



Westleton Village Hall

Westleton Village Hall: Charity No 1164038

Minutes of Trustees Meeting: Thursday 9 February 2023

1) Introduction

- a) **Present:** John Shepherd (JS, chair), Dilys Hall (DH), Fran Bartlett (FB), Sue Brett (SB), Annie Groves (AG), Liz Barton (LB), Barry Banks (BB) & Nikki Feltham (NF, via Facetime)
- b) **Apologies:** none
- c) **Declarations of interest:** None
- d) **Additional Agenda Items:** None

2) Minutes of previous meeting (8 December 2022)

- a) **The minutes were agreed** as a true record and signed by the chair.
- b) **Matters arising:**
 - i) JS has submitted the Annual Report for 2021/22 to the Charity Commission
 - ii) *Open Actions*
 - (1) *DH to investigate getting a digital copy of the village map made for the archive*
 - (2) *JS & SB to get an online donations web-page set up (in hand, see item 7b)*

3) Urgent decisions & actions taken, and information items

- a) The Outdoor Tidy-up afternoon (5 January) and Social event for Foyer Hosts & Volunteers (16 January) had both been very well-attended and successful. JS thanked all those who had participated for their support. Feedback from the Volunteers' event is discussed under item 6(c).

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

a) Foyer

- i) Exhibitions are going well, with only 2.5 months left to fill this year. Currently we have a community arts project on display. A separate finance reporting line for sales is now in place.
- ii) The Foyer Host rota is being filled each month with little difficulty (we now have 17 hosts).
- iii) Foyer Income (gross) has been Dec £342, Jan £450, Feb £150 to date. The Foyer is getting busier now but there are still some quiet days.
- iv) The TV has stopped working: a service visit will be required (under guarantee).
- v) The Lapwing student only did one session, but the tutor was grateful for the support.

b) Bookings:

- i) Still going well, with Lapwing here every day, and more private bookings such as wakes, parties & lunches now being made, which is very welcome.
- ii) Volunteers now seem to be more willing to propose and help run Hall for All events e.g. Flea Market, French Day, and the recent successful Quiz, Burns Night etc
- iii) Activities are now becoming better attended (e.g. chair exercise 11, yoga 10+) and table tennis are adding an extra hour.
- iv) There have been some clashes between users of the kitchen over cleanliness standards. AG is mediating and resolving.
- v) Lapwing have sometimes been entering the hall early, and leaving late. AG has proposed a solution.
- vi) Ear wax clinic may not continue as she has had too few clients, and unrealistic expectations that we will undertake to fill the clinic each time. AG will try to get her to book less time but more regularly. Other health care professionals are mainly going well but Reiki cancelled as no one booked.
- vii) AG continues to explore new things – Opticians sadly not successful (home visits supported but not community venues, but will try to get a choir leader to book, ideally on a Sunday (e.g. Rabble Chorus)
- viii) AG met with Fromus Centre, to compare notes & ideas. Useful and interesting. Fromus rely on bookings for income and want to offer more events like ours. Pennoyer next month.

c) Cleaning:

- i) Has been increased to 4.5 hours per week again, as 4 was not enough to keep up standards. Now cleaning on Thursday mornings (instead of Friday) and Sunday to space sessions better.
- ii) Angel Dust Manager has spoken with staff re ovens not being cleaned etc: improvements now seen.
- iii) Request from one regular user for kitchen steam clean – need to decide appropriate frequency.

d) Gardeners and Maintenance:

- i) Team of 10+ did a brilliant job clearing outdoor vegetation etc. in early January.
- ii) Now looking at dates for an inside spring-cleaning session...
- iii) Have had comments from volunteers about paintwork blemishes in main hall (chair scrapes etc). AG has been touching up blue-tac marks etc, and we shall amend terms and conditions to specifically prohibit use of anything sticky on walls. BB suggested using special wall wipes and will try them out.
- iv) We are going to install more hazard tape at door thresholds etc to help prevent trips & falls.
- v) Chubb are being chased for fire extinguisher servicing (missed last year)

e) Events

- i) There are lots of plans I am working and supporting volunteers with, e.g. Auction Promises, Easter Trail, Quizzes etc (see 6(d) below)

f) Warm Places: we have not noticed many changed faces through signing up to this (with the Rural Coffee Caravan scheme).

g) Visitor Information Point. We are the first village hall on the map as a VIP in Suffolk! A spot check, was carried out, all ok, impressed with volunteer service.

5) Trustee matters: Nothing to report

6) Reports from Subcommittees

a) Operational and Health & Safety

- i) The regular maintenance checks were carried out on 1 February.
- ii) The updated report (paper 6a) shows that most of the minor issues have been resolved.
- iii) There are however several issues related to possible damp ingress, that will need to be investigated further when it rains again.
- iv) Additional matters now requiring attention are repairs to the flint boundary walls, and the Foyer TV.
- v) JS has provided a corded microphone for use with the PA system in the Foyer. This works OK with the wall socket, but there appears to be a fault (serious hum) with the floor sockets.

b) Finance

- i) LB had circulated the third quarter accounts, which again showed a slightly improved income compared to expectations.
- ii) A further regular update of the Income Projection had been received from JW and had been circulated. This now includes Expenditure and suggests a small year-end surplus, due to improved income from lettings and events.
- iii) Volunteers had suggested that we send out updates on the Hall's financial position periodically, and JW, SB and AG are developing something suitably succinct.

c) People & Skills:

- i) DH & FB had circulated a draft Safeguarding policy (paper 6(c)i). This was discussed in detail and approved subject to a few minor amendments.
- ii) Some of the volunteers at the social event had offered feedback & suggestions (paper 6(c)ii). Some of these suggestions had already been actioned or are in hand. Others (e.g. Literary festival, book talks, Baking competition) are interesting but would need someone keen to run them. The suggestion of installing solar panels had been considered several years ago, but not recently, and planning constraints may have eased. BB offered to explore the possibilities further with contacts in the trade.

d) Marketing & Activities:

- i) A Marketing & Events meeting was held on 6 January (see papers 6d1 and ii)
- ii) Recent Hall for All events (the Christmas Quiz (16 Dec), and Burns night event (28 Jan)) have been very well-attended and successful. The Bingo session (19 Jan) also went well. JS thanked Fiona, Lindsay, Irene B, Catriona, Fran and Andy & Linda for organising these.

- iii) A Flea Market is now scheduled for 26 February (Sue & Irene R), with an Auction of Promises on 25 March (Andy, Fran, John & Debbie)
- iv) The "Soiree Francaise" event (Andy, Linda et al) is now planned for 15 July (due to band availability)
- v) The Camera Club are not interested in helping with the suggested Dog Photographs event. Various other suggestions for a June event were floated, including a possible RaceNight. The preferred suggestion was a Fish & Chip supper (JW may be willing to help organise this ?).
- e) **Governance:** NF had re-circulated the proposed updates to the CIO Constitution. It was agreed that it would be helpful to finally review these as tracked amendments to the present document, and that (whilst this is not necessary) that it would be appropriate to seek comments on these at the AGM before formal adoption by the Trustees and informing the Charity Commission.

7) Minor Issues

- a) Ingram memorial: JS & BB are exploring the options and costs for paving the courtyard.
- b) JS & SB propose to set up the donations web-page using the CAFDonate service which will handle GiftAid donations at a modest cost.
- c) The "Friends of Westleton Village Hall" scheme is on hold pending establishment of online donations
- d) Fate of "We are Westleton" slide show: deferred to next meeting.

8) Additional urgent items: None

9) **Date of next meeting:** provisionally set for Thursday 27 April.

10) The meeting closed at about 9-45pm.