



Westleton Village Hall

**Westleton Village Hall Charity No 1164038
Minutes of committee meeting held by zoom
on Tuesday 15 February 2022**

No.	Present: John Shepherd (JS) Chair, Anne Ingram (AI) Dilys Hall (DH), Nikki Feltham (NK), Centre Manager: Annie Groves (AG)	
1	Apologies: Liz Barton (LB), Sue Brett (SB) Chris Wood (CW), Ken MacGladrie (KMG), DH raised one urgent item on Eastern Angles.	
2	Minutes of meeting held 18 October 2021 matters arising: JS advised that the transfer of Bank signatories had been completed and that he had not heard from Paul Holmes regarding attending a Trustee meeting. There were no other matters arising. JS advised the meeting was a quorum. The meeting approved the 7 December Minutes.	
3	Urgent decisions & minor actions taken since the previous meeting: 23.01 In view of the relaxation of Covid regulations the Trustees were asked by email, and agreed to change the Covid precautions and authorised the message to Hall users to be changed to: "Although it is not mandatory, Hall users are strongly encouraged to:- <ul style="list-style-type: none">• Wear face coverings (preferably masks) on the Hall premises unless eating or drinking, exercising or exempt• Ensure that they have been fully vaccinated and had a booster• Take lateral flow tests before coming to the Hall if at all possible" 15.01 Covid Foyer hosts were asked if they would be happy to continue with the Hall Covid precautions. All in agreement. 27.01 It was confirmed by email to Trustees that following agreement to the proposal sent on 6 January, AG has now been advised that she has an extra 2.5 hours as from January to the end of year 2022. 6.12 Trustees were advised by email that due to problems with the existing coffee machine and AG would be asked to source a replacement from Freshpac. There were no objections. JS advised he has applied for an Omicron Hospitality and Leisure Grant for £2667.	

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4	<p>Centre Manager Verbal Report: AG reported more people have been visiting the Foyer. The Dunwich Talk had been well attended (60 attendees) and Quiz night tickets are selling well. Coffee Pot had been offered the Friday morning slot but declined due to lack of volunteer support. Lapwing has now taken the space and keen to take Wednesday morning if Chair Exercises close after April. AG helping to find someone to take on Chair Exercises. AG impressed with new coffee machine which will be installed by the end of the month.</p> <p>Not going so well: Issues with underfloor heating JS and CW addressing and have asked AG to log the temperatures for the engineer. Zumba now finished due to too low figures. Instructors need a minimum of around 6 to 8 participants per session. DH asked if there could be someone else to take over yoga. AG offered to explore options for other yoga teachers. AG taken over events calendar from Liz and website updates now resolved.</p> <p>Other points: AG has booked appraisal with DH next week and thanked the Trustees for the extra 2.5 hours a week. AG noted that she has been asked about the changing Covid Secure precautions which is covered later in meeting.</p>	<p>AG</p> <p>AG</p> <p>AG/JS/ CW</p> <p>AG</p> <p>AG/DH</p> <p>AG</p>
5	<p>Trustee matters: KMG has now resigned and JS to instigate removal from the Charity Commission list of Trustees. As the bank arrangements have now been completed, Irene Bews has been removed as Treasurer. It was agreed KMG and IB be thanked for their contribution to the Village Hall and AG will initiate an email to Trustees. FB suggested a get together to personally thank them and JS will see if they can make a date in the next two weeks. AG has asked Alan to help with BOPs as a volunteer, and AG suggested approaching Chris Simpson, all agreed. NF queried whether BOPs posts would be required to be a Trustee, JS said volunteer status would be fine as long as there is one Trustee on the sub committee. NF asked what the pitch was for the Secretary and Treasurer roles. AI said the approach at the moment was very basic and aimed at people who had been</p>	<p>JS</p> <p>AG/FB/JS</p> <p>AG</p>

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	involved, or new the background to the Hall from past experience, further covered under Marketing.. NF offered to contribute to any pitches for new Trustees/volunteers.	
6	<p>Community Transport Scheme</p> <p>JS reviewed the paper submitted by SB which advised the scheme is working well and building interest.</p> <p>DH updated on the mobile phone connectivity issues and is endeavouring to resolve.</p>	DH
7	<p>Reports from Subcommittees:</p> <p>7a. Operational, Health & Safety</p> <p>JS ran through the report submitted by CW and KMG, a good number of items have been closed with the following noted as currently open:</p> <ul style="list-style-type: none"> • Door seals in foyer window and fan light window chords are going to be dealt with by Waveney glass next Tuesday. Annie to advise Art Group. • Faulty lights in consulting room, LEDs and strip lights in hand. AG to follow up with • Domestic fridge still being monitored. • Problems with underfloor Heating to the Foyer, Consulting Room and Corridor reported. <p>JS asked if there were any new items to add and DH advised that perimeter wall was collapsing again. JS noted it needs looking at.</p> <p>CW and KMG were thanked for their work in resolving the issues.</p> <p>7b COVID Precautions.</p> <p>Hall Capacity</p> <p>Following the Government's decision to relax COVID precautions.</p> <p>JS had invited discussion by email to the Trustees on their views regarding raising audience capacity from 48 to 60.</p> <p>Two Trustees had responded by email, Sue Brett was in favour or moderate increase based on the potential to increase ventilation during the following months and to keep in line with a national reduction in covid restrictions.</p> <p>Fran Bartlett had said she believed it would be a responsible compromise to raise the limit to 60, being a 25% increase that people would feel confident about.</p> <p>Chris Wood was in agreement and said the increase from 26 to 38 at film night indicated more people are now willing to get out.</p> <p>JS invited the meeting to discuss the proposal. DH said she was fine with the increase and raised the issue of predicting ticket cost now for events such as Eastern Angles in May, when numbers are changing on a rapid basis. DH explained the ticket cost of £12 would allow a profit of £120 at 48. It was felt this was a reasonable</p>	<p>AG</p> <p>CW/AG</p> <p>JS/CW</p> <p>CWKMG</p>

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	<p>figure and breaking even was acceptable. NF was concerned to know what level of capacity people were comfortable with. It was agreed to try and monitor this by asking for feedback as the numbers are gradually increased.</p> <p>It was agreed to raise the capacity to 64 (two-thirds) as from the Quiz night on Friday 25, AG to advise Fiona.</p> <p>NF pointed out that there is a delicate balance between customer preference and revenue generation and AG and volunteers need to monitor feedback as the numbers are gradually increased. JS said that the Dunwich talk had an audience of 60 but to one had said they felt uncomfortable, however JW had been concerned that she had not known the capacity had been increased. JS noted and said it is recognised the changes need to be carefully communicated.</p> <p>DH asked that AG and volunteers also collect information on how much people are actively going out to other events.</p> <p>AG to brief foyer hosts, draft mailchimp/posters etc.</p> <p>Covid precautions – face masks, sanitising, lateral flow tests, vaccination, ventilation and track and trace.</p> <p>JS referred to the UCL Zoe statistics which show the numbers at Suffolk Coastal have just about plateaued, but not gone down, contrary to the Government advice. Given the level locally is about the highest in the country JS felt further relaxation was not appropriate, especially given the demographic of Hall users. AG reported that many of the Foyer customers were surprised the precautions were still in place and she felt it would be difficult to keep them in place. There was a general discussion on the practicality and effectiveness of masks. NF felt the comfort of the volunteers was critical and also continuing ventilation, sanitising and recommending using masks. JS considered there was also a duty of care to the customers. DH raised the issue of continuing LFTs and track and trace. FB said that when she'd asked people to complete track and trace they had been quite happy to do so.</p> <p>It was agreed to keep all these measures in place and encourage people to conform, but recognise this is simply a request.</p> <p>7b. Finance: JS advised LB has succeeded in closing one of the redundant accounts. The Income Projection from JW and Finance Report from LB were reviewed. JS said there were no major changes although there is a discrepancy between income received from hall lettings and the projections. It was thought this was due to a delay in the invoices being set out. JS to ask LB.</p> <p>JS advised the end of year figure remains in the balance and could be a £2000 surplus or deficit.</p>	<p>AG</p> <p>AG AG</p> <p>LB/JS</p>
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	<p>CW has succeeded in getting a refund on the electricity bill although this doesn't affect the budget.</p> <p>FB pointed out the heating problems in the foyer will add to costs.</p> <p>NF asked if there was a deficit would this be due to hall bookings being reduced. AI said the figures for the regular hall bookings, compiled by AG and JW, and were pretty much in line with expectations but the funds raised by ad hoc bookings and fundraising activities have resulted in the dip which has been mostly covered by the £8000 Covid grant. JS confirmed NF was correct in saying that, in a normal year and calculated on the current year's expenditure, the Hall, would not be covering its costs by around £6000 and that this will be partly covered by the Ad Hoc activities like the Wildflower Festival returning, Hall4All events and other fundraising.</p> <p>NF queried what the increased expenditure might be and JS explained that budget for next year is currently being worked on and will circulate the draft in the next few weeks. AI to check whether the budget its approved by the AGM or the Trustees.</p> <p>Charge out rates</p> <p>JS referred to the proposal circulated by email and asked the Trustees for their thoughts. FB reported she had spoken to LB who felt the jump from £18 to £25 was too high for local users. NF agreed a 39% increase would be tricky to justify. AG advised she was often told how cheap it was for Westletonians. DH felt £25 was more realistic and in line with other halls but felt a step change might be better. JS pointed out local users are currently paying one-third of the non-Westletonian rate and the increase to £25 would still equate to a ca 55% discount for local users. AG said it was worth reminding people that £25 per session works out at £5 per hour with the kitchen thrown in for free. There was general discussion, and it was recognised that big increases are not popular and the Trustees were keen not to create financial difficulties for any of the hirers. FB said the increase on the price of coffee was accepted with only two objections and AG reiterated the view that the increase was not out of line with other Halls.</p> <p>FB was concerned that one group was charging £10 per session and suggested including a concessionary rate. JS pointed out that the Trustees had no influence over what the hirer's charge but there may be some flexibility in the rates the Hall charge to hirers. NF suggested a concessionary rate for hirers if they wanted to run something, or hold an event, they would have difficulty paying for. JS felt this would be complicated but that there was the potential to be expand the footnote on the contract of hire which allows for hire charges to be modified for certain uses, to say</p>	<p>JS</p> <p>JS/LB AI</p> <p>JS/JW</p> <p>JS/NF</p>
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	<p>in special circumstances, rates may be negotiated with the Centre Manager. AG felt this wouldn't happen very often as most people said the rates were very cheap. JS asked if the Trustees were happy to go ahead and consult with the user groups on the proposed increases, including that to £25. AI said six original (pre-refurbishment) monthly or weekly local user groups have returned, all of which had all been very supportive and contributed in many ways to the refurbishment fundraising efforts. NF suggested stepping the increase for the original six and introducing the £25 charged to new users.</p> <p>JS felt that LB would have two points, not to disadvantage the local user groups, but also not to make it too complicated to help the invoicing.</p> <p>It was agreed a clear rationale was needed. JS to draft an explanation, to go to the users with the table to ask whether this would cause them significant difficulty, in the next few weeks.</p> <p>7c. People & Skills: DH will draft the safeguarding policy for the next meeting. JS asked her to send it to Trustees as soon as it may be ready rather than wait for paper circulation.</p> <p>FB has signed up for a rural safeguarding course.</p> <p>DH to organise exit interview with Fiona Ireland and KMG,.</p> <p>7d. Marketing & Profile</p> <p>AI ran through the M&P Report. Two items were discussed in further detail: Volunteer Recruitment - AI explained an email was being sent to the original (pre refurbishment) volunteers and those who'd come forward at the February 2020 opening but had not been followed up as the Hall had closed three weeks later. This was largely the same list as sent to KMG last year but not acted on and response is not expected to generate a great number of positive responses but couched as a thank you and recognition of their previous support.</p> <p>A notice for volunteers and inviting applications for a Secretary and Treasurer have been placed in the March Fisherman.</p> <p>NF asked what sort and numbers of volunteers are needed and if the Trustees needed to be supplemented. AI said that the plan was currently only to recruit a Secretary and Treasurer and the email to the original volunteers had concentrated on the key areas of help identified: Foyer Hosts, Wheels4Westleton drivers, maintenance, design, website updates and general event supports. AI and NF to pick up off line.</p> <p>Jubilee Weekend plans being worked on a small taskforce led by JW. Activity is focussed on FB's "We are Westleton" project, Cake and Fizz on Thursday, Quiz on</p>	<p>JS</p> <p>JS</p> <p>DH/FB</p> <p>NF/AI</p> <p>All</p>
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	<p>Friday, Saturday film. The activities were felt achievable and it was considered consolidating the ideas would be best rather than adding any further ideas. JW and SB have met the Parish Council to co-ordinate plans.</p> <p>NF asked what was happening to Barrel Fair and whether the Hall could pick this up. It was agreed the demise of the Barrel Fair was a great loss and was concerned this had been a unilateral decision without consultation and asked why the whole event had gone and if the Hall should be stepping in. DH explained it was largely due to the size it had now become and costs and protocols had become too unwieldy and they had not been able to find a new Secretary. AG said she'd offered to help and thought there may be moves to reinstate it in the future. DH had heard similar views.</p> <p>JS said that the Hall as an organisation is heavily committed as it is and that the Fair is probably not something the Trustees would wish to take a lead on since it would not be in the best interests of the Hall. JS noted that Trustees have been criticised in the past for taking on more than was necessary. NF was hopeful someone would take it on.</p> <p>AI outlined the idea for the August Collectors/Valuation Day but said taking on more this year wouldn't be feasible with current resources but next year the maybe an opportunity to explore a new event with the PC.</p> <p>CM extra hours now in place and CM managing bookings and updating website on a daily basis.</p> <p>AI noted the next Newsletter is planned for end of March, the 2022-23 Hall 4 All schedule of events was tabled, and the Jubilee plan outlined.</p> <p>7e. Governance: NF asked if the Trustees are in agreement with the three suggestions:</p> <ol style="list-style-type: none">1. Amendments to the Charity Constitution. NF will action unless she receives any comments by the end of the week. JS asked NF to send over the document with tracked changes.2. Documents to be stored on the website. In answer to a question from AI, NF clarified that the Report & Accounts would not be posted on the public website, just the Trustee Dropbox. Document storage on Dropbox was agreed.	<p>NF/All</p> <p>NF</p> <p>AG/All</p>
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	<p>3. Volunteer Helpers and areas of Interest. No comments have been received on a way forward with the Skills Audit and taking this, together with the feedback at the last meeting, NF proposed this initiative is put on hold. Agreed.</p> <p>8. Additional items DH had raised the issue of advertising ticket prices in advance of events, given that the changing capacity levels affect the income and the event may not break even. It was agreed this had been covered under item 7b.</p> <p>9. Date of next meeting Tuesday 12 April.</p> <p>10. Meeting closed 10pm</p>	
9	<p>There were no urgent Items agreed at the start of the meeting: The Eastern Angles item having been dealt with earlier on</p>	

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