

Friends of Walpole Old Chapel - Trustees' Meeting 15th March 2022

Minutes [Approved]

Present: Lyn Banks
Simon Weeks
Paul Simmons
Lin le Versha

Minutes of Previous (WOC Committee) Meeting

1. The minutes of the meeting on 15th February 2022 were approved as an accurate record.
2. The following matters arising were noted:
 - SW had ordered the agreed brown tourist sign.
 - Legally secure parking - **SW to enquire** of the landowner where this has got to.
 - PS had ordered the agreed 'A' Frame notice board and will draft inserts. **Action PS**
 - SW reported that the requested 'brief guide to the history of the chapel' is in hand and will be added to the stewards' information folder before 16th April. **Action SW**
 - PS is liaising with Reuben Higgins re postcard images. **Action PS**
 - 'Three Churches' publicity. **PS to draft**
 - PS is in touch with SHBT re a possible HODs display.
 - SW is in touch with Simon Tooth re Halesworth HODs events.
 - 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**
 - SW had notified 'The Suffolk Coast' that our subscription will be renewed, though this is not due till the summer.
 - LLV reported that 'Ticket Source' has been set up as a payment mechanism for some of our events and is accessible through our website.
 - It was noted that the Charity Commission had accepted our ability to deliver the second charitable object (educational) of the CIO. The CIO was registered on 23rd February.
 - SW confirmed he had located the 'red postbox' to be used to collect consultation comments on 31st April.
 - It was noted that notes from Discovery Project meetings had now been circulated to Trustees, as agreed.
 - 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. It was agreed we should ask MT if he would fit a lock in the meantime. **Action PS**
 - It was noted that the March newsletter had been completed and distributed.

Finance

3. LB presented the accounts, as follows:
 - Current account £14,264.21 (of which £8,967.81 is 'unwrapped' funds)
 - Deposit account £13,937.85
 - 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** **£54,570 (of which £35,225.31 is 'unwrapped' funds)**
4. LB reported that the cheque for 50% of the requested recharge has still not been cashed but has now been found by Meg Tewelde at CCT and will be cashed.
5. SW queried whether the structure/format of FWOC accounts is appropriate for Charity Commission returns. **LB to check.**
6. PS queried whether the bank needs to formally recognise the transfer from WOC to FWOC. LB confirmed that this should not be necessary, but that we do need to change signatories. LB, SW and PS agreed to be signatories. **Action LB**

Arrangements for 2022 Season

7. LB confirmed all is in hand for the local crafts and produce sales area.
8. LLV reported that, with funding confirmed for Witchfinder, the events programme is now virtually finalised. It was agreed that we should print a hard copy of the programme, as in previous years, for the chapel, tourist information points and similar outlets. **Action PS.** It was also agreed we should aim for a single poster covering all the season's public events (rather than having posters specific to each event). **Action PS.**
9. A proposal had been received from Tom Peet to play his sound recordings at the chapel. Trustees were supportive, in principle, and would like to go ahead if a financially viable format can be agreed.
10. LB presented the revised visitor survey form. This was agreed with minor amendments. **Action LB**
11. SW reported that three new volunteers had responded to the recent appeal to Friends etc. It was agreed we should seek to recruit further volunteers through the planned article in the local press. **PS to draft press release**
12. SW presented a draft letter to local residents re parking. This was agreed for distribution. **Action SW**

Bedding in the CIO

13. It was agreed that there is no urgency to recruit additional trustees. This will hopefully happen at an agm. However, we do need to recruit Friends. **SW to draft** and circulate a letter of invitation.
14. 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 FWOC rather than HCT. **SW to liaise** with Vikki Thompson when we have registered for Gift Aid.
15. It was agreed that our commitment to the Charity Commission to designate a third of our public events/activities as 'educational' needs to be embedded in our business plan targets. **Action SW.** The following events/activities were designated as educational for the year 2022/23:
 - Public consultation on plans for repair and conservation (30th April)
 - Saturday afternoons public opening
 - Discovery Project
 - Dollard Collectief (15th May)
 - Witchfinder (18th to 22nd May)
 - Suffolk Inst. Of Archaeology and History – group visit (25th May)
 - Suffolk Local History Council – group visit (18th June)
 - Hexachordia (10th July)
 - Heritage Open Days (10th & 11th September)
16. The need to pay close attention to potential conflicts of interest was discussed. **It was agreed** not to create a separate policy on this as the issue is covered comprehensively in the constitution. As a matter of good practice, **it was agreed** we should have 'conflicts of interest' as a standing agenda item at trustee board meetings. **Action SW**
17. Regarding letting people know that the CIO has been registered, it was noted that newsletter recipients have been informed. SW reported that HCT has been informed. It was agreed that the wider public should be informed through the forthcoming press release (11 above) **Action PS.**
18. It was noted that WOC members had already approved the transfer of monies to FWOC once registered. Subject to approval by WOC members, **it was agreed** that FWOC should adopt relevant existing plans, policies etc.

Exhibition/Consultation Event

19. Arrangements for this event on 30th April are largely in place. The following additional actions were agreed:
 - Further invitation to Friends with detail of afternoon timetable. **Action PS**
 - Basic lunch to be provided for presenters & stewards. **Action PS**

Conservation and Repair Works

20. The grant from Historic England for RIBA stage 4 project development work was welcomed by trustees.
21. SW proposed, and **it was agreed**, that we should now seek a project meeting with Kirstie Robbins and Gabriella Misuriello, to make sure we clearly understand the next steps and likely timeline.

Action SW

Discovery Project

22. SW reported on progress with the Discovery Project as follows:
 - The visit to The Hold in Ipswich had been successful.
 - Oral history training is scheduled for today
 - Miriam Stead had put on a display about the project at the Suffolk Local History Council 'Societies' Day' on 6th March. This had attracted a lot of interest.
 - Assistance is being sought from Suffolk Artlink with developing creative ways to take the findings into the community, including schools
 - Pauline Wilcock and Miriam Stead are looking at the possibility of an English Heritage 'Working Class History' grant to fund the project.

WOC Members' Meeting 21st April

23. Given the high and rising covid rates it was agreed to hold the meeting by zoom.
24. Items for the agenda were agreed as follows:
 - Motion to wind up the organisation (to include transfer of non-financial assets to the CIO)
 - Motion to approve year end accounts
 - Motion to adopt the business plan
 - Briefing for the coming season

Next Meeting of The Board

25. The next meeting will be at **10.00 am on 19th April**, by zoom. LLV gave her apologies for this. PS gave his apologies for the meeting on 18th May
26. Agenda items to SW
27. **It was agreed** that if trustees are not able to attend a meeting, they should provide an email update in advance. **Action all.**
28. Future meeting dates/times:
 - 18th May 10.00am
 - 20th July 10.00am
 - 17th August 10.00am

- 19th October 10.00am
- 16th November 10.00am
- 21st December 10.00am (if required)