

**Westleton Village Hall: Charity No 1164038**

**Minutes of Trustees Meeting: Monday 4 September 2023**

1. **Introduction** 
   1. **Present:** John Shepherd (JS, chair), Dilys Hall (DH), Fran Bartlett (FB), Annie Groves (CM), Liz Barton (LB), Barry Banks (BB), Sue Brett (SB) & Andy Gilmour (AG).
   2. **Apologies:** Nikki Feltham (NF)
   3. **Declarations of interest:** None
   4. **Additional Agenda Items**: None
2. **Minutes of previous meeting** (3 July 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. JS, SB & CM had purchased an additional (yellow) feather flag to advertise events taking place
4. **Centre Manager’s Report** : Annie (CM) reported that:
   1. **Foyer**
      1. Sales at recent exhibitions have not gone as well – we may have saturated the market for art ! Dilys has organised September’s. The rest of calendar year is now booked as well as April, May, July, August and September next year. It was suggested that exhibitors could be encouraged to host preview evenings to attract buyers.
      2. Ideas for a craft stall in addition to art are being considered, on a similar booking system but with no commission. This may increase footfall, especially over the quieter months, but security of items displayed is a problem. A jigsaw swap point is another possibility.
      3. Volunteers are all ok, but we are losing Elaine (CM bought her card, chocs and flowers on her last official day).
      4. The new coding system for the Sum-up is working well and helps financial reporting a lot.
      5. Foyer Income (gross) has been: July £469, Aug (not yet complete) £500 which is better thanks to the Saturday community markets.
   2. **Bookings:** 
      1. Lapwing North group have rebooked in the main hall for Weds am, Thursday and Fridays. Individual tutor requests are starting to come in for Sept but slower than normal so far.
      2. The new French conversation group on Friday afternoons is going well.
      3. The Tech Table will be starting weekly in early October with Paul Shore and David Collins.
      4. Activities – some have been on hold for summer. Qi Gong and Chair have not been as well attended as instructor was expecting. Chair-based exercise instructor is coming back but Qi Gong is taking a break after this week sadly. Yoga is now going ok.
      5. Health care professional sessions are still going well.
      6. The Hairdresser has dropped to one hour only as she has only had 2 customers recently.
      7. Other bookings such as WI jumble sale, private wine and dinner events, Theberton women’s group etc are all going ok.
      8. Film Club will be back in October with Stephen at the helm. Some small minor changes such as ticket sales only on the door, as advance sales have been very low.
   3. **Events:** see below: also
      1. Bingo has struggled for volunteers this month: will be back next month and CM recently recruited Lindsay Potter into the team.
      2. Winter Warmer: Catherine Ash is putting out feelers to musicians: hopefully will take place in January.
      3. Tea Dance (with vintage afternoon tea set etc !) planned for next June (Sat) – looking for someone who would like to lead this with a team of volunteers.
   4. **Cleaning:** The new cleaner (George) is doing well. Please let CM know of any concerns.
   5. **Maintenance:** see below
5. **Trustee matters**:
   1. The invitations to new groups (Table Tennis, Soup & Pud, MRG and the Camera Club) to nominate trustees still need to be sent (Action: JS)
6. **Reports from Subcommittees** 
   1. **Operational and Health & Safety** 
      1. The routine maintenance inspection will be carried out on Wednesday 6th September.
      2. The main hall damp window/wall problem still appears to be OK. The window frame will need to be repaired.
      3. A leak in the foyer ceiling had been reported and investigated, but no problem has been found and it has not recurred. No action at present.
      4. The Ladies toilet door-catch & flushing problems have been fixed.
      5. The repairs to the flint boundary walls (one week’s worth) have been completed and look good. It was agreed to ask Nigel to carry on with the necessary repairs as & when he can.
      6. Archive shed - The YMRG are installing a vent for ventilation and BB is investigating fitting an additional electricity meter to monitor usage there.
      7. Several of the main hall window-opening cords have come adrift and still need to be replaced.
   2. **Finance** 
      1. The discrepancy in last year's annual accounts has been found (a duplicated entry) and has been corrected, and the accounts have been signed off.
      2. The income/expenditure monitoring & projection continues to be in line with the budget for the year.
      3. Additional invoices & information have been tracked down & submitted to the Heritage Lottery Fund, and DH has now negotiated closure of our grant account, subject only to submission of a two-page evaluation report (Action: DH et al)
   3. **People & Skills**: The amendments to the draft Safeguarding policy still need to be implemented
   4. **Marketing & Activities**:
      1. Recent past Events (French Day, Wildflower Festival/Craft Fair, Wheelbarrow markets have all been very successful
      2. Plans for forthcoming events in October & November (Flea Market, Cold Black Sea (talk), Book Fair, and possibly the Hosepipe Band + Poetry evening instead of the Oktoberfest) are well in hand
      3. JW & SB have agreed to continue the Community (Wheelbarrow) Markets on the first Saturday of each month through the winter. Other possible Saturday morning events (e.g. book/DVD/jigsaw swaps) were discussed but no decision was reached.
      4. Plans for events in December & the New Year are being developed (Craft Fair, Winter Warmer etc)
   5. **Governance:** The revised CIO Constitution has been submitted to the Charity Commission
7. **Minor Issues** 
   1. Ingram memorial courtyard: Chris Freeman's quote for the paving has been accepted and he may be able to do the work in October.
   2. The Trustee ID formalities for processing donations using CAFDonate have still not been finalised…
   3. The "Friends of Westleton Village Hall" scheme is still on hold pending establishment of online donations.
   4. The identification of photos in the "We are Westleton" slideshow for the Archive is continuing.
8. **Additional urgent items:** 
   1. Eastern Angles: their new production would cost over £600 also includes plot elements that may cause disquiet in the village so it was regretfully decided not to book the event on this occasion.
9. **Date of next meeting**: agreed on **Monday 4 December.**
10. **The meeting closed** at about 9pm.