



## Westleton Village Hall

**Westleton Village Hall: Charity No 1164038**

### **Minutes of Trustees Meeting: Thursday 27 April 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 WhatsApp) + Andy Gilmour as observer.
- b) **Apologies:** none
- c) **Declarations of interest:** None
- d) **Additional Agenda Items:** None

#### **2) Minutes of previous meeting (9 February 2023)**

- a) **The minutes were agreed** as a true record and signed by the chair.
- b) **Matters arising:** None

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

- a) The Spring Clean event (14 April) had been well-attended and successful. JS thanked all those who had participated. It is intended to make this an annual event (!). Several of those present felt that the standard of routine cleaning was not satisfactory (see also below)
- b) JS had (as usual) been invited to attend the Annual Parish Meeting (24 April) to provide an update on Hall activities and had done so. The meeting was very poorly attended and essentially was a non-event.

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

##### **a) Foyer**

- i) Exhibitions are still going very well, and providing a useful modest income from hire and commission charges. Only one gap left now (in November) and a local artist is interested in this.
- ii) The Pancreatic Cancer exhibition had yielded over £120 in commission, and since this was a charity event it was **agreed** to return half of the commission due to the organisation.
- iii) Foyer Host volunteers: all ok at present...
- iv) Foyer Income (gross) has been just over £400 per month in February & March, and April is likely to turn out about the same.
- v) TV problem – see below under Operations & Maintenance
- vi) Warm Places: we are still registered as a warm place under the Rural Coffee Caravan scheme, but this has not led to any discernible increase in attendance.

##### **b) Bookings:**

- i) Still going well with Lapwing here every day, generating over £1K in March.
- ii) Activities are being better attended. The new musicians group is going very well (NB: an audience is now welcome!). The Art Group has booked for May and June. Their new cards are on sale, and going well. Chair exercises are continuing thanks to Marcus (Trish is on her annual long break).
- iii) Other bookings such as a Hen do (for afternoon tea !), the forthcoming polling station day, a bike event, another Tallis event, etc. are all helping to generate income.
- iv) The physiotherapist and reflexologist are both doing well and increasing their hours.
- v) Ear wax clinic – AG is still trying to get interest from a new provider.
- vi) Film Club – Chris W is stepping down, and Peter Bryant from Middleton has agreed to take over.

##### **c) Cleaning:**

- i) Increased to 4.5 hours. They say they need 5 to do a better job... Concerns about quality of work so AG is still on the look-out for a new cleaner...
- ii) Spring clean – see above

iii) Steam cleaning – Angel Dust would do this but have not provided a quote – JS is considering buying one for users to utilise (but more information is needed on what is required).

**d) Maintenance:**

- i) Tallis had set off the fire alarm and didn't know how to turn it off. JS has now produced laminated written instructions (in the Foyer cupboard) and AG will explain them to volunteers & trustees.
- ii) Ongoing issues with damp in main hall (under the end window and wall).
- iii) Archive shed heater – BB is liaising with the Model Railway group
- iv) Chubb have completed the fire extinguisher service and passed the system. Fire blankets now on walls.

**e) Events**

- i) The Easter Trail was well received – new audiences were the main objective – and worked well. Some comments that it was too long/hard but we had a less than 50% pass for an egg offer, so all ok. £19 income, now selling the left-over chocolates.
- ii) Bingo was busy in March (26), but much quieter in April (6). Continuing monthly...
- iii) Eastern Angles was not well attended and only just broke even. They use many other nearby venues (only a few village halls now) so we may not book them again as it is high cost (& risk).
- iv) The Auction of Promises was a great success, raising over £2K, many thanks to Andy & Linda for getting so many lots donated. A repeat in (say) 3 years' time may be an option...
- v) The Coronation – we shall stream the ceremony on the big screen, with cake & fizz on sale. The PC are organising a picnic in the Hall on Sunday. The White Horse will stream the concert, so we will not.
- vi) The Camera Club annual exhibition is scheduled for May.
- vii) Our next event is a Fish and Chips supper, with music, in June
- viii) The "Sound Bath" will be back in June
- ix) Plans for the French Day (15 July) are well in hand
- x) Sue has produced a special form for events so we are clear on income/expenditure. Working well.

**5) Trustee matters:**

- a) The date & time for our AGM was discussed, and it was **agreed** that it should be **Monday 5 June at 7pm**

**6) Reports from Subcommittees**

**a) Operational and Health & Safety**

- i) There was no routine maintenance update report on this occasion
- ii) BB thinks the damp window/wall problem is most likely due to an overflowing/blocked gutter, and will need to move the water butt to investigate further.
- iii) BB has also seen some Perspex sheeting that may help prevent damage (from chairs etc) to the interior walls, and will investigate further.
- iv) Repairs to the flint boundary walls (one week's worth) have now been scheduled during May
- v) The Foyer TV was returned still damaged and was rejected and returned by JS. Subsequent negotiations by AG led to the offer by John Lewis of a near-equivalent new (LG) replacement which was accepted. It has been received and installed (with some help from the Model Railway Group who were present !)

**b) Finance**

- i) LB had circulated the draft (and as yet not quite complete) annual accounts, which again showed a gratifyingly higher income compared to earlier expectations.
- ii) A further regular update of the Income & Expenditure Projection had been received and had been used by JW and SB to prepare a draft budget for next year. This suggests that with continued bookings from Lapwing, and similar enhanced fundraising events to those of the past year we should be able to break even, despite increased electricity charges. The budget was adopted subject to some minor amendments: a final (and simplified) version will be prepared in time for the AGM.

**c) People & Skills:**

- i) The amendments to the draft Safeguarding policy still need to be implemented

**d) Marketing & Activities:**

- i) Recent events (see item 4(e)) have been very successful, and plans for our events in June & July are in hand, although those for the Wildflower Festival/Craft Market remain uncertain.

- e) **Governance:** The proposed updates to the CIO Constitution had been implemented as amendments to the current document, and were **agreed** subject to final cleaning up and any comments on these at the AGM, for formal adoption by the Trustees thereafter.

**7) Minor Issues**

- a) The Ingram memorial courtyard: BB is pursuing a quote for paving the courtyard from Chris Freeman (NB the planter will have to be dismantled and moved, but can be used for a suitable tree when reinstated). JS suggested that a triangular shade sail would be a useful addition to the scheme, and this was agreed. AG may have a suitable sail available for re-use (need to check dimensions)
- b) The Trustee ID check formalities for processing donations using the CAFDonate service have still not been finalised...
- c) The "Friends of Westleton Village Hall" scheme is on hold pending establishment of online donations
- d) The fate of "We are Westleton" slide-show was discussed. It was **agreed** that we should approach those who had contributed photos to seek their approval to identify them by name for future reference and archival purposes: SB offered to assist FB to organise this.

**8) Additional urgent items:** None

- 9) **Date of next meeting:** a short formal meeting, to be held after the AGM on **Monday 5 June**

**10) The meeting closed** at about 9-30pm.