



Westleton Village Hall

Westleton Village Hall Charity No 1164038
Minutes of committee meeting held by zoom
on Monday 18 October 2021

No.	Present: 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), Ken MacGladrie (KMG), Centre Manager: Annie Groves (AG)	
1	Apologies: Liz Barton (LB)), Urgent items notified: Eastern Angles (DH)	
2	Minutes of meeting held 7 September 2021 matters arising: 4.2 Bank signatory papers submitted, awaiting advice from the Bank. 8. P&S Report: DH is still looking for dates for exit interviews. 6. PC Representative. JS advised invitation had been re-sent to attend as observer but had no response. 4. JS advised correspondence had been completed with the Snug and AG will update under the Centre Manager Report. 5. Still looking to recruit Treasurer. 7. Fire Alarm. AG chasing up The meeting approved the 7 September Minutes.	JS P&S ALL AG
3	Urgent decisions & minor actions taken since the previous meeting: JS advised Parish Council Honours Board had been mounted as agreed at a Trustees meeting some time ago. The Morgan Caines Memorial Clock is still to be mounted (possibly over the door to the archive). The Building Inspector Bob Griffin had asked for a Fire Exit sign above	CW

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	the door to the archive. Building Ops to look at best solution.	
4	<p>Centre Manager Verbal Report:</p> <p>AG said it had been a good month, Lapwing has settled down although the Hearing Care Centre saying they might not come back as the rooms not quite big enough. Children's Dance has stopped as numbers diminishing but may come back with a mid-week class. The Key Safes have been very well received by the instructors.</p> <p>Chess and Bridge Club not going so well, low numbers for the first session but will give another go.</p> <p>Autumn workshops: Sugar Craft workshop was cancelled as no bookings received.</p> <p>Mosaic Workshop more marketing support with JW so hopefully will pick up.</p> <p>Shakespeare Workshop now regularly getting 6 plus so going well.</p> <p>Foyer income £720 gross for September, nearly £200 for October is slowing down with nearly £200 gross to date. Hosts say they're happy to carry on even if numbers are low. Brian Harrison Exhibition in Foyer has made £32 in commission and £60 on hiring the space.</p> <p>New hirers and activities include: Roach practicing on Sundays. Lunch Club with Eve and Rich (Case Sera wines). Book sales picking up and potentially looking at Book Swap.</p> <p>Environmental Health visiting on 1 November in relation to Soup & Pud. KMG suggested that they should supply a list of areas they want to look at. AG to take up with Catriona.</p> <p>AG has taken over the events calendar and updating it on the website from LB.</p> <p>AG met the Snug and advised they have declined the offer to supply the tray-bakes having reviewed costings and advised AG to go back to the original VH supplier.</p> <p>Price of coffee has been increased and the meeting with the Hosts (12 October) had been positive and well supported.</p> <p>AG confirmed that WVH keys are still held by the Shop.</p>	<p>AG</p> <p>AG</p> <p>AG</p>

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	<p>Struggling classes have asked for a reduced cancellation period. JS and AG had proposed a one-week cancellation period (from two weeks) which was agreed.</p> <p>Model Railway Group has asked for storage space (estimating that its equipment would take up half of the space in the Archive Shed). DH has found a potential company to move the archive safe and has offered them the shed if they can use it. JS and AG to find out more about the Model Railway Groups requirements and draw up draft Rental Agreement for a short term arrangement. AG advised that the musician (Ed Shaw) had resigned.</p>	DH/AG/JS
5	<p>Trustee matters:</p> <p>JS said that an updated list of Trustees was being prepared and KMG has verified that it is correct. JS/AI to circulate and update website.</p> <p>KMG to contact Charity Commission and remove Irene Bews and put his name down as the CC contact.</p> <p>We are still looking for ideas for a suitable new Treasurer and Secretary...</p>	<p>JS/AI</p> <p>KMG</p> <p>ALL</p>
6	<p>Community Transport Scheme</p> <p>SB updated Trustees on the three schemes:</p> <ol style="list-style-type: none"> 1. Thursday CATS bus going really well. 5 or 6 people every week and may start a Friday bus as well to take extra bookings or arrange different trips. 2. Westleton Driver scheme is also doing well with taking people to hospital etc. appointments. <p>SB has arranged for Lynne, manager of CATs weekly coming to the VH talk tomorrow about the above.</p> <ol style="list-style-type: none"> 3. The Village-only Community Transport Pilot Scheme is now ready to run. Elaine Blencow has volunteered to be SB support. Insurance, phone and drivers sorted. Proposed name Wheels 4 Westleton and make it clear this is an initiative from the Village Hall. SB and AI to talk about marketing the scheme, information to be added to 	SB

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	<p>Hall events publicity. SB to label the big carboy jar to receive donations and maybe set up a standing order for membership (maybe £5 per month).</p> <p>The Trustees agreed with SB actions and supported the proposals and thanked SB for her very efficient work and good to see the scheme flourishing.</p>	
7	<p>Reports from Subcommittees:</p> <p>7a. Operational, Health & Safety CW ran through the issues and noted the following key points for action:</p> <ol style="list-style-type: none"> 1. KMG working on Maintenance Schedule to simplify and check it appears correctly on Dropbox so Trustees can view it. KMG 2. Water boiler can only be rectified when fault comes up on screen when engineer needs to be called out. AG 3. Marks on walls from moving equipment. CW proposed emailing all users to ask them to be careful. Agreed. JS to action. JS 4. KNG advised Paul Holmes supplying quote for repairing sash cords and four double glazing units which have failed. KMG 5. Electrical issues KMG met with electricians RJE quoting for replacements to faulty fittings and consider getting low flicker units. CW 6. Agreed to hold work party to clear weeds round the hall. CW to arrange date. CW 7. Agreed new internal key safe to be installed on kitchen wall at the end of the corridor. <p>Risk Register was reviewed. No changes. Agreed COVID restrictions remain in place.</p> <p>7b. Finance: JS relayed message from LB advising not much to report on finances. The half year report will be</p>	<p>LB</p>

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	<p>circulated in November and she is working on this quarters invoicing.</p> <p>c/f from last meeting: LB to 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>AG outlined problems with the booking system and JS to talk to LB about channelling all bookings and enquiries though AG with LB focussing on managing the invoicing.</p> <p>JS reported that JW has looked at budgeting and forecasting and will take this to the Finance meeting with LB and CW and then circulate to Trustees. Essentially JS advised the forecast suggests the Hall should break even this year (not including the £8k grant received) , depending on bookings holding up.</p> <p>JS advised JW is looking at comparable charges at other village halls to be reviewed for the next year rates.</p> <p>It was agreed the Westleton concession should only apply to Westleton community groups and for residents' private hire.</p> <p>7c. People & Skills: DH organising dates for exit interviews. DH outlined concerns for lone workers, particularly for the consulting room. It was agreed to ask the hirer to lock the external doors and have a sign to put on the Foyer door asking people to ring the bell.</p> <p>DH and FB had reviewed the volunteer situation and are looking at recruiting new people from Westleton and also engage with local estate agents.</p> <p>DH queried whether activities were reaching all interests in the community and suggested bingo and line dancing.</p> <p>AG advised bingo had been tried and Simply Friends was geared to offer a befriending element. SB suggested linking to the Transport Scheme. Agreed.</p> <p>DH and FB to report on Safeguarding at the next meeting.</p>	<p>LB</p> <p>JS/LB</p> <p>JS</p> <p>JS/CW/LB</p> <p>JS</p> <p>DH</p> <p>AG</p> <p>DH/FB</p> <p>SB/AG</p> <p>DH/FB</p>
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	<p>7d. Marketing & Profile</p> <p>AI advised the next quarter bookings were holding up. Kids Dance has cancelled, some classes are low in numbers and efforts have been made to support with mailing list messages and Fisherman promotions. All the original user groups have returned apart from WEA. Major hirers are now Lapwing, Nia Dance, Table Tennis. Yoga and Pilates.</p> <p>The 2022 talks and activities are shaping up. FB asked about the Winter Warmer. While the original format may not work with Covid restrictions, AI will follow up with Catherine Ash. SB outlined a Book Sale idea to generate funds. SB to talk to AI.</p> <p>SB suggested that Tallis Orchestra may be prepared to put on a fund-raising concert.</p> <p>AI and DH working on the Heritage Trail Map and exhibition (funded by HLF) booked for Easter 2022.</p> <p>Proposed content for the next Newsletter was circulated before the meeting and will now be prepared for distribution after Christmas.</p> <p>7e. Governance: NF advised nothing new to report and is still working on the revised volunteer “skills” questionnaire and asked Trustees to try out and send through the skills check list previously circulated.</p> <p>7f. Phase 2 Building Project: JS advised there had been no progress and due to time constraints this is now on the back burner.</p>	<p>SB/AI</p> <p>DH/AI</p> <p>AI</p> <p>ALL</p>
9	<p>Urgent Items agreed at the start of the meeting:</p> <p>Agreed: Eastern Angles “Booming Voices” to be booked for May/June next year (with capacity of ~60 there would be a small profit at a £12 ticket price).</p>	DH
10	<p>Close: JS thanked everyone for their time and the meeting closed at 21.25 Next meeting Monday 6 December at 7.30.</p>	AG/LB

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