

Westleton Village Hall
Minutes of Trustees meeting (by Zoom) 12 April 2022

1. Present: John Shepherd (JS, Chair), Dilys Hall (DH), Francesca Bartlett (FB), Liz Barton (LB) Nikki Feltham (NF),

Apologies : Anne Ingram, Sue Brett, Chris Wood.

In attendance: Centre Manager: Annie Groves (AG)

2. Minutes of meeting held on 15th Feb :

The minutes had been circulated and were approved

Matters arising

JS reported that the Covid Hospitality and Leisure grant has now been received.

Ken and Irene's names have been removed from the Charity Commission Trustees list and JS has received the codes for amending our details from Ken.

The framed picture for him has been left with Ken's daughter, and Ken and Irene have both received their leaving gifts (from money collected) and had sent their thanks

The mobile phone upgrade for Sue's Community Transport scheme remains pending.

LB reported under 'Finance' that the superfluous HSBC accounts have now been closed leaving just a Current and Deposit account.

3. Urgent decisions and Actions taken.

a) Covid signing in for track & trace is now no longer required, and although the sheets are still available there is no need to pressure people to do so.

b) The Trustees noted with sorrow the untimely death of Tony Ingram. AG, JS, and Maddie have been in touch with Anne, but it is not known when she will be coming back. In the meantime we need to think about how to commemorate Tony's life and contribution to the Hall and the village.

c) LB reported that £ 1350, had been received from the 100 Club, of which £200 was a separate donation. JS had sent our thanks to the organisers.

4. Centre Manager's Report. Foyer income has been down the last few months, with fewer people attending - due in part to the rise in covid numbers, and cold weather. The new coffee machine is going well and has had positive feedback. We are pleased to welcome two new volunteer Foyer hosts, Marilyn and Rebecca.

On the Events side, a new Yoga teacher will be starting April 25th. Some roller skaters have also booked a regular slot - wearing indoor skates (AG will check suitability).

A new artist's exhibition is booked in for May.

Lapwing are increasing their use to 5 days per week. They will no longer be using the Archive Room.

Private bookings are rising, and 2nd hand book sales up, plus a major Book sale coming (JS has checked with the two village books shops and they are ok with this). Human and dog physio has 3 clients so far.

NF offered to help AG with cold calls (ie promotion type)

Volunteers : 4 people have got back in response to the Skills Audit email on this subject. A Volunteer coordinator is still needed. Informal discussions with potential candidates have not yet produced any results – we need to plug on with this.

Heritage Trail : a new date for this has not yet been decided.

Ticket sales for events are still slow to move in general, people tend to leave this till the last minute or buy at the door. Eastern Angles uptake is low so far.

Jubilee event plans are proceeding satisfactorily.

Next WVH newsletter update coming up in May.

5. Trustee Matters. JS reported that Chris Wood is resigning from the Trustees, but will continue to help with the Film Club and payments for the time being. Trustee numbers are getting low again, so new recruits would be welcome, but we may need to use more volunteers for practical matters, as we are

already for building maintenance, financial monitoring etc. When recruiting Trustees the standard three year term could be stressed as an advantage ?

6. Community Transport Scheme: the regular Thursday bus, and the car booking scheme via CATS for hospital appointments etc are being regularly used. There has been little take up of the Westleton local transport scheme, but Ian Haines is flagging it up on the Parish council website.

7. Reports from Subcommittees :

a) **Operational, Health and Safety** – Most outstanding items have now been cleared, and the faulty light in the Consultation Room/Office has been fixed. There are a few new minor maintenance items but all are in hand. The Fire Alarm alert system has been commissioned – and an engineer is being booked to come and update us on how this works. Chris Simpson and Mike Brett have very kindly agreed to take over the regular maintenance checks and will liaise with JS on maintenance matters.

b) Finance :

(i) JS expressed thanks to JW for updating the Income and Expenditure Monitoring, which shows only minor changes compared to previous estimates.

(ii) **Changes to Hall Hire Charges:** A consultation document about the proposed increases had been sent out to users. Only a few responses had been received. Of these two groups (Table Tennis and Art Group) were content. Judie Shore (yoga) was initially concerned but accepted that she had miscalculated the effect. The most negative response was from Carpet Bowls. JS has replied to Margaret Branton's letter to address her concerns and explain the situation more fully. Sue Brett had expressed concerns that a rise might deter regular users. LB queried the size of the percentage rise. JS said that previous charges and increases had not been very consistent and he has tried to make the relationships more rational, and the group to be hardest hit by this was the local users. We do have some financial reserves but it would be unwise to tap into these, and the increases are needed so as not to end up with an unsustainable deficit. Regular users will still be getting an extra 10% discount. It was suggested that future changes should be scheduled every 2/3 years , not annually.

Action - the Proposal was carried for the new Hall Hire Charges. Consideration needs to be given to those who have booked in advance, and when and how to pay the agreed increase (LB, JS and AG to discuss).

(iii) **Budget for 2022/23** – JS had circulated a proposal for achieving a balanced Budget, which involved implementing the agreed changes to charges, and raising an additional £3000 per year from extra events and fund-raising. An alternative would be to plan for a deficit, and draw down our uncommitted reserves.

It was agreed that we should adopt the balanced budget. There was a discussion about increasing Hall activities and how to ensure regular usage given increased competition from other local village halls.

(iv) Sue Brett has kindly agreed to take over responsibility for payments from Chris Wood. **The Trustees agreed** that Sue should become an authorised on-line user at the bank to enable her to do this.

(c) People and Skills. DH and FB will finalise the Safeguarding Policy.

(d) Marketing & Activities. Someone is needed to take over AI's role for the time being. Some suggestions were made as to who might be approached. Given that we haven't yet found a Volunteer Coordinator, Secretary or Treasurer this is not going to be easy, (especially in the context of disruptions caused by current rise in Covid numbers). The marketing team will discuss this at their meeting later in the week.

(e) Governance. Nothing to report.

8. Minor Issues

(a) Discussion re Ronnie Strowger's Village Map. JS will liaise with Ian Johnson and Julian Alexander in response to the request for it to be put back in the Hall. Ideally should go in Archive room or if it goes in Hall, the only place is between east end windows and it should be removable.

(b) Memorial for Tony Ingram. Possible ideas: a commemorative bench outside in the seating area. JS also suggested compiling Tony's display material on the Hall refurbishment into a book. For further discussion.

(c) Date for AGM : The proposed date & time (9th June at 12 noon) clashes with a Lapwing booking. 4pm may be a possible alternative on that day. JS to consider options and advise.

9. Additional Urgent items; None

10. Next trustees Meeting. To be decided. Maybe immediately after the AGM if timing is convenient, otherwise soon thereafter.