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

**MINUTES OF COMMITTEE MEETING HELD ON**  
**Tuesday 25<sup>th</sup> September 2018 @ 7-30pm**

*Present*

Trustees: - Lindsay Potter, Alex Alexander, Tony Ingram, Fiona Ireland, Antony Clough,  
Margaret Branton, Sheena Robertson, Dilys Hall,  
Public: - Anne Ingram.

*1. - Apologies for absence: -*

Pat Swindell, Jeremy Branch, Amanda Freeman.

*2. - Minutes of meeting held on 3<sup>rd</sup> July 2018*

Agreed as correct. Lindsay signed a copy.

*3. - Matters arising.*

No matters arising.

*4. – Treasurer's report.*

Alex distributed the accounts for the period 1st July to 31 August 2018, attached to these minutes. The balance at the end of August in all accounts was £121,648.62 an increase of £12,139.46 since the end of June. Lettings for the period remain slightly less than last year. The VH share of the exhibition & flower festival was £2,564.02 (a reduction of £804.66 on last year) The Gardeners donated £572 from the garden trail; the bowls group donated £200 & the WI £24 from book sales. A total of £11,192.46 resulted from grants, donations and fund raising events. £2,628.84 was paid to OWL architects for their work carried out prior to the Big Lottery grant.

- Alex expressed thanks to Chris Wood and Anne for all their hard work submitting applications as we had now received pledges of £5,000 from Suffolk Coastal Exemplar funds and £2,500 from Lord Belstead funds.

- Dilys asked whether we were worried about a drop in lettings as yoga's change of venue is not reflected yet in the accounts. It is certainly something we need to think about for the future.

- Alex heard today that we now have our new bank account open with HSBC, they will send a letter to Big Lottery advising them it is a legitimate account with cheque book, sort code and card etc so the account can be activated.

- Alex has the appropriate forms for COIF, needs two trustees signatures as well as Margaret's, Lindsay and Fiona volunteered.

*5. – Minutes Secretary's report.*

Fiona distributed her report, attached to these minutes.

#### 6. - *Building maintenance.*

- Lindsay will be meeting Kevin from Mark Hall Electrical on 25<sup>th</sup> October to do electrical checks; she is also meeting up with John Bebbington to set the heating to its winter setting.
- Alex reported that one of the 6 locks on the notice-board doesn't work; it works when open but won't lock. The whole board is slightly warped. Lindsay will get Adrian to take a look.
- Tony reported that the leaflet dispenser on the post at the front of the hall was broken; some cable ties that hold it on had been cut. Tony has replaced them but suggests that at some point we will need to purchase a new A5 leaflet holder.

#### **Lindsay (& Adrian)**

#### 7. – *Health & Safety*

No updates other than completing the revised conditions of hire which now refer to portable equipment etc. Fiona has updated 'conditions of hire'; 'provisional booking procedures'; 'key collection' and equal opportunities & protection' policies to show the new lottery logo. These have been circulated to the Trustees and the documents should be placed on the website. Alex requested that all documents that he gives to new hirers should be updated with the lottery logo and will let Fiona know what these are so she can update them accordingly.

#### **Alex & Fiona**

#### 8. -*Building project.*

We now have planning permission and listed building consent which is a big step forward but also commits us to spending larger amounts of money, with various risks involved. We are now at stage 4 of the capital works programme where the design of the building is developed. Tony will lead on this but OWL architects will produce the tender documents with input from Structural Engineers; M&E (Mechanical and engineering) and Tom Vickery. They will open up the roof, drill holes, look at heating requirements etc and make their recommendations. OWL will draft the tender documents based on findings to Bog Lottery by the end of November – beginning of December, BL have one month to assess the draft and say whether they are happy for us to go out to tender. - Tony et al have started looking at potential contractors.

- All this work commits us to spending significant sums of money amounting to approximately £35,000 in total. This will be accounted for within the Big Lottery Development grant which allows £46,000 for this stage of the programme, we believe this money is a BL risk and would not need to be paid back should things go pear shaped.

- Dilys asked about the terms & conditions of the BL loan specifically the note from Barker Gotelee and whether we had managed to get independent advice on our ability to repay the BL loan. Alex has been investigating but has drawn a blank so far; Lindsay said she may have a new contact from her list of friends. If these avenues don't materialise he will look at the advice offered by Margaret but obviously this would not be independent. Whatever we eventually come up with Alex will draw up a document for all Trustees to sign.

- Tony reminded us that the Trustees had agreed to spend £18,000 to get the project through to planning stage, approximately £11,000 has been spent so far. – Anything signed up to before BL's offer can't come out of the development fund.

- Sheena said she had no problem with us spending the money as we had received a £67,000 legacy for the village hall and this was good use of that money to develop the hall.

#### **Alex**

### *9. – Fundraising report.*

Anne reported that the 'thank you' event on Saturday went well, the Fizz and catering was appreciated and Lindsay had positive responses from requests for new friends to help us. About 45 people turned up, feedback has been very good and Anne asked that Anecdotes could be captured.

- Heritage Lottery turned down our application, Anne has been in touch to find out what the reasons were so we can address them. We have had some generous donations and an offer of £25,000 from Garfield Weston but we still have a long way to go and need a big push to reach our target beyond the 87% we are currently at; nearly all offers and donations are conditional on us meeting our target. Anne and Chris Wood are making as many applications as possible and currently have 22 applications in process, our thanks go to them. The latest newsletter which will be distributed door to door or in the Yoxmere Fisherman includes a gentle request for donations. Anne & Lindsay said it was obvious from Saturday's event that people are committed to the hall improvements and appreciated being kept informed of progress. As there is local resident backing we thought we could write to the Parish Council and the Barrel Fair asking for pledges of more money for the hall, either for our immediate plans or for ongoing running costs. Lindsay said she will write a letter to them.

- Dilys asked whether we had looked at a potential drop in income over the build period in our projections, in particular with events such as the Exhibition being in doubt. The Building sub group have accounted for this and projected 50% drop whilst the building works are in progress. (see also item on Exhibition)

- Anne has been talking to the East Anglian Daily Times to get them to do a piece on the hall, they are coming either Wed/Thurs/Fri this week and Tony and Sheena have agreed to meet them. Anne gave a reminder about forthcoming events, Jazz; 'The Maltsters tale' and 'the Winter Warmer.'

- Anne reported that Barbara Buckley & Mike Nash had written to commercial organisations asking for support and we have had one offer of sponsorship back thus far.

- Other things going on include producing the business plan to the Big Lottery, this is underway. We also have Steve Alman appointed as our organisational strengths review consultant who will help us plan how to run and manage the hall once building works are complete. He wants to hold a workshop with Trustees and volunteers on 18<sup>th</sup> October to look at our plans and see what our strengths and weaknesses are, where we need training, external assistance or marketing etc. Lindsay will ask him to run two workshops morning and early evening and get back to trustees to choose a date based on their availability. Once he has gathered information together he will submit a report to BL

- Alex gave a vote of thanks to Anne for all her work and for making Saturday a success, all unanimously endorsed this.

**All**

### *10.- The Giving Machine & Board of recognition for major donors*

We will need ongoing income once the hall is up and running; it was felt the Giving Machine could possibly be a good source. Bring forward to January meeting.

- Lindsay asked the Trustees whether they thought we should have a board of recognition for major donors. There was general agreement and some discussion about the best way of actioning this, it is very important to thank people and it would be good to have something tangible for people to see. Dilys will look into getting a ticket printing machine for our events so we could look more professional; tickets could be easier to handle and there could be room for Sponsors names or other message details.

**Dilys**

### *11. Carol Supper*

The PCC and WI have been discussing this year's Carol Supper and agreed that the Carol Service will be held at 6:30 on Thursday 13<sup>th</sup> December with the supper starting at 7:30. Pat will do posters and tickets etc. Thanks was expressed.

### *12. Contents and clear out of sheds*

A lot of items are stored in the sheds that will need sorting out as the building works progress. Nearer the time, groups who store their materials in the shed will be asked to decide what they need to keep, what can be disposed of and we will work out temporary storage as needed.

### *13. Archives*

Dilys had nothing to report on archives.

- Our Broadband contract expires at the weekend. Dilys reported having no problems with the broadband itself over the contract period but the admin support was very poor, she therefore could not recommend sticking with the contract provider. Dilys has investigated alternatives and all agreed we should go with plus-net for 18months with annual line rental of £197 and £5 per month costs. There is no way of recording how much the broadband is being used but as an amenity resource that people expect now, it was felt we should continue to provide this facility.
- Tony requested that if Dilys had any information relating to the installation and siting of the broadband cables could she pass this info on to Tony as it will be needed for the building works.

### **Dilys**

### *14. Exhibition*

Ann Bebbington has indicated she will not be organising the exhibition next year, and we all agreed Lindsay should pass on our thanks to Ann for all she has done. The exhibition will need a different format next year while the hall is potentially out of use and we talked about having refreshments and possibly the gardeners stall only. We will discuss the possibility of hiring a tent or marquee at the November meeting.

### *15. – Decisions reached since last meeting.*

Lindsay emailed the Trustees on 20<sup>th</sup> July to ask whether we should contribute a bit more to the Remembrance Wreath this year as it is the 100 year anniversary. This was agreed.

- Alex emailed the Trustees on 1<sup>st</sup> August to say he had an enquiry about using the hall for dog training and wanted our views; there was unanimous agreement to go ahead but with proviso's. The lady in question has not got back to us.
- Alex emailed the Trustees and the Building Sub Committee on 27<sup>th</sup> August to see whether we thought it would be worth trying to claim Gift Aid, there was agreement that this would be worthwhile.

Fiona emailed the Trustees on 6 September to see if they had any objection to Fiona sending the return for the Exhibition Raffle and registering us for next year with SCDC under the Gambling Act. This was agreed and Fiona is now registered.

### *14. - AOB*

- Fiona checked with the Big Lottery and although the Grant offer is only agreed in principal at this stage we should start using their logo on all publicity. We need to make sure we are picking up use of logos from other donors as well.
- Tony asked why the doors were painted blue as OWL had asked about the doors. (Answer was Trustees decided on the colour some time ago.)

- Anne asked whether anyone would be able to help Barbara Buckley to do follow up calls to the corporate letters as Barbara works full time, Sheena offered to do some.
- Eastern Angles have been in touch with Dilys regarding next year's production called The Tide Mill which will tour from 25<sup>th</sup> March to 1<sup>st</sup> June. The cost is £430 or 70% of box office takings. Dilys will check hall bookings for early April and get back to them with a date which can then be advertised as a save the date in the November edition of the Fisherman.
- Alex mentioned that the person who donated £10,000 wanted to give the money now so we could put it in our COIF account and earn interest; on the strict proviso that the money is returned if the project doesn't materialise. There was unanimous agreement.
- Lindsay circulated some paper for Trustees to write a one or two word biog for Steve Alman's overview of who we are and how we could manage the hall in the future.
- When arranging the next meeting it was thought that we may need to have an extraordinary meeting to talk Trustees through the Business plan to be submitted to BL, or any other issues that crop up over this critical time.

15. - Date of next meeting: - Tuesday 27<sup>th</sup> November 2018 at 7:30;