



**Westleton Village Hall: Charity No 1164038**

**Minutes of Trustees Meeting: Monday 3 June 2024**

**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:** Prescription delivery service (BB)

**2) Minutes of previous meeting (4 March 2024)**

- a) **The minutes were agreed** as a true record, and approved subject to a minor amendment of the wording (about bingo) and will be posted on the website
- b) **Matters arising:** None

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

- a) Following consultation via email, it had been agreed to increase the Centre Manager's working hours to 3.5 hours per day, with effect from 1 May, and to pay her for the bulk of the excess flexi-time hours that had been accumulated. A revised version of her contract now needs to be signed off.
- b) Also following consultation via email, it had been agreed to purchase five small cupboard units for the Foyer. These had enabled recovery of useful space (and two tables) and met with general approval.
- c) A 6ft teak bench had been purchased from a local supplier for the Ingram Courtyard development.
- d) Our insurance policy had been upgraded by SB to cover the storage and sale of alcohol, which had inadvertently not previously been included.

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

**a) Foyer**

- i) Exhibitions – booked every month now for 2024 and taking bookings for 2025 (2 so far).
- ii) Volunteers: all going ok, with one new volunteer (John Ash) just started.
- iii) Foyer Income (gross) March £630, April £548, May approx. £585 .
- iv) Tech Table - still very busy and a fantastic addition to the Foyer weekday offer, and stimulating donations of at least £20 per month.
- v) Monthly community market: some changes are planned, but will continue through the summer
- vi) Collaborated with Parish Council on traffic surveys work and useful to have them in the foyer monthly, for their residents' drop-in sessions.
- vii) Increase in drinks costs have been received (by customers and volunteers) with few complaints.

**b) Bookings:**

- i) Lapwing – all going well. Lots of bookings, here daily.
- ii) Activities – chair yoga – Juliet to start later in summer hopefully. Dilys gathering numbers for Tai Chi. Yoga instructor away a lot.
- iii) Hairdresser still one hour only. Please continue to promote. Other healthcare professionals continuing as normal.
- iv) Other bookings going ok with several birthday parties, wakes etc. in prospect (3 enquiries today). Model railway group have booked more running days.
- v) Events – very busy with program for 2024. CM has organised speaker in June – Wildlife in Brazil (very few tickets sold, please help promote) – and collaborating with WI on cream tea with Wimbledon Women's and Men's finals, and supporting Events Team with promo and admin etc.

**c) Maintenance:**

- i) Electrician is working through the list : Just HDMI ports in main hall left to do, and archive room thermostat.
- ii) Light tube in kitchen – with Barry and John for consideration.
- iii) PAT testing done on 25<sup>th</sup> March – all ok but need new laptop lead, to order with new printer.
- iv) Fire alarm 3G signal no longer available, identified by recent engineer check. Options and quotes for alternative connection to be received.
- v) Disabled car parking space marking –waiting for contractor visit and quote.

**d) General**

- i) CM organised a 3 hour 1<sup>st</sup> aid course – 9 attended.
- ii) Brian's "retirement" presentation at 11am this Friday. Bar co-ordinator is now Andy, with team helping (John B, John A, Mike Brett, John S (emergencies)), with WhatsApp group created. Ordering supplies from Adnams.
- iii) Assisted Policies refresh work with Nikki, and helping Fran with WrW signatures.
- iv) Otherwise CM is as usual extremely busy with organisation of bookings, managing volunteers, contractors, admin, finance, promotion and assisting all event leaders.

**5) Trustee matters:**

- a) DH is standing down as Archivist, so a replacement (also an ex officio Trustee) is needed. JS was sadly unable to persuade DH to continue as an appointed Trustee !

**6) Reports from Subcommittees**

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

- i) The outside lights for the key-safes have arrived (FOC) and will be fitted soon.
- ii) Still waiting for estimates for replacement and/or repair of some window-frames from local tradesmen (Colin Brooks) & Waveney Glass.
- iii) BB has applied weedkiller to troublesome vegetation: may need another dose
- iv) Maintenance team will assess fitting additional support for the kitchen light-tube
- v) Installation of a defibrillator in a prominent position may adversely affect the appearance of the building: suggested that maybe the Crown would be a better location...
- vi) Awaiting a date for guttering work from Chris Freeman.

**b) Finance**

- i) The year-end accounts are not quite finished (a small discrepancy needs resolving), but income & expenditure continue to be broadly in line with the budget and projection for the year. LB will try to finalise accounts before the AGM.
- ii) SB explained that ~40% of income is coming from Lettings (including Lapwing), with another 20% from Hall4All events, plus 13% from the Foyer and 10% now from bank interest (!). Expenditure is dominated by CM salary, plus 15% (and increasing) for electricity. With cleaning (12%) and other inflexible items (11%) we need to continue Hall4All events and increase Foyer income if possible.
- iii) SB has prepared a draft budget and this will be circulated for comment via email.

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

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

- i) Most recent Events (Potluck Supper, Irish evening, Jumble Sale) have been successful, but ticket sales for the Race Night were poor: the event was held and was good fun but less profitable than hoped.
- ii) Forthcoming Events include a Wildlife in Brazil talk, Summer BBQ, Wimbledon Final Cream Teas, Art Exhibition, Wildflower Festival & Craft Fair, Operation Aphrodite (talk), & French Day
- iii) Future Events: the Vera Morris Talk, Flea Market, Hosepipe Band, Book Fair, Xmas Fair, and Xmas Quiz are all being actively planned. It had been suggested that we might organise a (catered) Harvest Supper since the Church event has lapsed, and this was supported.

**e) Governance:**

- i) NF is working on the review of our policies and procedures, and had completed first draft revisions of four of these (a Code of Conduct, plus policies for Risk Management, Complaints, and Conflicts of Interest, and a revised post-Covid Risk Register. Unfortunately JS's email to circulate these had

disappeared into the aether, so NF explained what had been done, and requested comments & suggestions via email.

## 7) **Minor Issues**

- a) **The AGM** will be on Thursday at 5pm. JS had circulated notes for his report for comment.
- b) **Ingram memorial courtyard:** The planters have been completed, and the bench has arrived and will be securely installed shortly. The date (29 June, 12 noon) has been agreed with Anne for a commemorative inauguration event. The wall Plaque will be heavy, and need serious screws for fixing.
- c) **Noise in the Foyer** due to excessive reverberation is recognised to be problem for conversations. JS has visited Yoxford VH who have successfully fitted acoustic absorption ceiling panels, and has identified several potential suppliers, but the cost is non-trivial (probably > £800 even for just 4 panels) so is hoping to find someone who can lend us some panels to try out.
- d) **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.
  - iii) the list of donor names to be added needs to be sent to Leiston press for printing.

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

- a) The prescription delivery service from Leiston surgery to the shop is being discontinued. The new requirements for a large secure refrigerated cabinet and checking in/out of prescriptions were discussed, and it was decided that the Hall could not offer space or staff/volunteer time to take on this unpaid service.

9) **Date of next meeting:** agreed this would be on **Thursday 5 September.**

**10) The meeting closed** at 9-30pm.