



Westleton Village Hall

Westleton Village Hall Charity No 1164038 Minutes of committee meeting held at the Hall on Tuesday 27 July 2021

No.	Present: John Shepherd (JS) Chair, Anne Ingram (AI) Dilys Hall (DH), Ken MacGladrie (KM), Nikki Feltham (NK); Liz Barton (LB), Francesca Bartlett (FB), Sue Brett (SB) By invitation: J. Wileman	
1	Apologies: Chris Wood (CW), Centre Manager: Annie Groves (AG) Urgent items: Key Safe and Snug noted for discussion. Eastern Angles deferred to last item but not covered. The Chair welcomed new Trustees Francesca Bartlett and Sue Brett and an invited observer.	
2	Minutes of meeting held 11 May 2021 and 15 June and matters arising: The meeting approved the amendment to Item 6 in the 11 May Minutes, as requested on 15 June. Matters Arising: 4.1 A plan to attract more people as Trustees had been discussed but not attributed as an action. It was agreed this be allocated to P&S. Circulation of Trustee background information to be covered in Governance Report. 4.2 Bank signatory change-over is in hand. 8. Operations Report: The ACRE Survey response has not yet been submitted. KM is not aware of any deadline for this and advised no comments had yet been received from the Trustees, who were reminded to look at it (online). KMG to cover response at next meeting. 8. P&S Report: DH is still looking for dates for exit interviews. 8. M&P Marketing and Profile planned Open Afternoon has now been postponed.	P&S All KMG
3	Urgent decisions & minor actions taken since the previous meeting: Following the Government announcement to relax COVID Secure regulations on 19 July, the Trustees had agreed (by	

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	number of participants in their activities. The Trustees will review again at the next meeting.	All
6	<p>Trustee matters: Secretary and Treasurer roles are still unfilled. JS asked Trustees to put forward ideas for any appropriate candidates. JS will ask the Art Group if it will put forward a nomination.</p> <p>KMG raised the question of the Parish Council not wishing to put forward a Trustee but having requested a representative attend Trustee meetings as an observer on a rotating basis. KMG and JS to respond declining this option.</p>	All JS JS/KMG
7	<p>Community Transport Scheme SB summarised the need identified by the Transport Survey, not only for transport but for social interaction. SB outlined the scheme and details of the six options were discussed. While CATs offer a very comprehensive service it is complicated and very little used in Westleton (Only three respondents to the survey had used the system). There are two key strands to the proposal:</p> <ul style="list-style-type: none"> • Encouraging use of the CATs service which offers a Bus (which is funded by the Council) and has limited geographic reach, or a car service, at 45p per mile, which can go anywhere. Both have different cost structures. However CATS is keen to promote the Bus and could offer a regular service eg supermarket trips, and are very happy to work with Westleton to set up a “bespoke” offer using Westleton drivers for Westleton rides to maintain the Community aspect of the service, which people really seem to want. CATS would carry all the legislative responsibility. To be successful, SB stressed that better explanation and promotion of their services would be essential (e.g. by a volunteer “coordinator”). • Establishing a simple, informal village scheme for transport within the village. SB’s research had confirmed problems of isolation and loneliness and envisaged the local scheme would help alleviate these issues. The 	

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	<p>scheme would also work well with other initiatives, such as Simply Friends, events at the Hall and the Church. While it could be low cost it would require commitment from volunteers in administrative as well as a driving role.</p> <p>The Trustees were concerned about take up, liability and cost. It was agreed to pursue the two strands in parallel as pilot schemes.</p> <ul style="list-style-type: none"> - SB to progress work in partnership with CATs and set up an exploratory pilot with regular shopping run for August/September. - To run due diligence on the village scheme as below with a view to going operational in one or two months. - SB is happy to act as coordinator on both strands using her remaining funded hours and until the pilots have quantifiable results. - KMG to work with SB to establish costs, risks and liability. - SB to discuss options with volunteers of driving for either, or both, CATs and the local scheme. - AI to forward insurance policy. - NF emphasised the need for encouraging people to take part and activate a supporting marketing plan. <p>SB to report on progress with pilot schemes with recommendations for their future (if any) for Trustees final sign off in due course. SB to keep Trustees informed on progress at future meetings.</p> <p>The Trustees agreed to proceed on this basis and JS thanked SB for her work.</p> <p>Reports from Subcommittees: Finance: LB reported First Quarter showed very positive results exceeding expectations with no issues to be concerned about. Operational: Nothing to report. KMG to meet with CW as soon as possible. Health & Safety: Nothing to report. People & Skills: DH organising dates for exit interviews.</p>	<p>SB</p> <p>SB</p> <p>SB</p> <p>SB/KMG SB AI</p> <p>SB/JS Marketing</p> <p>SB</p> <p>KMG/CW</p> <p>DH</p>
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	<p>Marketing & Activities: Endeavouring to set up talks for Autumn. Working on marketing push in August to support new classes in September with a What's on leaflet for a doordrop (Bounce Back fund), Heritage Trail Map and exhibition (funded by HLF) and Newsletter (Bounce Back fund). Also potential for small opening event on 28th August.</p> <p>Governance: KMG ran through the key recommendations: The following were agreed:</p> <ol style="list-style-type: none"> 1. to prioritise risk of health check. 2. to compile list of volunteers willing to help with events. AI to forward the old "friends" list. 3. to add Treasurer to Risk Register and add new columns. Lead, Actions, Timescale. 4. KMG to produce skills requirement list with high, medium or low skill relevant. JS requested webmaster is included. 5. All Trustees to review Constitution to identify amendments required. 6. Key documents to be available on website, private and public.. KMG/NF to draw up list. 7. Each SubC to review and cull the OSR, BL business plan and Vision to create one document with aims objectives and rolling plan. <p>It was considered items 5 and 7 were not urgent and no deadline was given.</p> <p>Items 8e (i) and 8e (ii) were deferred to the next meeting. All to review for next meeting.</p>	<p>AI/JS</p> <p>KMG/NF KMG/NF AI</p> <p>CW</p> <p>KMG/NF</p> <p>All</p> <p>KMG/NF</p> <p>All</p> <p>All</p>
	<p>Phase 2 Building Project: JS and Tony Ingram have prepared and consolidated a draft position paper for the BSC2 Committee and will convene a meeting to discuss in the next month or so and then present ideas to Trustees more generally.</p>	<p>JS</p>
<p>9</p>	<p>Urgent Items agreed at the start of the meeting: Key Holders have complained that the current ad hoc system is very flaky. It is proposed a key safe is installed. JS</p>	

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	has sought advice from the Insurance advisor at CAS. There were no objections. BOps to action.	Building Operations
10	Close: JS thanked everyone for their time and patience. The meeting closed at 10.20. Next meeting 7 th September at 7.30.	

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