

**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), Barry Banks (BB), Sue Brett (SB), Andy Gilmour (AG) & Carole Homersham (CH).
   2. **Apologies:** Liz Barton (LB), Nikki Feltham (NF)
   3. **Declarations of interest:** None
   4. **Additional Agenda Items**: None
2. **Minutes of previous meeting** (4 September 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 & CM have scheduled an evening social gathering for Volunteers on Monday 15 January
   2. JS & SB have arranged to transfer the electricity supply to a new provider (for details see 6b below)
4. **Centre Manager’s Report** : Annie (CM) reported that:
   1. **Foyer**
      1. Exhibitions still not going too well in terms of sales – we may have saturated the market for art! However 9 months out of 12 next year are now booked, in spite of the slight increase in price from £10 to £15 per week.
      2. The Jigsaw lending ‘library’ is now in place but with more donors then borrowers. CM suggested that we sell unused ones at a community market in a few months’ time, as they are well received there (agreed). We may need to store extras in shed 2.
      3. Volunteers all ok, with Elaine still on the team! Pam Hargreaves recently joined the team.
      4. The Tech Table has got off to an extremely busy start, and now has a booking system in place, which is working well, but we may need to adjust the arrangements slightly according to demand. Dave has upgraded the old hall Toshiba laptop, which is much appreciated, and it is available for use.
      5. Foyer Income (gross) was £701 for August, Sept £350, Oct £538, Nov £537. The Foyer is now much busier, buzzing nicely most days.
      6. The Foyer will be open throughout Christmas, only closing on Christmas Day and Boxing Day. Volunteers are all keen to stay open over the holiday period – CM is very grateful for their commitment. CM will be working most of the Christmas period, but on leave from 12th – 18th Dec inclusive.
   2. **Bookings:** 
      1. Lapwing – all going well, with nearly £1K in lettings in November. The students decorated the main hall Christmas tree again for us.
      2. Activities – chair yoga numbers are varying somewhat (up and down) but has added another session in December, so will hopefully be back in January. Yoga and other activities are all ok. Film Club attendances continue to be variable but bar and ice cream sales are really helping with income.
      3. Health care professionals are still going well. Footcare is now booking an extra half day each visit, and has booked all sessions in for 2024.
      4. The Hairdresser has dropped to one hour as she only has 2 customers. Please continue to promote !
      5. Other bookings such as private wine and dinner events, Theberton women’s group, Pam’s charity fundraiser in Jan etc are all going ok and bookings are up for 2024. The Christmas Day family group will be back in this year again.
      6. Scottish Country Dancing – despite lots of time and effort on all sides to try and get this started for 2024 the instructors can’t fit in with hall timetable vacancies – but CM will keep reviewing as there is considerable enthusiasm and it’s a growing activity in Suffolk.
      7. Carpet Bowls – to be trialled in January (Sunday 21st) as a monthly informal session (£2 drop-in charge) with Marilyn Stephens and the Foyer open with a volunteer for BYO cakes and coffee/tea. Thereafter on the 3rd Sunday of the month 2 pm-4pm.
   3. **Maintenance:** 
      1. Thanks to the maintenance team for putting up the outside Christmas decorations, and to Lapwing, John Ash, Andy and Linda Gilmour, and Frances Berry for doing the indoor decorations.
      2. CM has been working closely with Barry to organise an electrician and other maintenance issues (see below)
      3. A walking stick/brolly stand has been acquired for the main hall, so that sticks can be stored safely, following a trip incident at Soup and Pud.
5. **Trustee matters**:
   1. JS welcomed Carole Homersham (nominated by the Camera Club) who has joined the Trustees
6. **Reports from Subcommittees** 
   1. **Operational, H&S and Maintenance** 
      1. The routine maintenance inspection will be carried out on Wednesday 6th December.
      2. The main hall window leak problem has continued to recur, and it was **agreed** to ask Chris Freeman to look at it, with the possibility of having some lead flashing installed around the flint wall junction.
      3. This and some other window-frames will need to be replaced rather than repaired. It was **agreed** that BB should proceed to get estimates from local tradesmen & Waveney Glass.
      4. There is a blocked drain in the main car park that BB will try to clear with drain rods, as unfortunately it’s a sealed drain with no hinges to allow for clearance
      5. BB has succeeded in getting an acceptable quote from an electrician (Scott from Burrell Electrical) to take on all the outstanding jobs, including fitting the additional electricity meter to monitor usage in the old archive shed. The work will be undertaken shortly.
      6. Some weed and gutter clearance work will be undertaken later in the month, but a working party is likely to be required again...
   2. **Finance** 
      1. The interim accounts and income/expenditure monitoring & projection continue to be in line with the budget for the year.
      2. SB had solicited quotes for the renewal of our contract for the supply of electricity, and discussed these with JS. They were all fairly similar, at a price of about double what we have been paying, regrettably. They had taken a decision to take a two-year contract with Scottish Power, who offered a "green" tariff at a reasonable price, to secure some stability in the light of uncertainty over future prices.
      3. The closure of our Heritage Lottery Fund grant account has been completed, and we have received a final payment of £3821. The Trustees thanked DH, LB, and Irene Bews for bringing this to a satisfactory conclusion.
   3. **People & Skills**: The revised Safeguarding policy was discussed and agreed subject to some final minor editorial corrections. The Chair thanked DH and FB for their work on this.
   4. **Marketing & Activities**:
      1. Most of our recent past events (Flea Market, Cold Black Sea (talk), Book Fair, and the Christmas Fair which raised ~ £700 thanks to JW's excellent planning) have been very successful, but the Race Night had to be cancelled because of insufficient support.
      2. We have a busy programme of forthcoming events with a Christmas Miscellany and a Quiz in December, RSPB talk in January, Flea Market in February, and an Irish dance and a Jumble Sale in March, but more and new ideas are always welcome (especially to make better use of the kitchen facilities).
      3. Following the closure of the Carpet Bowls club, CM has arranged with Marilyn Stephens to trial monthly "drop-in" sessions (at 2 to 4pm on the 3rd Sunday each month), to hopefully revive interest...
   5. **Governance:** At the request of the Chair, NF will be reviewing the state of our policies and procedures with a view to updating them and improving our compliance with Charity Commission guidelines
7. **Minor Issues** 
   1. Ingram memorial courtyard: Chris Freeman has completed the paving (very nicely) and the planters have been modified and are ready for re-filling and planting. JS will order a bench and is discussing a suitable plaque with Anne Ingram and her family, with a view to a commemorative inauguration in the spring.
   2. Donor names for the wall: please advise JS and CM of any more names to be added
   3. Pending & on-hold issues
      1. The arrangements for processing donations online have still not been finalised…
      2. 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.
   5. We may need to acquire some extra display system rods for the main hall.
8. **Additional urgent items:** None
9. **Date of next meeting**: agreed this would be on **Monday 4 March.**
10. **The meeting closed** at about 9pm.