



Westleton Village Hall

Westleton Village Hall: Charity No 1164038

Trustee Meeting: Thursday 20 October 2022: 7-30 pm in the Foyer

Minutes

1) Introduction

- a) **Present:** John Shepherd (JS, chair), Dilys Hall (DH), Sue Brett (SB), Annie Groves (AG), & Nikki Feltham (NF, via Facetime),
- b) **Apologies:** Fran Bartlett (FB), Liz Barton (LB), Barry Banks (BB)
- c) JS noted that the meeting was quorate.
- d) **Declarations of interest:** None
- e) **Additional Agenda Items:** DH requested that Eastern Angles be discussed under this item

2) Minutes of previous meeting (22 June 2022)

- a) **The minutes were agreed** as a true record and signed by the chair.
- b) **Matters arising:** The following open actions were noted (still TBD)
 - i) *DH to investigate getting a digital copy of the village map made for the archive*
 - ii) *JS to prepare and submit the Annual Report to the Charity Commission*

3) Urgent decisions & actions taken, and information items

- a) JS & AG had decided that it would be timely to organise a low-key Welcome Event for newcomers to the village, with attendance by any available Trustees and representatives of selected user groups seeking new members (WI, Gardeners & Carpet Bowls). Scheduled for Tuesday 25th October 3-4pm.
- b) SB & AG had suggested that Foyer hosts and other regular volunteers should be charged at the lower “regular, local” rate if they hired the Hall facilities for private functions, in recognition of their contribution to the success of Hall activities: **Approved nem con.**
- c) SB & JS had agreed that in view of the zero take-up of the “within village” transport option under the Wheels for Westleton scheme, the extra liability insurance taken out to cover this should not be renewed.
- d) JS & AG had examined the East Suffolk Council’s support scheme for Warm Rooms this winter to see whether we could participate. The requirements at present (two 6-hr sessions per week for 22 weeks) are too onerous for us to be able to do so. However there may be some flexibility and we will keep the matter under review.

4) Centre Manager’s Report: AG reported that:

- a) Sufficient Foyer hosts had volunteered to cover November, with Andy & Linda Gilmore soon joining the team
- b) Foyer takings had improved a bit since the spring but were still disappointingly on the low side, being £777 in June, £377 in July, £615 in August and £317 in September
- c) The Food Bank donations had also picked up again but more is still really needed.
- d) Hall bookings were very healthy with Lapwing Education taking up many free slots, Qi Gong and Chair Yoga sessions had resumed, and new Art Workshop classes are scheduled for several Saturdays in the Foyer. Reflexology had not had sufficient take-up, but Footcare was doing well. The Homelessness talk had been cancelled due to lack of support.
- e) Carpet Bowls has lost some members and may become unviable. It was agreed that we should do whatever we can to publicise their activity and encourage new members, and only charge them a reduced (Foyer) rate for the remainder of 2022 as a supportive measure, since they mostly cater for older villagers.
- f) The Film Club and the Gardeners had had a better turn-out (42) for their recent events.
- g) The Book Fair is scheduled for 30th October, and another Wine-tasting event is scheduled for 2nd December, as well as the Christmas Fair (26th November) and a Christmas Quiz (16th December). More events still need to be scheduled in the New Year, however.
- h) Some people had expressed concern at the recent resurgence of Covid in the area, but it was agreed that since there are now fewer serious cases there was no need to reintroduce restrictions for the time being.
- i) The inventory has been delayed but is due to be completed in early November.

5) **Trustee matters**

- a) Nothing to report

6) **Reports from Subcommittees**

a) **Operational and Health & Safety**

- i) The updated maintenance report (paper 6a) was noted. The most serious potholes have been filled satisfactorily.
- ii) The Trustees thanked Sue & Mike's son (Sam) for sorting out the Foyer/Consultation Room/Corridor heating problem. It seems likely that the system was never properly commissioned by the contractors.

b) **Finance**

- i) LB had circulated draft half-year accounts. These indicate that income is running rather lower than expected, while expenditure is somewhat higher than expected, with a deficit of about £2000 (about 10% of turnover) for the half-year.
- ii) A further regular update of the Income Projection had been received from JW and had been circulated, and SB has commenced similar real-time monitoring and forecasting of expenditure.
- iii) The procedure for paying invoices has been simplified, with SB and LB now setting-up and authorising payments without involving JS.

- c) **People & Skills:** Nothing to report. Updating the Safeguarding policy is a priority.

d) **Marketing & Activities:**

- i) The Marketing team has not met recently, but will plan to do so before Christmas.
- ii) Hall lettings are healthy (see agenda items 4d to 4f), with underutilisation now mostly only at weekends.
- iii) Recent Hall for All events have been successful, and we have a healthy programme through to the end of the year (see agenda item 4g).
- iv) JS & SB will be discussing possibly reintroducing Table-top/Flea-Market sales as a HfA activity with Irene Ridley soon
- v) **Additional note for information:** since the meeting, the WI have scheduled an open event for 3 January, and Irene & Catriona have scheduled a Burns Night Ceilidh for 28 January, with bar & ice cream takings going to Hall funds in both cases, in return for help with publicity etc.

e) **Governance:**

- i) Nothing to report.
- ii) JS asked NF if it would be possible to complete & circulate the proposed revisions to the Constitution sometime soon.

7) **Minor Issues**

- a) The plan for a memorial for Tony Ingram has progressed somewhat, as JS had suggested that it would be appropriate to improve the Foyer courtyard area as a whole, including replacing the existing tarmac with paving to match that already present, as always planned, using Hall reserves for this if necessary. JS had circulated suggested text for the appeal which had been generally approved, and CAS have advised the use of JustGiving (or similar) for an online fundraising page (**SB to investigate further**). It will now be necessary to obtain estimates for the work proposed and begin fundraising as previously discussed (including an envelope drop to ensure full coverage of villagers who may not have online access).
- b) JS & SB proposed that a "Friends of Westleton Village Hall" scheme should be considered (again), to raise further funds for routine operations, with a regular donation of (say) £5 per month. Benefits could include (for example) maybe two social events per year, some free coffee (etc) vouchers, and (perhaps) early admission to events such as sales. The suggestion was well received and **JS & SB were asked to develop it** in more detail.

8) **Additional urgent items:**

- a) Eastern Angles: DH reported that they had proposed a couple of dates in late March/early April, but it was considered that 18th April or 16th May would be more attractive. The cost is £600, so we should need to sell about 50 tickets to break even. **Action: DH to finalise a date.**

9) **Date of next meeting:** provisionally set for **Thursday 8 December**

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