



## Westleton Village Hall

**Westleton Village Hall: Charity No 1164038**

**Trustee Meeting: Wednesday 22 June 2022: 7-30 pm in the Foyer**

### **Minutes**

#### **1) Introduction**

- a) **Present:** John Shepherd (JS, chair), Dilys Hall (DH), Sue Brett (SB) & Barry Banks (BB)
- b) **Apologies:** Nikki Feltham (NF), Fran Bartlett (FB), Liz Barton (LB), Annie Groves (AG)
- c) JS noted that although poorly attended, the meeting was quorate.
- d) **Declarations of interest:** BB noted that he occasionally did work for Jonathan Alexander, which might create a minor conflict when building maintenance matters were considered.
- e) No additional urgent items were notified
- f) The Trustees noted with sadness the untimely death of Paul Pengelly, a good friend of the Hall, and expressed their condolences to FB.

#### **2) Minutes of previous meeting (12 April 2022)**

- a) **The minutes were agreed** as a true record and signed by the chair.
- b) **Matters arising**
  - i) The village map has been re-hung as agreed, and a letter of thanks received. Action: **DH to investigate getting a digital copy made for the archive**

#### **3) Urgent decisions & actions taken, and information items**

- a) Covid restrictions regarding wearing of masks, social distancing & reduced capacity limits had been suspended as no longer necessary or practicable following the AGM. Enhanced cleaning and ventilation provisions would remain in operation. Action: AG to amend & replace relevant notices
- b) Actions arising from the AGM:
  - i) SB will investigate accessing Gift Aid in respect of donations
  - ii) JS will discuss with FB getting a digital copy of the "We are Westleton 2022" slideshow for the archive, with identification of the photos if possible
  - iii) Potholes in the car park: see below (item 6)

#### **4) Centre Manager's Report:** AG had submitted a written report, attached as an appendix.

- a) The difficulty of ensuring availability of volunteers as Foyer Hosts was noted, but it was agreed that we should seek to maintain Foyer opening (with hosts) every weekday if at all possible, as this was a much appreciated function of the Hall, and continue to seek & recruit additional hosts before contemplating restricted opening times.
- b) BB and DH mentioned that several people moving in to the village soon had expressed interest in becoming involved, and agreed to follow up & encourage them to do so.

#### **5) Trustee matters**

- a) The nomination of Barry Banks as a Trustee by the Parish Council was noted, and the Trustees welcomed him to their ranks
- b) JS congratulated Sue Brett on her election at the AGM as Treasurer, and agreed to meet with her and LB to re-allocate responsibility for various financial operations as soon as possible.
- c) Action: **JS to prepare and submit the Annual Report to the Charity Commission**
- d) Action: JS to notify the Charity Commission of recent changes to the Trustees

#### **6) Reports from Subcommittees**

##### **a) Operational and Health & Safety**

- i) JS thanked Chris Simpson & Mike Brett for the updated Maintenance Report that they had submitted and encouraged them to ask for help in arranging working parties to help with maintenance work as & when necessary (e.g. for clearing moss, ivy etc)
- ii) Following the report to the AGM about the worsening of the potholes in the car park, MB had requested an estimate for remedial work from Jonathan Alexander that had been accepted (by JS & SB), and BB reported that it should be possible to do the work the following week.

b) **Finance**

- i) Treasurer's report: no report received
- ii) An update of the Income Projection had been received from JW and had been circulated

c) **People & Skills:** no report received

d) **Marketing & Activities:** no written report received: JS noted that a meeting had been held on 21 April and plans for forthcoming events (Wildflower Festival & Craft Fair, Heritage event, and Art Group Exhibition) had been progressed. Further events now needed to be arranged for the autumn, and a team effort to cover all the work formerly done by Anne Ingram would be needed.

e) **Governance:** no report received

7) **Minor Issues**

a) The idea of a memorial for Tony Ingram (possibly a tree & a commemorative bench) had been well received at the AGM and by Anne Ingram, and it was agreed to pursue these as a first step to developing the area outside the Foyer and naming this the Ingram Courtyard, so far as finance would permit. Brian Boulanger had proposed a suitable tree and planter and the total cost would be around £1000. It was agreed to proceed with an appeal to raise funds for this, potentially via an announcement in the Yoxmere Fisherman & elsewhere (Facebook etc), an envelope drop (BB to seek a cost estimate) and an online fundraising page (SB to investigate)

8) **Additional urgent items:** none notified, but following comments received from the Tallis Orchestra, AG would prepare a laminated sheet of instructions for the oven and investigate excess suds in the dishwasher, and BB would investigate low water pressures in the taps.

9) **Date of next meeting:** provisionally set for 7 September (TBC)

10) **The meeting closed** at 9pm

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**Centre Manager Report  
23<sup>rd</sup> June 2022 Trustee Meeting**

- **Jubilee celebrations** successful. Lots of positive comments about the exhibitions. Still showing 'We are Westleton'. Made nearly £400 in refreshments and card sales over the Jubilee week (gross). Quiz night fully booked (£235 net to hall).
- **Foyer** slowing picking up. April and May just under £300 gross each month. Art sales going well with Thomas this month (4 so far) and he is returning to exhibit again in September. New coffee machine ok, had Freshpac out again to increase coffee to milk ratio and raise temperature, improved. Getting a bit more difficult to fill volunteer slots so need more volunteers (plan in action, please spread the word).
- **Food bank donations** reducing – please remind and encourage people to donate as demand is increasing.
- **Bookings** – busy! Lapwing re-booked for regular 2.5 days per week from September. New yoga class continuing and added 4 more as can't run class in Henham over summer. Private badminton throughout August and other private bookings increasing. User groups ok, Railway group now weekly until August at least. No more negative comments on increase in hire fees. Rollerskaters couldn't book as wheels stuck to floor. Physio booking fortnightly, ear wax every couple of months, and reflexologist will be here monthly. New Qi Gong instructor hopefully (and would like to book all hall for workshop days), and Maddie considering Sunday Brunch.
- **Health and Safety** – vast majority of users, volunteers and customers very pleased face masks not requested anymore (since AGM). Occasional comments from events or user group attendees that they are not comfortable when masks not worn.
- **Hall events** – tickets sales very quiet in advance. Talks and film night attendee numbers quite low (20s or 30s). No one booked on free scam talk yet (29<sup>th</sup> June 3-4pm). 2<sup>nd</sup> hand books being donated regularly for Sue.
- **Newsletter and Heritage Exhibition** – no update due to Anne's resignation.
- **Maintenance** – heating in main hall off until autumn. Mike investigating ASHP. Karma to install fire alarm key so trustees not called every time CM tests fire alarm. Grab rails installed. Annual inventory nearly complete.