



**Westleton Village Hall: Charity No 1164038**

**Minutes of a Trustees Meeting: Thursday September 5<sup>th</sup>, 2024.**

- 1) **Introduction & adoption of agenda** (paper1)
  - a) **Present:** John Shepherd (JS, chair), Fran Bartlett (Fran), Barry Banks (BB), Sue Brett (SB), Andy Gilmour (AG), Carole Homersham (CH), Liz Barton (LB), Ivor Murrell (IM Sec) & Annie Groves (CM)
  - i) By invitation Frances Berry (FB)
  - b) The Chairman welcomed the new Archivist, subject to Trustees approval, Frances Berry, to the meeting. The Trustees gave unanimous support to the appointment. He also welcomed the new Trustee's Secretary and Trustee, Ivor Murrell, to his first meeting.
  - c) **Apologies:** Nikki Feltham, (NF) who joined the meeting later electronically
  - d) **Declarations of interest:** None
- 2) **Minutes of previous meeting** (3 June 2024) (paper 2) (NF joined the meeting at this point by phone)
  - a) **Matters arising** (if not otherwise on the agenda)
    - i) Centre Managers revised contract to be signed off, done and copy handed to the Secretary for keeping
    - ii) List of donor names to be added to the wall still needs to be printed, (ongoing).
    - iii) Replacement of Archivist and ex officio trustee needed. F Berry has taken on the role, but she specified that in the first instance this would be on a 3-month trial basis, to ensure that the role suited her. She was invited by the Chair to address the meeting and she made the following points;
      - a) As she found it difficult to enter the archives if the Hall was in use, she requested a back door key and was told this was lost. It was agreed that the back door lock should be changed and she should have a key for the new lock. **(Action BB)**
      - b) She explained that she would need help with digital skills and IT-related tasks. Fran advised that Stephen Podgorney has offered such help to the Archives.
      - c) FB advised that Anglia Television had offered a digital copy of a five- minute film of local interest (from 2000) at a cost of £95. The Trustees agreed to its purchase. **(Action FB)** SB pointed out that £1500 is held in Hall reserves for Archive use. The Parish Council own the Archives and pay the Village Hall £200 per year to manage them.
      - d) CM commented that Lapwings were using some space in the Archive for storage, and it was agreed that ways should be sought to rectify this. **(Action CM)**
- 3) **Urgent decisions & actions taken, and information items:** No items tabled.
- 4) **Centre Manager's Report** :
  - a) **Foyer**
    - Exhibitions –4 booked so far for 2025
    - CM struggled to fill volunteer gaps at times in the summer due to limited availability for events cover. Elaine Blencowe will however be coming back to volunteer occasionally.
    - Foyer Income (gross) June £647, July £704, Aug £618 was good. The Foyer now rarely has very quiet days.
    - Tech Table - starts again on 10<sup>th</sup> – lots of demand and much appreciated by villagers.
    - Monthly community market changes are planned – to be simplified over the colder months. **(Action SB)**
    - Foyer 'Host' aprons had arrived and most volunteers are now wearing them. There was potential for looking at other branded merchandise to sell in future.
    - Sum-up machine problems have been reported to Sum-up by SB. **(Action SB)**

**b) Bookings:**

- Lapwing – all going well. Lots of bookings coming in again with new term, including the main North Group. 5 X 1:1 weekly bookings so far this week.
- Activities – chair yoga – Juliet is suggesting once every fortnight. The Yoga instructor is now back more regularly. Carpet bowls is on hold. NIA Dance are now making 5 weeks block bookings, with 2 weeks break in between, as numbers are dwindling. Soup and Pud now has new leaders.
- Hairdresser is retiring – any recommendations? **(Action ALL)**
- Private bookings are increasing. A few clashes as so the Hall is now so busy! We need an extra room!
- Hall for All Events – there is a very busy and exciting hall program for 2024 and plans for 2025. Revisions to the poster location list to advertise events is in hand, including now distributing the Film group poster. JS commented that the Events team were now recording their own meeting minutes and asked Fran to please circulate these to the Trustees also. **(Action Fran)**
- CM suggested that forms be printed for Hall users to make suggestions for events and Hall use. This was discussed and BB suggested that perhaps a space could be made on the events page of the Hall website for that purpose. The decision was taken to bring a ‘Suggestions/Comments’ book into action in a prominent place in the Hall, instead of printed forms. **(Action CM)**

**c) Maintenance:**

- Electrician. The AV ports in the main hall left are still to be done, and the archive room thermostat. We have asked for quote for re-siting the WiFi router outside the cupboard due to the weak signal in the Foyer. Will chase for a quote for the wireless switch for kitchen lights. Light tube in kitchen now fixed (thanks to BB)
- Fire alarm, the 3G phone-out signal is not working, identified by engineer’s check. Options and quotes for an alternative to be received.
- Disabled car parking space – done and much appreciated by users.

**d) General**

- AG now has a 10-person Bar team organised. It was agreed that bar volunteers should have a free drink per shift (!)
- The Volunteer thank you event was agreed to be organised for Monday 6<sup>th</sup> Jan evening. Trustees invited.
- Donated bike rack – railway sleeper to be fixed to it so it’s more stable and can be moved to different locations in the car park as required. **(Action BB)**
- Knodishall church hall committee – met with them and John S to show them what works with our new developments (and other hints and tips), as they plan to be building a new church hall facility.

**Item 7 e) Governance, was then taken at this point**

**Review and brainstorm of items for refreshed Risk Register. (Paper 4)**

- NF led the debate on finalising the four issues raised** in Paper 4, first with Risk Register item R12, the risk of fire in the unoccupied hall. We no longer have a system that calls three named persons in availability sequence if the fire alarm is triggered, as the system was based on 3G, which is now replaced by 4G. Enquiries to take place on a possible alternative system. BB agreed to be named as lead on the G12 item **(Action BB)**. IM asked if the Hall’s insurance policy specified this system, if so the insurers should be advised. JS will send the Secretary a copy of the insurance policy to check. **(Action JS and IM)**.
- Item R16, the risk of break in. Considerable debate on this. Intruder alarms were discounted as they were likely to be erroneously triggered by Hall users. It was agreed that the key-pad code number might be worthy of more regular change **(Action CM)**. CM told the meeting she had twice recently found that users had left a door unlocked, but no foolproof response to that was found. It was agreed the recent security lights will help and that present methods of control were sufficient. JS to act as lead on this **(Action JS)**. The Trustees discussed if they should consider under this item the risk of violence by persons on Hall premises. It was

noted that there was a fire alarm button in every room and volunteers should be told to use this in the event of emergency or a violent confrontation. **(Action CM)**

- iii) Item R17, risk of injury to users/staff etc. JS requested that this risk be raised from 'Minor' to 'Moderate'. The question of First Aiders on call was raised, CM thought this could be improved with named contacts at other locations, such as The Crown etc. BB responded that the Parish Council were in the process of updating a Village Emergency plan, and this was investigating such contacts, which could be passed to the Hall. **(Action BB)**. JS and CM will act as Lead on this item. **(Action JS and CM)**
- iv) Item R18, insufficient numbers of volunteers. This was being successfully addressed at present for most events and it was hoped that the recent number of new inhabitants to the village will be a good source to approach. JS asked Fran if she could be named as the lead responsible on this risk, and she agreed. **(Action Fran)**.
- v) **NF then raised four additional possible risk issues** for the Trustees to decide if they should be added to the Risk Register.
  - a) Inadequate Fundraising: The Trustees decided this did not need to be added, current actions in place.
  - b) Poor Relationships, for example with Village Shop, Parish Council, neighbours, etc. It was agreed that this should be processed as a potential risk to Village Hall actions, although Trustees and the CM are alert to this and active in maintaining good relationships. BB offered to lead on this, which was welcomed given his Parish Council role. **(Action BB)**
  - c) Loss of or excessive Lapwings use of the Hall. There was an agreement that if their bookings increased this could potentially lead to having to exclude other users of the Hall. However, Lapwings hire of the Hall was also a very beneficial financial support, which if lost would be potentially serious for the Hall. It was agreed to process this as a risk item, SB and CM will act as Lead on this item **(Action SB and CM)**.
  - d) Loss of the Centre Manager. CM left the room for this item. CM's importance to the Halls operation did make this a significant risk. The key issue in a sudden loss was access to all the information about the Hall's operation and all important and significant records. IM queried how such records were kept, and this was said to be on Dropbox, the Manager's laptop and the Chairman's personal laptop. IM suggested that there should be a separate solid state automatic back up of digital information in the Hall, which should hold all relevant digital information. JS agreed that this should be investigated, and the Trustees agreed. **(Action JS and CM)**.
  - e) NF thanked the Trustees for dealing with Governance early in the meeting and was appreciative of the time taken in the debate to finalise the issues raised.

## 5) Trustee matters:

- a) The 2024 AGM was successfully held on July 5<sup>th</sup> JS will circulate the AGM minutes after he makes two modifications suggested by Fran. The Minutes will also go to those present and onto the Hall website.
- b) To record that after the AGM, Ivor Murrell volunteered for the role of Secretary to the Trustees. This had been unanimously agreed to by the Trustees. He also agreed to become a Trustee and was duly appointed.
- c) JS advised that Barbara Buckley had shown interest in becoming a Hall Trustee, and proposed that she be appointed. This was unanimously agreed to by the Trustees. **(Action JS)**.

## 6) Reports from Subcommittees

### a) Operational and H&S

- i) Maintenance report
  - BB reported that the regular maintenance report will be resurrected, updated and made available on Dropbox. He will also provide a updated note to CM on maintenance issues.
  - He reported that the External lights are now operational, the gutters have been cleared and that he will be doing weed clearance next week. Chris Freeman will be repairing the defective gutter in two weeks.
  - BB has found a plastic bead for fixing to walls to prevent damage from stacked chairs. He proposed buying sufficient to treat one wall at a cost of £120. He will first ask for free samples to choose the correct colour.

After the strip is fixed the wall beneath it could be repainted to remove scuff marks. Trustees approved this suggestion.

- Brook Joinery of Leiston have now quoted £28,600 to supply the ten large windows that require replacement in the Hall. There will be an additional charge of perhaps one day's labour per window to install these. The price will hold for sixty days and then be subject to increased costs review by the supplier. BB sought agreement to submit this quote to English Heritage for their approval as suitable replacements. The Trustees agreed. **(Action BB)**.
- BB is seeking an updated quote for resurfacing the forecourt. He proposed that once a suitable quote is obtained, that the windows replacement and forecourt resurfacing could be put together for a potential SZC Community Fund grant. The Committee agreed that this was an attractive possible action. There was also mention of the £47,000 Community Infrastructure Levy (CIL) fund held by the Parish Council to be spent in the next five years (arising from the building of new houses in the Parish). The Trustees were also interested in this fund as a possible source of assistance.
- BB reported that the noise reduction in Yoxford Village Hall might be a potential answer to the noise level in the Foyer. JS advised that he has obtained an app to measure reverberation and will report back **(Action JS)**.

#### **b) Finance**

##### **i) Treasurers report: Income and Expenditure update to August (Paper 3)**

SB apologised for only finalising the August account that day, and distributed printed copies. She went through the main points of the actual and forecast accounts and then made comparison with the proposed budget. A very cautious approach to potential income had been made in the budget, which resulted in a budgeted deficit of £8561 for the year of account ending 2025. However, the efforts in raising income had exceeded budget expectations to the extent that a small £170 surplus on the year was now forecast. There was considerable debate, as the budget had not yet officially been adopted, as to whether it should be adjusted to more closely reflect the changed condition. However, it was decided to adopt the budget as determined early in the year with the proviso that success with Hall events and other items have produced a much more positive likely outcome for the full twelve months.

#### **c) People & Skills:**

- ##### **i) What is WVH policy on Hall users who are vulnerable members of the community, either at risk of neglect or with mental health issues?' Fran suggested deferring this item to the next meeting, which was agreed.**

#### **d) Marketing, Events & Activities:** JS stated that, given the late running of the meeting, this should be taken as read, as the Events committee will circulate their minutes for more detail.

**i) Past Events:** Garden Trail, Wildlife in Brazil, BBQ, Wimbledon Final Cream Teas, Art Exhibition, Wildflower Festival & Craft Fair, Operation Aphrodite (talk), French Day

**ii) Future Events:** Vera Morris Talk, Autumn Quiz, Safari Supper, Flea Market, Hosepipe Band, Book Fair, Xmas Fair. Xmas Quiz, Christmas Cheer, Volunteers Thank You event, Antarctic Talk,

**iii) Sea Shanty Evening, VE Day.**

#### **e) Governance:** This was dealt with earlier in the meeting.

#### **7) Other Issues:** None raised.

#### **8) Additional urgent items:**

##### **a) Sizewell C Community Fund (SZC PowerPoint presentation attached as a .pdf document Paper 5)**

JS asked Trustees to reflect on our possible strategy in terms of minor funding bids and major funding bids in preparation for consideration at our next meeting. **(Action ALL)**

#### **9) Date of next meeting:** Monday November 4<sup>th</sup> at 7.30 pm in The Foyer

#### **10) The meeting closed.** At 10.20 pm

Signed:

Date: