

Friends of Walpole Old Chapel - Trustees' Meeting 19th April 2022

Minutes [Approved]

Present: Lyn Banks
Simon Weeks
Paul Simmons

Apologies: Lin le Versha

Conflicts of Interest

1. Trustees all declared no conflicts of interest in relation to items on the agenda.

Minutes of Previous (WOC Committee) Meeting

2. The minutes of the meeting on 15th March 2022 were approved as an accurate record.
3. The following matters arising were noted:
 - The brown tourist sign has been installed at the village centre.
 - Legally secure parking - **SW to enquire** of the landowner where this has got to.
 - The 'A' Frame notice board has been bought and is in the chapel. **PS to produce inserts.**
 - The 'brief guide to the history of the chapel' has been produced and added to the stewards' information folder.
 - **PS to order new postcards.**
 - 'Three Churches' publicity. **PS to draft**
 - The HODS display for 2022 will focus on Walpole's role in the development of telescopes. SW is in touch with Simon Tooth and Jo Leverett from Halesworth.
 - LLV is in touch with Jim Laws re evening event lighting. Trustees expressed their gratitude to him for his generous offer. X4 lights to be trialed at the first evening event. **Action LLV**
 - LLV reported that the agreed Authorised Persons applications were now with HCT, awaiting their trustee signatures.
 - PS reported that further thought is needed to identify exactly what storage we should have in the old privy. **PS to fit hasp and padlock** to secure the door.

Finance

4. LB presented draft annual accounts for the year 2021/22 (unexamined). These were approved by trustees for presentation to members. It was agreed that we should ask members if any of them could recommend an independent examiner. **Actions LB.**

5. LB presented the current accounts, as follows:
- Current account £12,689.64 (of which £8,967.81 is 'unwrapped' funds)
 - Deposit account £13,937.96
 - Legacies account £4,611.29 (of which £4,500 is 'unwrapped' funds)
 - HCT Walpole fund £21,757.50 (all of which is 'unwrapped' funds)
 - **Total** **£52,996.39 (of which £35,225.31 is 'unwrapped' funds)**
6. LB reported that the cheque for 50% of the requested recharge has now been cashed.

Arrangements for 2022 Season

7. Arrangements for the current season are well in hand. Trustees noted the following:
- All is in hand for the local crafts and produce sales area
 - The events leaflet has now been printed, with stocks in the chapel. **SW to distribute**
 - The events poster has now been finalised. **SW to print and distribute.**
 - The visitor survey form has been printed, with stocks in the chapel.
 - A 'swap' of leaflets has been carried out with Sibton Church
 - The public events are listed on our website, on Blythweb and are being posted on The Suffolk Coast.
 - The stewarding rota is up to date, but still has some gaps. **SW to raise with members** at the meeting
 - The letter to local residents had been distributed and received some positive feedback.

Bedding in the CIO

8. The recruitment letter for members is being finalised and will be distributed in batches. **Action PS**
9. It was agreed to be a priority that the CIO registers for Gift Aid. **Action LB.** We also need to ensure that the existing text and online donation systems are changed so that donations come to FWOOC rather than HCT. **SW to liaise** with Vikki Thompson when we have registered for Gift Aid.
10. Regarding letting people know that the CIO has been registered, it was agreed that the wider public should be informed through the forthcoming press release. **Action PS.**

Exhibition/Consultation Event

11. Arrangements for this event on 30th April are largely in place. It was agreed that not all trustees need to be present all through the day.

Conservation and Repair Works ('Unwrapped Project')

12. SW reported back on a positive project meeting with Kirstie Robbins and Gabriella Misuriello. **SW to distribute** the notes of the meeting to members before the meeting on 21st April.

Business Plan

13. Trustees reviewed progress against the activity targets and milestones for the year 2021/22. The following were noted:
 - 29 of 31 targets for the year had been achieved.
 - Restoration of the chapel yard (elm scrub) had been delayed by contractor illness, and would be carried over to the year 2022/23 [target 1.11]
 - The operating surplus target had not been achieved due to the covid curtailed season [target 2.1]
14. Trustees reviewed the activity targets and milestones previously suggested for the year 2022/23. These were agreed still to be appropriate. An additional activity target was agreed further to establishment of the CIO –
 - That a third of our public events should be designated as 'educational'. It was noted that this target has been achieved for the current season.

Discovery Project

15. No update at this time.

Next Meeting of The Board

16. The next meeting will be at **10.00 am on 18th May**, by zoom. PS gave his apologies.
17. Agenda items to SW
18. Future meeting dates/times:
 - 20th July 10.00am
 - 17th August 10.00am
 - 19th October 10.00am
 - 16th November 10.00am
 - 21st December 10.00am (if required)