



**Westleton Village Hall: Charity No 1164038**

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

**1) Introduction**

- a) **Present:** John Shepherd (JS, chair), Dilys Hall (DH), Fran Bartlett (FB), Barry Banks (BB), Sue Brett (SB), Andy Gilmour (AG), Carole Homersham (CH), Liz Barton (LB), Nikki Feltham (NF) & Annie Groves (CM)
- b) **Apologies:** None
- c) **Declarations of interest:** None
- d) **Additional Agenda Items:** Management of the 100 Club (Liz)
- e) **Special item: Lapwing Education:** Will Fletcher, the CEO of Lapwing Education, gave a short presentation on their work and use of the Hall. They find the facilities highly suitable for their work, and no significant problems had arisen recently. As the Hall is pleased to have Lapwing use the Hall facilities when they are not required for other purposes, the arrangement is mutually beneficial. The Trustees noted with approval that Lapwing also have an excellent working relationship with CM. The Chair thanked Will for attending & explaining their work.

**2) Minutes of previous meeting (4 December 2023)**

- a) **The minutes were agreed** as a true record, approved and will be posted on the website
- b) **Matters arising:** None

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

- a) The Chair had allowed the use of the Hall's email notification system to publicise the Parish Council's meeting to present the EDF/SZC Traffic Management proposals on 5 February, and approved the use of the Foyer to display the plans and collect the questionnaire responses.
- b) The Chair & Treasurer have approved the purchase of a new printer to replace the present faulty one.

**4) Centre Manager's Report:** Annie (CM) reported that:

**a) Foyer**

- i) Exhibitions are going well – now booked every month for 2024.
- ii) Volunteers are all ok, and Zoe Smith has joined the team.
- iii) Foyer Income (gross) for Dec was £441, Jan £532, Feb £766 (boosted by events like Flea Market etc.) which is satisfactory
- iv) The Tech Table is still very busy and much appreciated: a fantastic addition to the Foyer activities !
- v) The monthly Community Markets have been popular, especially as social events.
- vi) People have been asking about plans for the Ingram courtyard (see item 7(c))
- vii) The Parish Council monthly residents' drop-in sessions are a positive development, and it has been helpful to be able to work with them on the traffic management plans & survey.

**b) Bookings:**

- i) Lapwing – all still going well. Lots of bookings, and they are here almost daily.
- ii) Chair yoga – Trish recently left due to personal circumstances, CM has organised Juliet Overton to hopefully take over in June/July, when she moves here permanently.
- iii) Earthdance are doing a monthly meditation instead of dance class for something different, but dance classes are still on all the other Tuesdays since end February, and most Saturdays.
- iv) Hairdresser is still doing one hour only. Please continue to help to promote her.
- v) Other healthcare professionals continuing as normal.
- vi) Other bookings going OK with several birthday parties, wakes etc.
- vii) CM has been very busy supporting the Events team with promotion and organisation/admin etc., and has organised a speaker in June on Wildlife in Brazil. Also we shall be collaborating with the WI on cream tea events for Wimbledon Women's and Men's finals (to be shown on the big TV screen).

**c) Maintenance:**

- i) CM has been managing the electrician, working through the list of repairs with him.
- ii) Fire extinguishers have been serviced ok. PAT has been organised for 25<sup>th</sup> March.
- iii) Tomorrow the roof contractor is in to fix the dropped light fitting in the kitchen.
- iv) The Environmental Health kitchen (etc) inspection went well – just a few minor adjustments to the documents for Soup and Pud, and cleaning solution wording for Hall. One small problem with paint peeling in the kitchen (resolved the next day by Barry, thankyou !).
- v) Lapwing have reported some rain coming in again through a window on front-facing wall of main hall.

#### **d) General**

- i) Our application for a free defibrillator for the hall was declined – probably due to the relatively low population and proximity to the existing unit in the old phone box.
- ii) The deadline has passed for the Plug-in Suffolk funding bid. Will try again next year.
- iii) CM has organised a 3 hour 1<sup>st</sup> aid course on Friday 31<sup>st</sup> May (10am-1pm). There will be a small cost for volunteers and local businesses. CM will send out an invite via email soon.
- iv) CM continues to help Nikki with the policies review work and Fran with WrW signatures.
- v) Otherwise CM is extremely busy with organisation of bookings, managing volunteers, contractors, admin, finance, promotion, etc and could use more hours in the week !!

#### **5) Trustee matters:** None

#### **6) Reports from Subcommittees**

##### **a) Operational, H&S and Maintenance**

- i) The routine maintenance inspections were carried out on 6th December and 31 January
- ii) BB has been consulting with Chris Freeman over the restrictions to repair/replacement options for Listed Buildings, especially in relation to gutters, which need some attention.
- iii) BB has requested estimates for replacement and/or repair of some window-frames from local tradesmen & Waveney Glass.
- iv) BB (amazingly) succeeded in clearing the blocked drain in the main car park with drain rods, one day while it was flooded during another major rainstorm.
- v) Scott (Burrell Electrical) has installed the additional electricity meter for the old archive shed, and most of the other work will be completed soon.
- vi) Some weed and gutter clearance work will be undertaken later in the month, but a working party may be required again. It was agreed that a glyphosphate-based weedkiller was the only realistic option.
- vii) BB suggested installing a motion sensing security light to illuminate the approach to the Foyer and this was agreed.
- viii) It was agreed that re-surfacing the main car park area should be a high priority, as & when an appropriate source of funds became available

##### **b) Finance**

- i) The interim accounts and income/expenditure projection continue to be broadly in line with the budget for the year, but indicate that a small surplus of income over expenditure is likely at year end.

##### **c) People & Skills:** Nothing to report

##### **d) Marketing, Events & Activities:**

- i) Recent past events (Craft Fair, Christmas Miscellany, Quizzes, Flea Market, & Potluck Supper) have been well attended and successful, and continue to make a valuable contribution to income. The RSPB talk was unfortunately cancelled at short notice.
- ii) A Jumble Sale (the first to be run by the Hall itself) is scheduled for 9 March, and the Irish Shindig (which seems likely to be sold-out) for 23 March. The Easter Quiz in April has had to be cancelled, but we plan to try to run the Race Night again in May, and will be opening the Foyer as usual for refreshments during the Garden Trail weekend (8/9 June).

##### **e) Governance:**

- i) JS had asked NF to undertake a review of our documentation of policies and procedures, and this was in progress (with input from CM and JS). NF presented a preliminary analysis of the state of play, together with a suggested prioritisation of revisions (etc) required, which was approved.

#### **7) Minor Issues**

- a) **Ingram memorial courtyard:** The planters have been re-filled and Brian Boulanger will be re-planting with bee-friendly plants shortly. JS has agreed the design of a suitable plaque with Anne Ingram and her family, (which Anne has offered to commission at her expense) and is seeking a date (probably in June) for a commemorative inauguration event.
  - b) **Foyer furniture:** AG has identified suitable kitchen units from the Howdens range. Trustees were requested (by email) to express their preference for this or the sideboards identified by JS.
  - c) **Donor names** for the wall: the list of names to be added will be sent to Leiston press for printing.
  - d) The identification of photos in the "**We are Westleton**" slideshow for the Archive is nearly complete
  - e) **Bingo:** the afternoon sessions have disappointingly not been all that well attended by village residents, compared with people from elsewhere. Since these were intended as an activity for the village, and do not generate significant income, it was agreed to discontinue them after the next session. The Chair thanked all those who have helped run the Bingo sessions. The equipment will be kept for possible use in the future.
  - f) **The 100 Club** (which generates income for the Hall and the Church) has in practice been run by LB for the past few years, as other organisers have dropped out for various reasons. It was agreed that it would be appropriate for a representative from both the Hall and the PCC to assist LB to run the scheme, which has its own bank account, and SB offered to serve as the Hall's nominee, and to consult with the Church community to identify a PCC representative (possibly Joyce Burtenshaw).
  - g) **Pending & on-hold issues:**
    - i) Arrangements for processing donations online and "Friends of Westleton Village Hall" scheme
    - ii) Acquisition of 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 3 June**. A date for the AGM needs to be fixed shortly thereafter...
- 10) The meeting closed** at about 9-30pm.