

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

Minutes [Confirmed]

Present: Simon Weeks
Lin le Versha
Paul Simmons
Lyn Banks

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 29th September 2022 were approved as an accurate record.
3. The following matters were noted/agreed:
 - SW has spoken again with the landowner about legally secure parking. He will not sell or lease any part of the field opposite the Chapel but is willing to consider an extension of the existing bays along the track, along with a legal agreement on access/use. **It was agreed** that we should seek to add a cost and feasibility study of this idea to the scope of the 'unwrapped' project, on the grounds of long-term sustainability.
 - 'Three Churches' publicity. **PS to draft** for 2023 season
 - **PS to draft** press release re charity, funding, volunteers etc for March 2023 HCN

Finance

4. LB presented the accounts, currently as follows:
 - Current account £15,462.68 (of which £9,240.42 is 'unwrapped' funds)
 - Deposit account £13,939.49
 - Legacies account £4,611.64 (of which £4,500 is 'unwrapped' funds)
 - HCT Walpole fund £21,757.50 (all of which is 'unwrapped' funds)
 - **Total** **£54,497.92 (of which £35,463.38 is 'unwrapped' funds)**
5. LB reported that we still have not received details of the transactions of the HCT 'Walpole' fund, which makes 'unwrapped' project accounting very difficult. **SW to chase** Steve Pilcher again.

End of Season Gathering

6. Trustees felt the event had gone well, with a reasonable number and mix of people and a good, positive atmosphere. The time of day/week also seemed to suit people who attended. **It was agreed** that:
- We need to be more careful about the seating plan for similar events in future, to ensure visibility/audibility
 - We should thank stewards and makers who were unable to be there. **SW** to look into using a Ken Wilson design as a Christmas/thank you card.

Events Programme

7. LLV had met with Dorothy Casey to review the current year and start planning for next season. Their following **proposals were agreed:**
- Repeat hire of the lamps from Jim Laws
 - Halesworth Handbell Ringers to be asked if they will ring at the carol service.
 - Hire or donation income from group visits, private hires, residencies, workshops etc to be recorded as event income
 - All ticketed public events to sell through Ticket Source and on the door (though not necessarily exclusively). Standard prices to be £10 in advance, £12 on the door.
 - All hires based on split of income to be set at 80/20
 - Hire rates for next season to stay the same - £30 per hour, £150 per day
 - SW to manage publicity again for next season. Copy of publicity channels used this season to be re-circulated and trustees to let SW have any other ideas.
 - Talks/Lectures to be trialed next season for possible programming in 2024
 - Programme development/publicity dates agreed: Programme confirmed 31st January; Websites and leaflet by 28th February; Poster by late March; Email contacts by mid-March.
 - X1 free ticket for Friends and Patrons confirmed

Review of Safeguarding Policy

8. SW reported that he had contacted our appointed external expert adviser – Jane Held, who has advised there have been no regulatory or practice changes in the last year which should lead us to revise our policy. **The existing policy was confirmed.**

Friends, Volunteers, Life Members and Patrons

9. Trustees discussed various issues of clarification arising from establishing the CIO. The following **were agreed:**
- 'Life Members' have a vote at general meetings under the current constitution
 - **PS** to liaise with Rob Gildon re inviting Patrons to also become members
 - Recruiting new Friends and Stewards to be part of the spring HCN article. **Action PS**
 - **SW to ask** 'Chapel Supporters' if any would like to become Friends and/or stewards.
 - **PS to invite** Simon Loftus to an exploratory chat re greater involvement.

Unwrapped Project

10. Trustees noted the various documents, produced by Kirstie Robbins, relating to the RIBA stage 4 investigatory works. SW reported that she is working hard to try and send out invitations to tender before going on leave on 21st October, followed by two weeks jury service. The following **key points were noted/agreed:**
- If all goes according to plan, the work should be carried out during the second half of November and first half of December.
 - The chapel will be closed to members of the public during this time, for health & safety reasons
 - Potential contractors have been asked to agree to host a morning or afternoon of site visits by interested members of the public
 - Mark Wenham has agreed to take some photos for us.
 - **SW will send a letter** to local residents, asking them to leave the top bays for contractor vehicles during this period.
 - **SW will alert the village** to this activity via the village email
 - The works will hopefully provide good material for the December newsletter
11. Trustees **agreed** that we should approach HCT to discuss the possibility of the following being added to the scope of the 'unwrapped' project:
- A feasibility and cost study for the additional vehicle parking
 - A feasibility and cost study for a visitor centre
 - A feasibility and cost study for bringing the multi-fuel stove back into use (or replacement with a modern wood-burner)

Discovery Project

12. SW reported no update at this time.

Carol Service

13. LLV reported that Bill Mahood is confirmed to be taking and organising the service. LLV will liaise with him re potential involvement of the handbell ringers.
14. The following actions were agreed:
- Anne Thomas had volunteered to decorate the Chapel. LB agreed to help.
 - **SW to ask** stewards if they would like to bake mince pies. If not, SW to source elsewhere.
 - Spiced apple juice to be offered to drink.
 - **LB to check** the stock of candles and replenish if necessary.
 - **SW to produce a poster** based on previous years

Other Business

15. There was none

Next Meetings of The Board

16. The next meeting will be at 10.00 on 16th November, by zoom.

17. Agenda items to SW

18. Future meeting dates/times:

- 21st December 10.00am