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Foundation



Westleton Village Hall
Registered Charity Number 1164038
<http://westleton.onesuffolk.net/village-hall/>

MINUTES OF COMMITTEE MEETING HELD ON
Tuesday 27th November 2018 @ 7-30pm

Present

Trustees: - Lindsay Potter, Alex Alexander, Pat Swindell, Fiona Ireland, Antony Clough, Margaret Branton, Sheena Robertson, Dilys Hall, Amanda Freeman.

Public: - Anne Ingram,

Consultant: - Steve Allman.

The meeting kicked off with Steve Allman providing a summary of the Organisational Strengths Review (OSR) and he reminded us that the review is a condition of Big Lottery funding, designed to examine how we are positioned to meet our four outcomes. In summary our four outcomes & thus what we are committed to are:-

1. Reducing loneliness and isolation
2. Enabling a fitter, more resilient community.
3. Safe space with appropriate facilities for young people.
4. More willing, happy, trained volunteers.

Steve was conscious of our large agenda so focussed on the key recommendations from his report which will be sent to Trustees with the minutes of the meeting.

- We should try to distil the business plan to one page so that anyone wanting to know what the village hall is all about will know who we are, what our main aims are, etc.

- We need to keep the momentum going and keep the community engaged after the money is raised.

- We need to strengthen the board of Trustees; it is a big change from providing a hall for people to use to running the hall as a community resource which will need to be managed as if it were a small business. We should re-visit & rewrite the roles & responsibilities of Trustees, to be written by someone from the Building Sub Committee.

- We will need to record how we are progressing towards meeting our outcomes & report our findings back to BL.

Fundraising & Finance

- We should develop a long term fund raising strategy with a target audience in mind such as community, local companies, different types of events for different types of people.

- We should increase our capacity for new opportunities and develop strategic partnerships, look at current partners and new partners. Could set up links with other organisations such as The Mix in Stowmarket which has good youth work links and a very successful social enterprise cafe.

- We need to increase our commercial awareness if we want to market ourselves as a wedding venue or for the cafe; could offer the hall as training venue and share training with other groups.

People & skills

- We need to develop HR policies and procedures with an awareness of legal requirements
- We should have a recruitment strategy for volunteers with a clear idea of their roles, training opportunities etc.
- We could look at training requirements such as 1st aid, food hygiene etc.

Quality & impact

- We will need to record our impact & have a system of recording via questionnaires, case studies etc.
- There should be monthly reports to the Trustees on how we are meeting outcomes.
- There should be consistent engagement with beneficiaries with a system for capturing conversations, find out what difference the improvements have made to the groups using the hall.
- Nominate a trustee to develop engagement with beneficiaries (rotate every 6 months?)
- We should develop an understanding of how to reach out to young people. Go to The Mix in Stowmarket (Steve would be happy to help set up a meeting.)

Marketing & Raising our Profile

- We could improve our on-line presence to make the wider community aware of who we are and our objectives.
- We could improve our website and possibility of on-line bookings & payments. The website could say more about what we offer not just who uses the hall.
- We could use a search engine organisation, a company could help pull up our hall and website to the front page for people when using key words such as wedding venue or loneliness.
- We need media presence on facebook & twitter etc.
- BL want to see that we are reaching out to a wider community & we are not just a club.
- We should pull everything together for a marketing strategy & continue with newsletters etc.

Dilys asked Steve what were the stand out recommendations.

- Steve thought it was an enormous hike from where we are at; to where we want to get to with a new structure. We should think of ourselves more like a small business than a small charity.
- He felt HR was a big deal.
- Keeping the momentum going (finance & marketing)
- He thought governance was key and we should link with CAS for Trustee training; asking ourselves if we were a new charity what we do to get off the ground.

Lindsay thanked Steve for his time; he left the meeting at 8:15.

2. - *Apologies for absence:* -

Jeremy Branch, Tony Ingram

3. - *Minutes of meeting held on 25th September 2018*

Agreed as correct. Lindsay signed a copy.

4. - *Matters arising.*

Fiona has updated the documents given to new hirers with the new lottery logo. The documents which are available on the VH website should be updated with the new versions.

Fiona has registered us with SCDC under the Gambling Act for next year.

Lindsay reported that Adrian checked the noticeboard but couldn't detect any warping, he will look again.

5. - *Treasurer's report.*

Alex distributed the accounts for the period 1st September to 31 October 2018, attached to these minutes. The balance at the end of October in all accounts was £138,339.36 an increase of £16,654.74 since the end of August. Lettings for the period remain less than last year and are likely to decrease further whilst the building works take place. We received a total of £20,814 up to end of October from grants, donations and fund raising events towards the building project. £4,550.34 was paid to consultants over the period. Bank accounts are now set up for building work payments and claiming back from the Big Lottery.

6. - *Minutes Secretary's report.*

Fiona distributed her report, attached to these minutes.

7. - *Building maintenance.*

- Kevin from Mark Hall Electrical did the annual electrical checks, all was well.

- Lindsay also met with Curle who did the fire panel checks.

- Lightbulbs have been replaced in the gents' toilet and Adrian will look at the door between the main hall and committee room which is catching at the base.

- Lindsay and Adrian will be de-scaling the kettles over the weekend.

Lindsay (& Adrian)

8. - *Health & Safety*

No updates since last time. Fiona will leave an H&S folder in the committee room with the main risk assessments for the building contractors to view as needed.

Fiona

9. - *Building project.*

- The minutes of the extraordinary meeting on 27th November were circulated before this meeting and were agreed so should be appended to the minutes of this meeting. Pat said she found the meeting helpful to get a better understanding.

- The business plan has now been forwarded to BL.

- We discussed whether we needed to meet every month rather than bi-monthly as at present. It was thought that this would be useful but we should focus on the building project and not all the other agenda items at the interim meetings. Lindsay proposed and there was unanimous agreement that this arrangement should start next year.

10. – Fundraising report.

Anne reported that we were going all out for a big push to get the funding in. We are not likely to hear from many more applications until after the end of December, so our focus at the moment is on the community and local businesses. We are waiting to hear from Heritage Lottery.

Even if we reach our target we still need to keep going with fundraising, various events are planned for next year, RSPB in January, Professor Garnham in February, a games evening and Tallis playing in the church but donating their 'leaving donation.' Anne had been approached by Jed Stone wanting to kick off an annual tour of sea shanty's splitting the profits 50:50. The Trustees thought this could work but no-one was willing to organise it.

- Anne has also been working on an editorial for the EADT on the archives and an article in Suffolk Life. The next newsletter will go out in January.

- Anne will also draft a 'hall for all' note reminding people of the silent auction and quiz on the 7th December.

- Dilys asked how we were going to communicate the transition from fundraising for the village hall improvements and our continued need fundraising if we meet our target. Anne and Fiona admitted we hadn't thought about this yet as we had been focussing on other things such as getting the business plan sorted out etc. There was discussion about still needing to raise funds for general repairs, car park, fittings etc as well as the social aspects of fundraising. Communications would need different messages for different people, donors, users, businesses etc. Anne made the point that the building sub-committee were already flat out and needed help getting some of these messages out. None of the Trustees felt able to help at this time and Fiona asked if they could each think of one person who may help with communications or organising events,

- Alex advised that he had received a letter with the donation from Dunwich Town Trust asking for local rates if hiring the hall, this was agreed. Dilys asked whether there should be a commercial rate for businesses, we will look at this next September when the charges will be revised. Alex said that there are restrictions on the web site the village hall use; he also advised that we has previously looked at doing on-line booking but was deemed to be too complicated with the system we have in place.

11. - The Giving Machine

Lindsay said she will pick this up in January when she will register us as a charity and we will be given a giving machine card which can be used similar to a loyalty card.

12. - Carol Supper

Pat said the tickets are available from the shop, the WI are geared up to do the food and Ann Bebbington has asked for donations of raffle prizes. Pat asked for help putting tables out on the 13th at 2:30. Antony said he had been volunteered to set up tables by Jennifer, who couldn't be there; he also asked whether he should do the reading on behalf of the carol supper again this year, he had done it for the last 13 years all agreed Antony should do the reading. Fiona will let Pam know.

13. - Legal Charge.

As noted on 23rd November: - The legal charge letter and letter of independent advice was emailed to all Trustees two weeks prior to the meeting, we voted again to accept the advice (slight change in trustees present) there was unanimous agreement to accept the advice and Alex & Lindsay signed the paperwork at the meeting which Alex will return to Barker Gotelee, with the minutes of the extraordinary meeting on 23rd November.

14. - Archives

Dilys had nothing to report on archives.

15. - Exhibition

Lindsay will approach the barrel fair to see whether we could borrow/hire their tent for the exhibition next year but we will carry forward discussion of the exhibition to the next meeting.

Sheena said she had been asked whether there would be another yard sale next year and all agreed this would be a good idea. Margaret said it might be worth doing when the schools were on holiday as the peripheral ends of the village were not well attended. Sheena understood this and will look at the logistics and report back.

16. - Eastern Angles

Dilys has sent potential dates to Eastern Angles and is waiting for them to get back to her with preferred dates. We have finally paid for last year's performance after working out what was owed.

17. - 100 club

Margaret offered to continue to co-ordinate the 100 club and Alex is willing to do the printing of application forms, lists etc as last year. Margaret will just have her name on the forms for money to be returned to and all agreed this was acceptable. Alex will print the forms off early January and Margaret will let us know if she needs help delivering the application forms or reminders. Thanks were expressed to both Margaret and Alex.

18. – Decisions reached since last meeting.

Alex had informed us that he had carried out a comparison of Electricity suppliers and ExtraEnergy still provided the best deal when it was up for renewal at the end of November. All agreed to renew but just before the renewal ExtraEnergy went bust and we are now signed up with npower, the contract is being worked out.

19. - AOB

- Alex & Irene have been exploring what was needed to claim gift aid; HMRC require the details of 2 authorised officials named as running the charity. Alex and Margaret agreed to be named. HMRC also required the details of between 2 – 4 responsible persons who would be legally accountable for the charity. Lindsay, Tony and Fiona were all agreed. Other information such as charity objectives etc would be sent to HMRC so we can start claiming gift aid to help with the fundraising.

- Dilys advised that the Broadband had a bit of a blip but was now sorted.

- Amanda said she was worried about getting young people to join activities at the hall when there were so few children in the village. Lindsay explained that we would look at providing activities for children from further afield and Anne said she had spoken to Middleton school who were very keen that we provided something; some children experienced social isolation as there were so few children living in the villages.

- Lindsay said she would get in touch with John to find out who he normally sent Christmas cards to as she would send out the cards this year.

20. - Date of next meeting: - Tuesday 8th January 2019 at 7:30;