

Friends of Walpole Old Chapel - Trustees' Meeting 21st December 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 16th November 2022 were approved as an accurate record.
3. The following matters were noted/agreed:
 - 'Three Churches' publicity. **PS to draft** for 2023 season
 - **PS to draft** press release re charity, funding, volunteers etc for March 2023 HCN
 - **PS to invite** Simon Loftus to an exploratory chat re greater involvement.
 - **SW to ask** 'Chapel Supporters' if any would like to become Friends and/or stewards.
 - Recruiting new Friends and Stewards to be part of the spring HCN article. **Action PS**
 - PS had contacted Rob Gildon re Patrons becoming Friends but had received no response so far.
 - Kirstie Robbins will be having a first look at the three additional items when she visits the Chapel on 9th January: (a) A feasibility and cost study for the additional vehicle parking (b) A feasibility and cost study for a visitor centre (c) A feasibility and cost study for bringing the multi-fuel stove back into use (or replacement with a modern wood-burner). **SW to attend.**

Finance

4. LB presented the accounts, currently as follows (excluding £465 donations from the carol service and cost deductions):

• Current account	£13,101.81 (of which £7,845.42 is 'unwrapped' funds)
• Deposit account	£13,941.57
• Legacies account	£4,612.53 (of which £4,500 is 'unwrapped' funds)
• <u>HCT Walpole fund</u>	£29,619.81 (all of which is 'unwrapped' funds)
• Total	£61,275.72 (of which £41,965.23 is 'unwrapped' funds)

5. LB reported that we have finally received details of the transactions of the HCT designated 'Walpole' fund. Apart from a few queries, these now agree with our own accounts. LB is following up the queries and trying to get a monthly statement of transactions from HCT.
6. The 'unwrapped' project currently has a projected surplus of £13, 272.40 of expected income (£96,480.63) over committed expenditure (£85,208.23).
7. LLV queried whether the designated Walpole fund at HCT is protected from use by HCT in the winding up process. SW confirmed that, at our insistence, HCT had sought external legal opinion on this matter, and that the Walpole fund is ring-fenced for Walpole only. It is not clear whether we could draw all this down now (eg as opposed to it going to a new owner), but LB and SW confirmed that this fund is first port of call for all 'unwrapped' invoices except those from Vikki Thompson.

Future of HCT and WOC

8. SW confirmed that HCT has not yet indicated any timescale for decisions being made about the disposal of WOC, but that this would be linked to whether or not WOC receives any of the CAF/NHMF grant.
9. **Trustees agreed** to produce an evaluation matrix, by which to assess potential ownership options, so as to be able to express a well-argued preference to HCT when the time comes. **SW to bring** an initial draft to the next meeting.

RIBA stage 4 Investigatory Works

10. Trustees expressed concern at the state of the timber frame revealed by the 'opening up' work. SW confirmed that repairs are likely to be more urgent and more extensive than had been hoped. This may well affect both the cost of the overall project and the calendar time on site. However, we will need to wait for the final report from Will Nixon (main contractor) and Kirstie's response before we know the full implications.
11. SW reported that there is a major site meeting on 9th January, involving: Kirstie Robbins (architect); Will Nixon (main contractor); Sarah Morrison (Historic England); Ed Morton (Structural Engineer) and Alison Dickens (Archaeological Recorder). **SW to attend.**
12. A specialist 'Scientific Timber Analyst' will be coming to site on 27th January to carry out 'micro-drilling'. SW reported that this is the last scheduled specialist work, and we expect Will Nixon to be able to complete his report soon afterwards.
13. LLV queried whether the works at the chapel would affect the 2023 events programme. SW thought that, as the dates for the events programme have already been set, any work during 2023 would be scheduled around that.

Code of Conduct, Complaints and Whistleblowing

14. LLV presented the Code, which she had revised in line with comments made at the November meeting. **The code was adopted.**

Health and Safety Policy

15. PS presented a draft H&S policy statement along with an updated risk assessment. As a result of discussions, the following were **agreed, PS to action:**
 - Implementation of the policy statement to reference things we are already doing (eg annual risk assessments, Stewards' role description, hire agreement, Safeguarding Policy etc)
 - Risk assessment paperwork to be re-formatted to provide one line per risk, and to capture a longitudinal/cumulative record.
 - Record the actions agreed in the discussion
 - Trustees to consider a revised version at the next meeting.

Environmental Policy

16. SW reminded trustees of Vikki Thompson's advice that we need to do more on environmental sustainability if we are to stand a chance of succeeding with a Heritage Lottery funding application. SW presented a draft Environmental Policy. This was **discussed and adopted. SW to take forward** implementation measures.

Inclusion

17. SW reminded trustees of Vikki Thompson's advice that we need to do more on social inclusion if we are to stand a chance of succeeding with a Heritage Lottery funding application. The (limited) evidence of the visitor survey over the last season confirmed we currently have a very narrow demographic profile of visitors. With the exception of the Witchfinder project, the same is true of our performers.
18. SW reported that Miriam Stead has volunteered to work with us on inclusion. She has good experience, both from her time at Essex CC and at the Museum of East Anglian Life. **LLV volunteered** to work with MS to produce some proposals/strategy. **SW to put LLV and MS in touch** on this issue.

Discovery Project

19. SW reported that George Howard (UEA History MA student) will be carrying out his research related to WOC. In particular, he will be researching the case of Methusala Spalding, who was hanged for homosexual acts in 1803. SW and MS will be supporting his placement through monthly progress check meetings during the spring.

Forward Agenda

20. The following were noted:

- Review of Data Protection policy in January. **SW to establish** what we have, if anything.
- Financial management policy to be approved in February. **LB and SW to draft.**

Other Business

21. PS raised a query re how best to treat the Friends' free concert in relation to gift aid. Trustees did not have a definitive answer. **PS to pursue further** enquiries.

Next Meetings of The Board

22. The next meeting will be at 10.00 on 18th January, by zoom. Agenda to include:

- Draft evaluation matrix for future ownership options (SW)
- Revised draft Health and Safety Policy (PS)

23. Other agenda items to SW

24. Future meetings – 10.00 by zoom, unless otherwise agreed, on the third Wednesday of each month, being:

- 15th Feb
- 15th March
- 19th April
- 17th May
- 21st June
- 19th July
- 16th August
- 20th Sept
- 18th October
- 15th November
- 20th Dec