

Friends of Walpole Old Chapel - Trustees' Meeting 20th July 2022

Minutes [Approved]

Present: Lyn Banks
Simon Weeks
Lin le Versha
Paul Simmons

Conflicts of Interest

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

Minutes of Previous Meeting

2. The minutes of the meeting on 18th May 2022 were approved as an accurate record.
3. The following matters arising were noted:
 - Legally secure parking - SW has spoken with the landowner, who has yet to raise it with his solicitor.
 - Ps confirmed that the new postcards had been delivered
 - 'Three Churches' publicity. **PS to draft**
 - LLV reported that she and LB had now been approved as Authorised Persons
 - LB confirmed that FWOC is now registered with hmrc for tax purposes (gift aid)
 - **PS to draft** press release re charity, funding, volunteers etc

Finance

4. LB presented the current accounts, as follows:
 - Current account £13,757.84 (of which £9,092.81 is 'unwrapped' funds)
 - Deposit account £13,938.32
 - Legacies account £4,611.41 (of which £4,500 is 'unwrapped' funds)
 - HCT Walpole fund £21,757.50 (all of which is 'unwrapped' funds)
 - **Total** **£54,065.07 (of which £35,350.31 is 'unwrapped' funds)**
5. LB reported that 'Goodbox' has gone into administration but is hopeful that a buyer will be found.
6. LB reported that the other trustees will need to go to a bank branch with identification for the mandate to be changed.

7. SW reported that the leak/overflow from the water heater has now been fixed. Invoices for this and clearing the brambles on the bank will be coming soon.

Arrangements for 2022 Season

8. LLV noted the range of different financial and ticketing arrangements in place and advised that some reduction in complexity would help us build the WOC 'brand'. **It was agreed** to review arrangements before next season.
9. LLV reported that we have already had several enquiries re performances for next season. The public events committee will start to look at next season in October this year. **Action LLV, DC**
10. SW reported that Halesworth HODs team will be handling our promotion this year, but we will be responsible for the display itself. The display is to be on George Calver, instrument maker, who lived in The Old Manse in Walpole. **SW to lead. PS to contact Friends** to see if anybody is interested in helping with the display, or at the open weekend.

CIO membership

11. PS reported that membership currently stands at 30ish.
12. It was **proposed and agreed** that we should establish a password protected area for members on the website, where meeting minutes and other information could be made available to them. **PS to raise with Mark Wenham.**
13. It was **proposed and agreed** that we should hold an inaugural members' event in October. This could be at 4.30pm on a Saturday – 1st, 8th or 15th. **PS to raise with Rob Gildon**, initially, to check availability of musical input. Other inputs to focus on (a) the chapel and its future (b) opportunities within the charity.

Conservation and Repair Works ('Unwrapped Project')

14. SW reported that Kirstie Robbins' contract extension to RIBA stage 4 has now been signed and she has started commissioning contractors for the works that will be funded by the Historic England grant. The first of these – the measured survey – will be taking place on 15th & 16th August.
15. SW reported that he had held informal discussions with three potential fundraising consultants who had all been recommended as being able to help us raise the RIBA stage 5 & 6 funding. Two had been willing to submit costed 'next steps' proposals, which were discussed. Trustees agreed, in principle, to accept one of the proposals. **SW to clarify** VAT status and availability with that consultant.

Discovery Project

16. No report this month.

Policies

17. SW reminded the board that development of policies for FWOC is one of our business plan activities for 2022/23. It was **proposed and agreed** that trustees should carry out a 'gap analysis' between what FWOC has inherited and what is required in order to identify priorities. It was also **proposed and agreed** that members should be invited to help in the development of new policies. **SW to circulate a draft** analysis for the next meeting.
18. It was **proposed and agreed** that the board should have a forward agenda plan, to ensure that all critical activities are carried out. This should include policy review, members' meetings, approval of annual accounts, business plan monitoring and review etc. **SW to circulate a draft** for discussion.

Same Sex Weddings

19. LLV reported that the same sex wedding scheduled for 17th September had given rise to some discussions about who can/cannot take various types of service at the chapel. Whilst a way forward that is acceptable to all parties has been found for this particular event, there are more general issues that need to be clarified for the future. Steve Pilcher has offered to raise these with HCT trustees.

Next Meeting of The Board

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