



Westleton Village Hall

**Westleton Village Hall Charity No 1164038  
Minutes of committee meeting held at the Hall  
on Tuesday 7 September 2021**

No.	<b>Present:</b> John Shepherd (JS) Chair, Anne Ingram (AI) Dilys Hall (DH), Nikki Feltham (NK); Liz Barton (LB), Francesca Bartlett (FB), Sue Brett (SB) Chris Wood (CW), Centre Manager: Annie Groves (AG)	
1	<b>Apologies:</b> Ken MacGladrie (KMG), Urgent items notified: Wall Clocks, Chair of PC Boards and Image Display in Hall.	
2	<p><b>Minutes of meeting held 27 July 2021 matters arising:</b></p> <p>4.2 Bank signatory change-over. JS read the Bank Resolution (attached). The motion was proposed by DH seconded by SB. All in favour. JS to progress.</p> <p>8. P&amp;S Report: DH is still looking for dates for exit interviews.</p> <p>6. PC Representative. JS advised further to KmG's response to the Parish Council there had been no reply and JS had followed up with Ian Haines but with no response. The offer to attend as an observer with a view to joining the Trustees remains open.</p> <p>4. JS/AG Report on the meeting with Ian and Jane Johnson was discussed. JS outlined the five proposed actions requiring decisions, bearing in mind the potential adverse reaction of customers. NF was concerned price increases would exclude some customers. FB considered the regular customers would not be adversely affected.</p> <p>1. AG advised IJ was happy to supply and wrap tray bakes. AG to arrange tray bake supply on a similar arrangement to Lili's Pantry and implement asap.</p> <p>2. the foyer will stop offering of ice creams at morning foyer</p> <p>3. increase price of coffee to £2.00.</p> <p>4. foyer to carry Snug menu.</p>	<p>JS</p> <p>P&amp;S</p> <p>AG</p> <p>AG/Marketing</p>

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	<p>5. confirm Sunday is open for any refreshment offer. AG/marketing to devise messages to advise the Foyer Hosts.</p> <p>JS to respond to IJ and JJ and advise these measures will be introduced from October 18, that the Foyer operation will be reviewed and may change. JS to also confirm the idea to open for afternoon tea when the Sung is closed, has been dropped.</p> <p>JS reported on the success of the Yard Sale and Craft Fair. Funds raised £263 from pitches and tickets + £140 foyer, Craft Fair £180 + £35. JS thank Sue Brett, Sheena Robinson and Debbie Shepherd for their work and Fran Bartlett, Tony Ingram, Kathryn Branch and JW for volunteering in the Foyer.</p> <p>JS proposed the COVID Secure measures as set out at the last meeting are maintained (apart from the 30-minute “breathing space” see item 3) and reviewed at the next meeting. Agreed.</p> <p>CW queried the COVID arrangements for Film Club and £5 charge appearing in Fisherman. JS confirmed maximum capacity worked on the 1m-plus distancing layout is 48, Al apologised for publicising incorrect entry fee, the meeting agreed this was down to CW to decide.</p> <p>The meeting approved the 27 July Minutes.</p>	JS
3	<p><b>Urgent decisions &amp; minor actions taken since the previous meeting:</b></p> <p>Trustees agreed by email consultation to discontinue the 30-minute COVID “breather space” between bookings.</p>	
4	<p><b>Centre Manager Verbal Report:</b></p> <p>AG said it had been a quiet August with Foyer takings down generating around £8 per session contribution to Hall running costs from refreshments in the foyer. Key items were discussed: Brian Harrison Exhibition in Foyer has sold 5 paintings and he is delighted with £10pw fee</p>	AG

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	<p>plus 10% commission. Potential for more exhibitors being pursued by AG.</p> <p>AG pursuing regular bookings for Autumn start up. Lapwing confirmed at £110 pw. Hearing Centre has booked another "trial". Dance class in moving to Foyer on Saturday morning. Sup&amp;Pud re-started with 18 people. Coffee Pot considering Thursday morning.</p> <p>New activities include: afternoon courses for the Foyer; music on Sundays, John Westgarth booking for Chess and Bridge evenings.</p> <p>Brunch has now stopped as Michelle was not making enough profit.</p>	
5	<p><b>Trustee matters:</b></p> <p>JS asked Trustees to continue to put forward ideas for a suitable Treasurer.</p> <p>KMG has advised he is planning to move out of the village and as and when that happens will resign as Trustee.</p>	All
6	<p><b>Community Transport Scheme</b></p> <p>SB outlined the three components of the scheme.</p> <p>1. CATs weekly bus has had 6 then 8 customers and it was considered 6 is the optimum number. There are currently 10 different people using the bus and it is well supported CATs is working with Sue to overcome and issues if there are more than 6 people wanting to book. Bus booked to continue through October</p> <p>2. CATS Community car service. 6 volunteers have come forward. Three have been trained and checked by CATs and should be up and running by mid-October, plus David Blencoe meaning if people ring CATs they will normally get a Westleton driver.</p>	

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	<p>3. Village Community Transport Pilot Scheme. A full report prepared by SB was discussed in detail. JS referred to cost concerns raised by KMG.</p> <p>All agreed the aim is to facilitate the Hall for All ethos and enable people to visit the Hall. Sue advised the driver volunteers were happy to be involved and did not expect expenses.</p> <p>It was agreed to run a pilot scheme for one year (the Hall will fund an outlay of around £250 for liability insurance and mobile phone) to test feasibility and take-up. SB to report monthly at Trustee meetings with a checkpoint at three months.</p> <p>The drivers will be the same six as trained under 2 above so no additional cost involved. SB volunteered to take it forward and run the scheme with a support from a second volunteer.</p> <p>The Trustees agreed to proceed on this basis and JS thanked SB for her very thorough and well presented report and her offer to run the pilot scheme.</p> <p><b>Reports from Subcommittees:</b></p> <p><b>Finance:</b> LB advised invoicing for occupancy was behind, but balances look okay £8000 in bank account up to 1<sup>st</sup> of the month. LB struggling with invoicing and calendar. AG now helping with the calendar and JS asked LB to say if help required to relieve pressure on AG's time. It was agreed LB rationalise the bank accounts to reduce the charges now being introduced by HSBC. LB flagged potential problem with banks charging for cash handling. LB to clarify with PO.</p> <p>JS reported JW has offered to help as a finance assistant. It was agreed to take this forward.</p> <p>JS to try again to arrange Finance meeting with LB and CW. It was agreed to move pay roll to P&amp;S. DH to action.</p> <p><b>Operational, Health &amp; Safety</b></p> <p>CW ran through the list key items arising: DW to follow up on archive shed.</p>	<p>SB</p> <p>LB/AG</p> <p>LB</p> <p>LB</p> <p>JS</p> <p>JS</p> <p>DH</p> <p>DH</p> <p>AG</p> <p>CW</p> <p>CW</p> <p>AG</p>
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	<p>CW organising electrician to de-scale boiler.          CW to get quote for repairing sash windows.          CW to take over JS research and progress key safe purchase within the delegated budget.          Fire alarm phone alert installation. AG to chase.</p> <p>Risk Register was reviewed.          It was proposed CW to move R9 to the mitigated/closed risk sheet. CW and JS to meet to discuss how risks should be closed and recorded.          R10 reduce impact to Moderate.          R11 leave.          R12 leave.          R14 take off.          R16 leave on.</p> <p><b>People &amp; Skills:</b> DH organising dates for exit interviews.          NF asked to revise the subcommittees with a view to her consolidating on Governance and leave P&amp;S. It was agreed this was sensible and FB will to join DH on P&amp;S in particular to move forward on volunteers and safeguarding.          Safeguarding issues were raised by JS. Dilys to report at next meeting.</p> <p><b>Marketing &amp; Profile</b>          Autumn talks set up and marketing push to support new classes in September now complete. Heritage Trail Map and exhibition (funded by HLF) now being reviewed for Spring 2022. Marketing team to pursue Newsletter and second What's On leaflet as it considers appropriate.</p> <p><b>Governance:</b> NF ran through the key recommendations:          The following were agreed to be adopted as working documents:</p> <ul style="list-style-type: none"> <li>• Lone working procedures and policy</li> <li>• Documents to store on website.</li> </ul>	<p>CW</p> <p>DH</p> <p>FB/DH</p> <p>DH</p> <p>DH/AI</p> <p>AG/Marketing</p> <p>KMG/NF KMG/NF</p> <p>ALL/ KMG/NF</p>
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	Skills check list Trustees to complete and return to a NF with comments. NF to generate second list focussed on volunteer skills/what they would like to do.	
	<b>Phase 2 Building Project:</b> JS to update at next meeting.	JS
9	<p><b>Urgent Items agreed at the start of the meeting:</b>            Agreed Building Ops find and advise locations for WI clock in Foyer and Parish Council clock in hall.            Chairs of Parish Council plaque – PC to be asked size of the plaque.            Artwork in the Hall. The proposal from John Bebbington and Roy Jones was considered and Trustees felt any permanent installations in the Hall should be avoided. JS to respond and suggest that non-permanent displays of images would be preferred.</p>	CW  AG  JS
10	<b>Close:</b> JS thanked everyone for their time and the meeting closed at 10pm. Next meeting Monday 18 <sup>th</sup> October at 7.30.	

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