village Hall has been able to offer, its finances were robust and it had adequate reserves to put towards a further extension to the Hall when circumstances permit.	JS/AI
3	<b>Urgent decisions &amp; minor actions taken since the previous meeting:</b> Proceeds of Art Sale were £1300 (plus £200 from sale to Caroline Campbell). JS has thanked Lis and sent flowers, a letter is to be sent to the executors. JS had advised declining a request for parking at the Hall by a Walking Group LB has responded to an enquiry by the Tallis Chamber Orchestra that their booking can go ahead on 10/11 July as long as they comply with COVID-Secure Procedures	JS  All
4	<b>Resignation of Treasurer:</b> An email & document circulated earlier by JS from IB notifying Trustees of her resignation and her concerns was discussed in two parts. 1) IB raised concerns about the role of the hall, the	

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

[www.westletonvillagehall.co.uk](http://www.westletonvillagehall.co.uk)



COMMUNITY  
FUND



HERITAGE  
FUND



Garfield Weston  
FOUNDATION



## Westleton Village Hall

	<p>activities now being pursued, and the community it is serving. The Trustees discussed the issues raised and agreed that the role of the Trustees was not only to maintain the Hall and make it available, but also to facilitate potential activities that needed to get started, and help groups increase their range of activities. This was necessary not only to generate income but also to benefit and enrich the lives of the residents of Westleton and the wider community. There was consensus that the Trustees need to be careful not to overstretch their resources. It was agreed to follow up with ideas for recruiting potential new Trustees and volunteers, and a plan to attract new people was discussed and will be circulated separately. JS also suggested that the Trustees voluntarily circulate a couple of paragraphs about themselves.</p> <p>2) IB had also provided a handover note listing her functions as Treasurer. JS has met with CW and LB and they have agreed to re-allocate tasks between them and will be able to manage for the next few months. In the meantime, Trustees will instigate a search and aim to appoint a new Treasurer by the end of the year, and JS agreed to become the third signatory for banking.</p>	<p>JS/AI/AG/DH/NF</p> <p>All</p> <p>CW/LB</p> <p>P&amp;S/All JS</p>
5	<p><b>Centre Manager's Verbal Report:</b>  <b>AG</b> reported Foyer coffee is doing well with 12 hosts now signed up. New bookings, Nia Dance and Pilates are getting good numbers and the instructors are pretty happy. However the second Brunch was not so well attended. Ideas to support were put forward. It was agreed the CM and the Trustees are happy to help new hirers get established but it needs to be made clear they then have to manage their own activities and marketing.  <b>AG</b> advised there had been some challenges with the Bounce-back scheme but the three afternoon activities are now poised to be launched next week. JS thanked <b>AG</b> for her work in establishing the new activities and continued support for the user community.</p>	
6	<p><b>Covid-19 Recovery preparations for June 21st:</b>  It was agreed the Hall activities are not affected by the extension of the lockdown date and can carry on as we are. The Trustees will review again at the next meeting and consider whether to maintain social distancing and</p>	

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

[www.westletonvillagehall.co.uk](http://www.westletonvillagehall.co.uk)





## Westleton Village Hall

	sanitising procedures through July and August.	
7:	<p><b>Trustee matters:</b>            Sub committee membership was discussed and the paper prepared by KMcG reviewed. It was agreed            Building Ops: JS to step and join CW and KMcG.            Phase 2 Building: KMcG offered to join JS LB and AI.            Health and Safety: to be rolled into Building Ops.            People and Skills: JS to step down and NF to join DH.            Marketing and Profile: JS to remain but with less involvement.            Quality and Impact to be rolled into Marketing.            Finance: DH to step down and JS to come in and help Chris and Liz.            JS agreed to revise the relevant Table and circulate it</p>	JS
8	<p><b>Reports from Subcommittees:</b>            Operational: Risk Register and Risk Assessment Matrix were reviewed.            CW agreed to add Volunteer and Trustee Recruitment to the risk register.            KMcG raised the question of the ACRE Survey. It was considered this can be completed and the funds received set against the Phase 1 build, with funds released to be ringfenced and reserved for future works. JS noted that the Treasurer had been content with this approach.            KMcG asked Trustees to run through the online ACRE Survey and confirm action.            Health &amp; Safety: Nothing to report.            Finance: Nothing to report.            People &amp; Skills: DH organising dates for exit interviews.            Marketing &amp; Activities: mostly covered by the CM Report. JS flagged the two summaries on the recent surveys (already presented at the AGM). JS will report on the Transport Scheme following a meeting with Sue Brett at CATs.            It is proposed that an Open Afternoon is held Saturday August 28<sup>th</sup> with the objective of inviting people into the Hall, showcase the activities and use as a volunteer recruitment platform: user interest in this to be assessed.            AG and AI to review bookings and report at next meet.            Governance: New policies being drafted. Carried forward to next meeting.</p>	CW  All  DH  JS  JS/AI AG/AI KMcG JS

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

[www.westletonvillagehall.co.uk](http://www.westletonvillagehall.co.uk)



COMMUNITY  
FUND



HERITAGE  
FUND



Garfield Weston  
FOUNDATION



## Westleton Village Hall

	Phase 2 Building Project: Development of options is in hand (JS). and Tony Ingram is assisting with plans. Nothing to report at present.	
9	<b>Urgent Items agreed at the start of the meeting:</b> None.	
10	<b>Close:</b> JS thanked everyone for their support and the meeting closed at 9.28. Next meeting 27 <sup>th</sup> July at 7.30.	

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

[www.westletonvillagehall.co.uk](http://www.westletonvillagehall.co.uk)

