

## Westleton Village Hall Charity No 1164038 Minutes of committee meeting held via Zoom on Tuesday 11<sup>th</sup> May 2021

	<b>Present:</b> Ken MacGladrie (KM); Nick Santon (NS), John Shepherd (JS), Anne	Action
	Ingram (AI), Dilys Hall (DH), Fiona Ireland (FI), Chris Wood (CW), Irene	
	Bews (IB) and Liz Barton (LB).	
	Centre Manager:- Annie Groves (AG).	
1	Apologies: None	
	No urgent items or declarations of interest.	
2	Minutes of meeting held 13 <sup>th</sup> April 2021 & matters arising:	
	Minutes agreed as a true record and KM signed a copy.	
	IB spoke to the bike repair man who got back to AG to say he was still	
	thinking about repair workshop.	
	NS progressing fire alarm call out, see update under H&S.	
	KM will forward on a clean copy of the terms of reference for delegation	КM
	of tasks once updated.	
3	Urgent decisions taken since the previous meeting:	
	- None	
4	Centre Manager's Verbal Report:	
	AG reported Foyer now open five days a week with approval from 'coffee pot'	
	to open on Fridays. Saturday morning kids dance class going well. Lots of	
	activities coming up when we can re-open with limited numbers next week. AG	
	has been supervising the two 'bounce-back' posts, which has been going well,	
	but does eat into AG's time, so AG is prioritising tasks - apologises for	
	anything delayed. Transport survey has gone out to households, with some	
	responses already received. Responses from the survey on re-opening have	
	been received and are being analysed with very positive responses. Brian	
	Boulanger is securing the bookcase ready for the second hand books and he	
	will put up some bunting to 'announce' our re-opening. The archive is being	
	used three days a week for private tutoring of a student who is not currently	IB
	in full time education; the consulting room is getting booked well. Soup 'n' pud	1
	in fun time education, the consulting room is getting booked wen. Soup it pud	
	are waiting for C of E guidelines before they get going again; the repair shop	







5	Coronavirus Roadmap	
	a) From 17 <sup>th</sup> May we will be able to serve refreshments indoors, and can offer	
	events and activities with a 50% reduction in attendance capacity. We will	
	still follow Covid safety precautions, such as scanning QR code, safe	
	distancing and face coverings.	
	b) 21 <sup>st</sup> June. We don't know yet what extra measures we will be able to take.	
	Heating and kitchen appliances have been checked and are working.	
6	Governance subcommittee:	
	a) As part of the organisational health check; two policies have been drafted	
	and were circulated prior to the meeting. These are the first of a number of	
	documents to be drafted or reviewed.	
	- Lone working: -	
	FI drafted a policy doc and procedures to be followed: - amendments needed	FI
	to make it clear what to do if someone doesn't make contact within an	
	expected time; add fire risk to template and tidy up final paragraph. <b>FI to</b>	
	amend and re-circulate to trustees with a view to sign off. Trustees	
	agreed that lone working procedures should be read acted on and signed by	
	anyone lone working.	км
	- DBS checks: -	NIVI
	KM drafted a brief policy statement on when we would require DBS checks.	
	Amendments needed to make it clear that as new situations arise we may	FI
	initiate the need for DBS checks. KM to amend and re-circulate to	
	trustees with a view to sign off. Trustees agreed that reference to DBS	
	checks should be included in the hire agreement/booking conditions. <b>FI to</b>	
	amend booking conditions and circulate to trustees.	
	b) Risk register & matrix (Impact and probability)	
	CW circulated the risk register prior to the meeting. Trustees agreed that	
	we should now remove risks R5 - R8 as these were no longer a risk and related	
	to the re-opening after the refurbishment. Trustees ran through the	
	remaining risks and asked they be amended as follows:- Risk R9 relating to	
	income: downgraded from severe impact to major and risk R10 relating to	
	impact of covid, to be downgraded from severe impact to major and from	cw
	likely probability to unlikely. Risk 11 relating to risk of hall closure due to	
	Covid to be downgraded from likely probability to possible. A new risk;	
	relating to the potential for fire while the building is unattended to be added	
	as severe impact and unlikely probability. CW to update register and	







	Westleton vinage nan	
	circulate to trustees.	All/KM
	The trustees discussed risks relating to user's safety in the car park, in	
	particular the risk to children when using the car park as a play area. It was	
	decided that we should erect a couple of signs reminding people of their	
	responsibilities and Trustee responsibilities and these should be backed up	
	with appropriate conversations to see if there is anything further we, or they	
	can do or provide. The Ops group will assess what would need to be done to	
	secure the gate on the street.	
	c) - AGM date and time:- It was agreed that the AGM should take place in	
	the hall at noon on 27 <sup>th</sup> May with face coverings and people should inform us	
	in advance of their intention to attend.	
	- Draft annual report:- KM circulated a draft report prior to the meeting. A	
	couple of amendments were suggested. KM will bring final version to AGM.	
	KM will provide the Parish Council with a summary of the report at their AGM	
	to which he has been invited.	
	- election/appointment of trustees:- there are vacancies for user group	
	representatives and there are two vacancies for elected trustees; no	
	nominations have been received yet, although a couple of people have	
	expressed some interest. We should also try to recruit volunteers to help	
	with sub groups in the same way that the marketing and profile sub group are	
	operating.	
	- Nominations for Chair, Treasurer and Secretary; IB stated that she was	
	happy to remain as treasurer, but subsequently resigned shortly after the	KM/FI/
	AGM. KM, FI, JS and AI to meet prior to AGM to discuss roles further	JS/AI
	with potential for JS standing for chair and AI standing for secretary on a	
	short term basis until potentially a new trustee takes on the secretarial role.	
	Discussion to include splitting up other 'secretarial' tasks amongst other	
	trustees or volunteers. KM and FI will offer support to whoever is nominated,	
	if needed.	
7	Operational subcommittee:	
	Nothing urgent to report.	
8	Health & Safety subcommittee:	
	NS circulated an email to Trustees prior to the meeting seeking three	
	volunteers for the proposed fire alarm call out system; JS, KM and CW are	
	willing to be the named contacts. CW will need a key to access the building	CW
	The Street Westleter Communities Suffelly ID17.24 D	DH







	- to be sorted out in due course. DH to purchase a Sim card for alarm system from plusnet.	
9	<b>People &amp; Skills subcommittee:</b> Linda Ginn (activities) and Sue Brett (transport) do not need hall mobile phones.	
10	Finance subcommittee: Proposals for an amended charging scheme were circulated prior to the meeting. The bulk of charges will remain the same as last year; amendments to include hourly rates for instructors, and session rate for use of kitchen. Clarity needed around regular user/single user, where regular user is a group with a regular booking for the hall (weekly, monthly, quarterly) during the year and single user is a one off booking during the year. Lettings alone will not give us a break even situation, so exhibitions and events will be needed to boost income. All to think of speakers for 'hall for all talks.' - Brian Boulanger will audit the end of year accounts which will be produced in time for the AGM.	All
11	<ul> <li>Marketing &amp; Profile subcommittee:</li> <li>The M&amp;P report was circulated prior to the meeting. Most items have been covered in centre manager's verbal report. Quality of place awards info will be placed on website soon, just waiting for photos. Coffee machine has been an issue AG in discussion with freshpac. The survey monkey costs will come out of BL training budget.</li> <li>KM expressed thanks to all the volunteers contributing to the M&amp;P subgroup.</li> </ul>	
12	Phase 2 Building Project Subcommittee In hand, but nothing to report as not yet able to meet up on site adequately. They will probably include user groups in future workshops; look for volunteers to join this subcommittee and who is in what subgroup in broader context.	
13	<b>Eastern Angles Summer Tour</b> Trustees were asked prior to the meeting about a couple of proposals made by eastern angles and agreed that we should go ahead with two performances of 'Red Skies' on the same day with reduced audience numbers. (40 per matinee and evening) The only day available is July 20 <sup>th</sup> and tickets will be on	







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	sale through the village shop only. (none on line) Covid safety measures will be	
	in place. Trustees agreed to proceed on this basis.	
14	Urgent items agreed at the start of the meeting: None	
15	<b>Close:</b> The meeting closed at 9:25. The next meeting will be the AGM on Thursday 27 <sup>th</sup> May at noon.	



