



## Westleton Village Hall

### Westleton Village Hall Charity No 1164038 Minutes of committee meeting held by zoom on Monday 7 December 2021

No.	<b>Present:</b> John Shepherd (JS) Chair, Anne Ingram (AI) Dilys Hall (DH), Nikki Feltham (NK) part; Liz Barton (LB), Sue Brett (SB) Chris Wood (CW), Ken MacGladrie (KMG), Centre Manager: Annie Groves (AG)	
1	<b>Apologies:</b> Francesca Bartlett (FB) There were no urgent items.	
2	<b>Minutes of meeting held 18 October 2021 matters arising:</b> 4.2 Bank has written to say online user signatory paperwork not complete. LB to pass letter to JS. KMG queried whether the trustees should move the account. It was agreed to investigate options and review this when the current issues have been settled. 6. PC Representative. JS advised Paul Holmes had planned to join the meeting as an Observer with a view to the Parish Council nominating a Trustee but had then been unable to attend. 7. Fire Alarm. AG chasing up.  The meeting approved the 18 October Minutes.	LB/JS  AG
3	<b>Urgent decisions &amp; minor actions taken since the previous meeting:</b> Chris Freeman has been briefed to instal the Morgan Caines Memorial Clock. JS reported the Christmas Fair had been a great success raising over £450 for Hall funds. Organisers and participants have been duly thanked. DH awaiting information on Eastern Angles date for 2022.	
4	<b>Centre Manager Verbal Report:</b> AG reported Foyer figures were holding good. Exhibitions of artwork doing well, not an income generator but good for social interaction. Chess Club doing well on Wednesday morning and may take a foyer afternoon session. S&P has 50 booked for the Christmas Lunch. This is a few over the COVID limit but agreed this was acceptable with the other precautions in place. Mosaic workshop well received, Felting workshop has one booking so far. Lunch Club went well and continuing with Eve and Rich (Case Sera wines).	

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	<p>Railway Group very happy with the shed. Ear wax treatment is starting on Saturday and physio discussing a January start.</p> <p><b>Not going so well:</b>  Ann Bebbington is taking a Sabbatical from the Art Group and the Quilters. JS has been encouraging Quilters to re-form as a general Sewing Group, potentially in the foyer. JS will suggest that they talk to AG.  Nia Dance down to one class.  Book Swop has not taken off. Needs a volunteer co-ordinator.  Zumba at risk, numbers have fallen and may not come back in January.</p> <p><b>Other points:</b>  Environmental Health visiting December 7 to check the Foyer Coffee service. Note: passed with five stars.  AG noted that the Covid Secure precautions had been lapsing with people not wearing face masks and will email user groups to remind and she briefs all the kitchen users and groups going through the COVID requirements.  Clearing up after some user groups has been an issue and taking AG time to clean after them. AG addressing.</p> <p>AG and LB have streamlined the booking system and bookings are being handed over to AG.  DH has organised removal of the safe to the archives at a very modest cost (completed).</p>	<p>JS/AG</p> <p>AG AG</p> <p>AG/LB</p>
5	<p><b>Trustee matters:</b>  KMG to forward further amendments to the List of Trustees 2021 to AI. SB asked for the list of Trustees to show her as nominated rather than elected. CW telephone number to be corrected.  KMG advised that it would be sensible for IB to remain on Charity Commission list until the Bank Signatory issue is resolved. IB has agreed and this was approved.  Still looking for ideas for a suitable Treasurer and Secretary.</p>	<p>KMG/AI</p> <p>ALL</p>
6	<p><b>Community Transport Scheme</b>  SB updated Trustees on the three schemes:</p> <ol style="list-style-type: none"> <li>1. Thursday bus is very popular. Recent weeks have been quieter, probably due to poor weather, but it now has 16 users with a core of 6 regulars.</li> <li>2. Cars with drivers working for CATS now picking up with hospital, doctors etc. appointments.</li> <li>3. Community Transport to and from the Hall has not had any bookings so far but it is</li> </ol>	

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<p>but will still be down on the budgeted projections.</p> <p>LB has reduced the HSBC bank accounts to one main account which now also holds the Archive account. LB checking potential problem with banks charging for cash handling with PO.</p> <p>NF queried the Hall4All expenditure. LB advised the costs represent one Eastern Angles event. The Trustees had agreed to run this booking as a socially beneficial event with no expectation of making a profit, and Hall4All events usually run as fundraisers with minimal costs.</p> <p>JS queried the electricity cost. LB advised the £4500 to date include paying off the debt from the build period and should reduce when the new tariff negotiated with the existing supplier (Eon) is introduced on 9 December. LB to check EON agreement with IB.</p> <p>AI asked about £2000 in donations. LB said this was from the late David Thompson art sale and AG later clarified the balance was £500 from a legacy from the estate of Lorna Turner. AI to organise thank you note.</p> <p>LB advised the booking system had now been handed over to AG and work is in progress to streamline the operation.</p> <p>JS proposed that minor items taken via the SumUp machine should not be identified separately but appear in the general Foyer receipts. Agreed.</p> <p>LB is now to be the official owner on SumUp. IB, LB &amp; JS to complete the formal paperwork. And JS proposed a formal resolution to document this.</p> <p>FORMAL RESOLUTION: JS asked if everyone was content that LB takes over as official owner of the SumUp account on behalf of the Trustees. All agreed.</p> <p>JS drew attention to the spreadsheet projections produced by CM and JW which had been drawn up to clarify the future position of the finances. JW has stressed that this is based on estimates so will not align exactly with the quarterly reports as invoices and payments will be delayed. It is intended to be an estimate of the underlying position. JS asked if Trustees found this useful and whether they would like JW to continue with monthly reports. KMG, AI and JS responded positively, and ALL agreed to continue with the projections and thanked JW for her</p>	<p>LB/AG</p> <p>IB/LB/JS</p>
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	<p>work. JS will forward the December projection.</p> <p>The Hall charge out rates were last set (with no increase) in 2019. JS had circulated a preliminary proposal on revising the rates, and this and a spreadsheet of comparable hall charges produced by JW were reviewed. JS outlined the changes, highlighting the possible increase to Westleton users to bring charges in line. Charges are usually changed in May after the AGM. JS invited comment. CW queried the rates compared to Darsham. KMG said the tables were helpful but would be useful to reduce them to two or three meaningful comparisons. JS emphasised that all the Village Halls are different and have different ways of charging and are thus very difficult to analyse. NF asked if a few points about the rationale and principals would also help to give guidance in the future. JS considered this had been considered in the preparation of the proposal (i.e. to break even in long term with substantial discounts for local community and/or regular users). DH considered it was risky to increase the charges in one large hit and this had been a concern when the Hall reopened. JS noted there could be interim changes, or we could try to rationalise in an incremental way, or even do nothing. SB asked what the increase in charges would mean to hirers, JS said JW had done some work on this, and this could be further developed. LB felt there should continue to be a bias to “home-grown” community activities rather than more commercial uses. LB asked that any increases should be by sensible amounts to ease the financial analysis. JS agreed and felt larger increases were to be preferred rather than frequent small incremental increases. JS agreed to draw up an explanation of the rationale and NF offered to contribute by email. LB said it would be good to analyse the outreach, e.g. who was coming events and activities, and was concerned about how many Westletonians are using the hall. JS said that we do not ask, or collect such data, so this was difficult to establish and we would not want to exclude people from the surrounding villages. LB was concerned that we were not meeting the needs of the villagers, but AI pointed out that several surveys of residents’ wishes had been undertaken and the marketing effort is to support and prioritise these. JS considered this was really a marketing matter and not one that could easily be addressed just by adjusting charging rates. It was agreed to return to this issue at a future meeting after more analysis and clarification on the principles and rationale.</p> <p><b>7c. People &amp; Skills:</b> DH advised one exit interview has taken place, with one to</p>	<p>JS</p> <p>JS/JW</p> <p>JS/NF</p>
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	<p>follow.</p> <p>FB and DH reported on their zoom training session on Safeguarding. DH proposed she and FB develop a policy based on the CAS template where two trustees are fully trained in safeguarding (DH and FB). DH to also to look at running an open training session on avoiding scams. All agreed. DH/FB to report at next meeting. JS agreed this made eminent good sense and thanked DH and FB for tackling this important issue.</p> <p><b>7d. Marketing &amp; Profile</b></p> <p>AI reported 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 Mailchimp 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>Christmas cards printed and on sale.</p> <p>New ideas include the HLF Heritage Trail.</p> <p>It was agreed to run the January Hall for All event as a one hour talk with a social gathering after.</p> <p>Winter Warmer is probably now not going ahead.</p> <p>AI emphasised that managing CM time (which comes under the Marketing remit) has been challenging. At one end, keeping hirers happy and the Hall Covid Secure is critical but is taking a lot of time, while at the other end are the practicalities such as cleaning the coffee machine.</p> <p>The next Newsletter is being printed for distribution in December. KMG said this may be early January. AI thanked KMG for organising this. A What's on leaflet is being considered for Spring.</p> <p>AI invited any further ideas for events or talks.</p> <p><b>7e. Governance:</b> NF had previously apologised that she had another 9.30 meeting and left the conversation.</p> <p>KMG covered the report under three headings:</p> <p><b>1. Amendments to the constitution.</b> NF and KMG have worked through elements of the constitution which were no longer appropriate. This initial draft concentrated on the membership of the Trustees. Currently this includes names of past individuals, but it could now become a schedule to be attached to the constitution.</p> <p>The main changes proposed are:</p> <ol style="list-style-type: none"> <li>1. listing the Trustees as a separate schedule.</li> <li>2. taking out the obsolete references to "first charity trustees"</li> </ol>	<p>DH</p> <p>DH/FB</p> <p>All</p>
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	<p>JS asked if they had considered changing the composition of Trustee membership. KMG observed this had been considered under the “First Charity Trustee” status (which is no longer relevant), but the numbers of Trustees of each sort had not been amended.</p> <p>LB commented on the three-year term of office. KMG confirmed this was correct, but Trustees were not limited to a three-year term and could reapply.</p> <p>KMG suggested the Trustees look at these proposed changes and the accompanying documents and come back with any other changes and KMG/NF will amend for the next meeting.</p> <p><b>2. Documents to be stored on the website.</b></p> <p>KMG asked Trustees to review the list as submitted and advise of any changes for it to be reviewed and signed off at the next meeting.</p> <p>JS remarked that there were papers on the website already to be added to the list. JS noted that it would be difficult to implement separate sets of documents (those available only to Trustees and those generally available) on the website. He suggested that Trustees use Dropbox to store restricted information instead. KMG asked JS to forward suggestions for decision at the next meeting.</p> <p><b>3. Volunteer Helpers and areas of Interest.</b> Only two trustees have responded to the questionnaire. KMG asked all trustees to respond or advise on how the document is presented.</p> <p>AI said she’d filled in the questionnaire but had found it difficult and was unsure of its purpose and asked how it was going to be used. KMG replied this was designed to reflect what skills were needed to run the Hall. SB said she had also looked at it but not completed it and felt it was not likely to attract volunteers.</p> <p>KMG was concerned that the original aim of the exercise had been lost, or evolved, and asked Trustees to comment or suggest a way forward.</p> <p><b>7f. Phase 2 Building Project:</b> JS advised there was nothing to report and asked for this to be taken off the agenda until there is something to report.</p>	<p>All/KMG/NF</p> <p>All</p> <p>JS/All KMG</p> <p>All</p> <p>All</p> <p>AI/JS</p>
9	<p><b>There were no urgent items agreed at the start of the meeting:</b></p>	
10	<p><b>Date of next meeting:</b> Next meeting <b>Tuesday 15 February</b> to allow time to prepare the next quarterly financial report</p>	

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	CM left the meeting and JS introduced the restricted agenda item.	
	The meeting closed at 10pm and JS thanked everyone for their time.	

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