

**Westleton Village Hall: Charity No 1164038**

**Minutes of Trustees Meeting: Monday 3 July 2023**

1. **Introduction** 
   1. **Present:** John Shepherd (JS, chair), Dilys Hall (DH), Fran Bartlett (FB), Annie Groves (CM), Liz Barton (LB), Barry Banks (BB) & Andy Gilmour (AG).
   2. **Apologies:** Sue Brett (SB), Nikki Feltham (NF)
   3. **Declarations of interest:** None
   4. **Additional Agenda Items**: None
2. **Minutes of previous meeting** (27 April 2023 & AGM 2023)
   1. **The minutes were agreed** as a true record and signed by the chair.
   2. M**atters arising:** None
3. **Urgent decisions & actions taken, and information items**
   1. Steve Podgorney has agreed to take on the organisation of the Film Club after the summer break.
4. **Centre Manager’s Report** : Annie (CM) reported that:
   1. **Foyer**
      1. Exhibitions are going well, The May poetry was not as popular (£15 commission), but June was very popular though not much was sold (£30 commission). Thomas Canham’s is going up next, then Fran’s sister etc. There is a gap in September if anyone knows of an interested artist.
      2. Volunteers all ok. Most are content with the new system with Sum-up transaction codes (a stylus is available).
      3. Foyer Income (gross) for April was £352, May £338, June £356 so very similar each month and stable, but rather low. We may need to reconsider what we offer (and when) which will need discussion with Ian & Jane at the Snug. The foyer is not often busy but hosts lots of conversations & connections and has a lovely “vibe”. More tourists are arriving now and we are able to provide information and guidance.
   2. **Bookings:** 
      1. Going well still with Lapwinghere every day, nearly £1K in June. Their bookings are ending in July but should resume in September. There had been some damage to the flint wall by students, but both written & verbal apologies had been received and they paid £50 towards repairs. The repairer also did an education piece with the student.
      2. A new bereavement group run by the church is meeting monthly.
      3. A new French conversation group on Friday afternoons is starting in August.
      4. A new “Tech Table” for IT advice is starting weekly in early October with Paul Shore and David Collins.
      5. Most activities are now still well attended. Qi Gong and Chair-based Exercise classes will be continuing all summer. The Model Railway Group (MRG) are booking the main hall in the summer for a session and hope to offer another weekend event in the autumn.
      6. Other bookings have included another wake and a child’s party this weekend - apparently there were lots of positive comments about the hall, so hopefully we will get more private bookings.
      7. Yoga numbers are fluctuating (sometimes down to 6 - but today about 10). The instructor has asked for the local residents’ rate (declined) but have offered other options like a temporary reduced rate if numbers continue to be low, and provided grant application information (not taken up either yet).
      8. The Health care professionals sessions in the Consultation Room are still going well.
      9. Ear wax clinic – CM has still had no luck with finding a new provider (insurance issues…)
   3. **Events**
      1. Bingo: the numbers attending have been reasonable but more would be good, and we are hoping to offer an evening version in the main hall in Autumn as a fundraiser (and also to help raise the profile of the afternoon one).
      2. Coronation – various nice events took place throughout the village, with about 30 attending our live-streaming event (with cake & fizz).
      3. The Camera Club exhibition took place in May – Carole reported that it went well but the foyer was quiet.
      4. The Fish and Chips, and music event in June was well attended and made £170 profit (mainly from the bar and ice creams). This generated some helpful feedback, and AG has subsequently designed an events task checklist form for organisers, currently being finalised with FB & JW.
      5. The next event will be the French Celebration Day in July, for which ticket sales are going slowly…
      6. The Art Group annual summer exhibition is the following weekend, and we need more host volunteers
      7. The Wildflower Festival and Craft Fair follows, and also needs more host volunteers
      8. The Wheelbarrow Market will take place on Saturdays through August, which is otherwise quiet.
   4. **Cleaning:** 
      1. Our new cleaner (George) started a couple of weeks ago (on Wednesday & Friday afternoons), and things are looking much better. She charges £14.50 per hour (rising by 50p per hour each October) plus £5 per bin of tea towels.
      2. Angel Dust had reported that they were unhappy about villagers’ comments on the hall cleanliness (not our problem).
   5. **Maintenance:** 
      1. The Archive shed has been repainted by Alan Boyce of the MRG, who are working really hard to weather-proof it and provide some ventilation.
      2. Thanks to Fran for donating a relatively new mobile phone to the Hall: it is working like a dream!
5. **Trustee matters**:
   1. The AGM had been held on Monday 5 June and was uneventful.
   2. The Chair welcomed AG to his first meeting as a Trustee.
   3. The plan to invite new groups (Table Tennis & Soup & Pud) to nominate trustees had been well received at the AGM, and was ratified. It had there also been suggested that the MRG and the Camera Club be added to the list, and this was agreed. (Action: JS to send invitations)
6. **Reports from Subcommittees** 
   1. **Operational and Health & Safety** 
      1. The routine maintenance update report had been prepared but not yet received. BB reported that there were no major issues.
      2. BB reported that the damp window/wall problem appeared to be have been caused by loose cement flashing which has been fixed but will need monitoring. Moving the water butt has also allowed the area to dry out more effectively. The window frame shows signs of rot and will need to be repaired.
      3. Repairs to the flint boundary walls (one week’s worth) are partly complete (and looking good).
      4. Several of the window opening cords have come adrift and need to be replaced.
   2. **Finance** 
      1. The annual accounts are still in draft as there is a small unresolved imbalance.
      2. The budget had been presented to the AGM and was formally adopted.
      3. The interim finance report (for May & June) shows income and expenditure in line with the budget, as does a further regular update of the Income & Expenditure Projection for the year.
      4. Irene and LB have been working to submit all relevant invoices to the Heritage Lottery Fund to finalise our grant account, but there is a shortfall and some reimbursement may be required.
   3. **People & Skills**:
      1. The amendments to the draft Safeguarding policy still need to be implemented (open action)
   4. **Marketing & Activities**:
      1. Recent events have been very successful, and plans for our events in July & August are in hand (see item 4(c)).
      2. Plans for events in the Autumn are not yet fully formed…
   5. **Governance:** The proposed updates to the CIO Constitution had been presented to the AGM, were well received, and were formally adopted by the Trustees at an ad-hoc meeting immediately thereafter.
7. **Minor Issues** 
   1. Ingram memorial courtyard: BB is still awaiting a quote for paving the courtyard from Chris Freeman
   2. The Trustee ID check formalities for processing donations using the CAFDonate service have still not been finalised…
   3. The "Friends of Westleton Village Hall" scheme is still on hold pending establishment of online donations.
   4. CM had found a home for the snooker table with MenCap in Halesworth, who are delighted with it.
8. **Additional urgent items:** 
   1. FB asked if it would be in order to use small coloured stickers to identify squeaky chairs to avoid distraction during Chair Exercise sessions. After some exploratory testing this was approved *nem con*.
9. **Date of next meeting**: agreed on **Monday 4 September.**
10. **The meeting closed** a bit earlier than usual at about 9pm.