



Westleton Village Hall

Westleton Village Hall Charity No 1164038 Minutes of committee meeting held via Zoom on Tuesday 11th May 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 13th 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 of tasks once updated.	KM
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 in full time education; the consulting room is getting booked well. Soup 'n' pud are waiting for C of E guidelines before they get going again; the repair shop is in hand and there are no updates on the car charging plans.	IB

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5	<p>Coronavirus Roadmap</p> <p>a) From 17th 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.</p> <p>b) 21st 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.</p>	
6	<p>Governance subcommittee:</p> <p>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.</p> <p>- Lone working: - FI drafted a policy doc and procedures to be followed: - amendments needed 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. FI to 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.</p> <p>- DBS checks: - 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 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. FI to amend booking conditions and circulate to trustees.</p> <p>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 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</p>	<p>FI</p> <p>KM</p> <p>FI</p> <p>CW</p>

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	- to be sorted out in due course. DH to purchase a Sim card for alarm system from plusnet.	
9	People & Skills subcommittee: 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	Marketing & Profile subcommittee: The M&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. KM expressed thanks to all the volunteers contributing to the M&P subgroup.	
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	Eastern Angles Summer Tour 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 th 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	Close: The meeting closed at 9:25. The next meeting will be the AGM on Thursday 27 th May at noon.	

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