

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

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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.	P&S
	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.	All
	8. P&S Report: DH is still looking for dates for exit	KMG
	interviews.	
	8. M&P Marketing and Profile planned Open Afternoon has	
	now been postponed.	
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	









	email) to maintain the existing precautions until further discussion at this meeting.	All
4	Centre Manager's Report:	
	AG submitted a written report. Key items were discussed: AG is endeavouring to find a solution to enable the return of Coffee Pot. All agreed the Foyer could be an option, or weekend, as the Hall is now booked for weekday mornings.	
	AG to pursue.	AG
	The Activity Afternoons have had limited success despite receiving support in the village surveys. Al reported the objective is to make better use of the foyer in the	
	afternoons and several alternative ideas are being explored. One of which was to hold "Tea and a Bun" three afternoons a week, just as an opportunity to sit and chat and timed to	
	open after the Snug closed. The first action was to consult with the Snug and, following a meeting with Ian and Jane	
	Johnson, AG advised that there had been an adverse response and the idea had been dropped. However they also raised concerns about the 10-12 morning coffee in the	
	Foyer and AG advised this would be taken to the Trustee meeting. KMG had been present at the discussion. The role	
	of the foyer was discussed, and it was agreed it was both an income generator and a place for people to socialise. It was felt there were key attributes of the Foyer (e.g. open space	
	both inside and out) and the opportunity for interaction with friends. As AG had reported, the Foyer is not so much	
	about the food and drink on offer, it's the hosts which make it special. It was agreed that JS, KMG ask AG and CW if they	
	will attend a meeting with them and the Ian & Jane to discuss. JS to contact Ian and Jane to arrange a date.	JS/KMG JS
5	Covid-19	13
	It was agreed to maintain Covid-Secure arrangements	
	including the 50% capacity rule (maximum audience 48	
	people) for Hall events & activities. AG to check with instructors and users to establish appropriate precautions	
	for running their activities. It was suggested that they ask	
	participants to wear masks in communal areas, sanitise	
	hands and touch points after use, and respect people's space. The Hirer's will be responsible for assessing the safe	AG









	number of participants in their activities. The Trustees will review again at the next meeting.	All
6	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. 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.	All JS JS/KMG
7	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: • 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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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.		
The Trustees were concerned about take up, liability and cost. It was agreed to pursue the two strands in parallel as pilot schemes. - 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. - Al to forward insurance policy. - NF emphasised the need for encouraging people to take part and activate a supporting marketing plan. 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. The Trustees agreed to proceed on this basis and JS thanked SB for her work.	SB SB SB/KMG SB AI SB/JS Marketing SB	
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	KMG/CW	

People & Skills: DH organising dates for exit interviews.



Health & Safety: Nothing to report.

soon as possible.





DH



	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 28 th August.	AI/JS
	 Governance: KMG ran through the key recommendations: The following were agreed: to prioritise risk of health check. to compile list of volunteers willing to help with events. Al to forward the old "friends" list. to add Treasurer to Risk Register and add new columns. Lead, Actions, Timescale. KMG to produce skills requirement list with high, medium or low skill relevant. JS requested webmaster is included. All Trustees to review Constitution to identify amendments required. 	KMG/NF KMG/NF AI CW KMG/NF
	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.	AII KMG/NF AII
	It was considered items 5 and 7 were not urgent and no deadline was given. Items 8e (i) and 8e (ii) were deferred to the next meeting. All to review for next meeting.	All
	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.	JS
9	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	









	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.	Operations





