

Friends of Walpole Old Chapel - Trustees' Meeting 15th February 2023

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 18th January 2023 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, Friends, volunteers etc for March 2023 HCN
 - **SW to ask** 'Chapel Supporters' if any would like to become Friends and/or stewards
 - PS had contacted Rob Gildon re Patrons becoming Friends but had received no response so far.

Finance

4. LB presented the accounts, currently as follows:

• Current account	£13,118.34 (of which £7,995.42 is 'unwrapped' funds)
• Deposit account	£13,950.72
• Legacies account	£4,612.53 (of which £4,500 is 'unwrapped' funds)
• <u>HCT Walpole fund</u>	£19,348.80 (all of which is 'unwrapped' funds)
• Total	£51,030.39 (of which £31,844.22 is 'unwrapped' funds)
5. LB reported that:
 - Noel Vine's cheque has still not yet been presented.
 - The erroneous water bill for c£950 has now been reduced to c£150.
6. Trustees **approved** a request from HCT for £500 towards insurance costs.

Financial Management Policy

7. LB and SW presented a draft policy, which was **adopted**.

Future of HCT and WOC

8. Trustees noted a recent email from Chris Smith – Chairman of HCT, which indicated little progress, due to problems recruiting staff to implement the repairs and disposals programmes.

Events Programme

9. LLV updated trustees as follows:
 - 17 events have now been confirmed, with one pending.
 - All prices for this year have been held to £10 for advance tickets and £12 on the door.
 - When the 18th event has been confirmed, LLV will forward the list to SW for recruitment of stewards and seek publicity material from performers.
 - There are still a few gaps in the programme for late entrants and for a trial speaker if one can be found.
 - It is confirmed that Snape will be running a minibus for their events on 14th June.
 - Trustees **agreed** that LLV should explore the potential for a chapel 'sleepover'. **PS and SW to provide** LLV with introductions to people in the scouting and guiding movements.
 - **It was agreed** that LLV will propose which events are to be designated as 'educational' in order to provide evidence of meeting our charitable object.
10. SW reported that a small, local group has agreed to take on organizing the HODs 'Inspired by Walpole Old Chapel' event.

RIBA stage 4 Investigatory Works

11. SW reported that reports and invoices from the various specialists are now coming in. It is too early for Kirstie Robbins to have assimilated all the new information and to determine the impact on the RIBA stages 5 & 6 proposals or their cost. She is, however, ensuring that the total actual costs of these stage 4 works do not exceed the budget provided by the Historic England grant.
12. Trustees noted the previously circulated itinerary for the visit of SPAB Scholars and Fellows on 29th March. SW confirmed that local accommodation has now been secured for them.

Health and Safety

13. PS presented a revised draft H&S policy, which was **adopted** by trustees.
14. Trustees agreed that a folder of printed out copies of FWOC policies should be kept in the chapel, for reference by stewards and visitors. **Action SW**

Data Protection Policy

15. SW presented a draft Data Protection policy/notice, which was **adopted** by trustees.

Review/Refresh of Website

16. SW reported that Mark Wenham has requested trustees to provide text revisions for various website pages. SW will download these to WORD and distribute them to the most appropriate individual trustee to revise. The suggested target date for completion of this work is the end of March.

Discovery Project

17. SW reported that the 'plug in' for accessing/searching the baptisms data has now been installed. SW is working with Mustard Creative to iron out a few teething issues.

Forward Agenda

18. Trustees noted the forthcoming work relating to the business plan and the annual report & accounts.

Other Business

19. Trustees discussed PS' notes, previously circulated, of his meeting with Simon Loftus. The overall impression is that he is enthusiastic about the chapel, and has various ideas, but is not offering any commitment. The following actions were agreed:
 - **PS to meet** with Rob Gildon to further discuss issues around Patrons.
 - **PS and SW to further pursue** the potential for internet at the chapel (PS to investigate Raid, SW to contact Community Action Suffolk)
20. Trustees **agreed** to investigate potential use of the telephone box as an information kiosk about the Chapel. **Action PS.**
21. Trustees **agreed** that public open days should start on Good Friday and include all Saturdays and bank holidays except for Coronation day (6th May). It was further **agreed** that 8th May will be an all day volunteering event, badged as part of the 'Big Help Out', to clear the yard of brambles. This will allow us to meet our business plan target of 90 hours of public opening. **Action SW**
22. Trustees agreed there would not be a stewards' pre-season meeting this year. Instead, any briefing on changes to the role or supporting resources will be provided by email. **Action SW**
23. SW reported that Anne Thomas had volunteered to again provide flowers for the Chapel through the season. Trustees gratefully accepted this offer.

24. Trustees **approved for purchase** the 'open sat 2:00 – 4:30' stick ons previously circulated by LB.
Action LB

25. SW provided a brief verbal update on discussions with Richard Jenner of Groundwork East about our carbon net zero project. We await an estimate of cost.

26. SW reminded trustees that the next newsletter is due out in March and asked for any content by the end of February.

27. The date and time of the first FWOC AGM was **agreed** as 3rd June at 4.40pm.

Next Meetings of The Board

28. The next meeting will be at 10.00 on 15th March, by zoom. Agenda to include:

- Business Plan review (SW)
- AGM planning (all)
- Equalities and Diversity Policy (SW)
- Events Programme (LLV)

29. Other agenda items to SW

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

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