

Friends of Walpole Old Chapel - Trustees' Meeting 18th January 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 21st December 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.

Finance

4. LB presented the accounts, currently as follows:

• Current account	£13,487.51 (of which £7,995.42 is 'unwrapped' funds)
• Deposit account	£13,944.76
• 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	£61,664.61 (of which £42,115.23 is 'unwrapped' funds)
5. LB reported that:
 - Noel Vine's cheque has still not yet been presented. **LB to chase**
 - She is querying an erroneous water bill for c£950.
 - An anonymous donation to 'unwrapped' funds has been received.

Future of HCT and WOC

6. SW presented a draft 'evaluation matrix' for assessing the desirability of possible future owners of the chapel. It was **agreed** that a further criterion should be added – 'fit' with FWOC's vision for the future of the chapel, and that we should continue to complete the matrix over time, to include meetings with the various organisations. **Action SW**
7. It was also agreed that **SW should chase** Chris Smith in relation to a decision on funding from the Cultural Assets Fund.

Events Programme

8. LLV presented the programme as it currently stands. The following were noted/agreed:
 - The Heritage Open Days weekend was confirmed as 9th and 10th September. Trustees agreed it would be good to follow the national 'creativity' theme if possible, with visitors being encouraged to sketch items/views in the chapel. **SW to ask** Alison Peet if she'd be willing to organize this.
 - SW queried the date of the carol service, which was subsequently confirmed by Bill Mahood as being 16th December.
 - **It was agreed** that LLV will see if a trial talk/lecture can be arranged. Potential contacts include Sarah Doig and Paul Heiney.
 - **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.
 - There was discussion about numbers, transport and parking for the Kings Singers event. The issues to be **taken up by LLV and SW**

RIBA stage 4 Investigatory Works

9. SW reported that the multi-party day at the chapel on 9th January had gone well, with all specialist contractors being able to complete their work. Sarah Morrison – HE architect, seemed satisfied with progress and will not require any further 'opening up' work.
10. Two further visits are scheduled – 27th January for specialist timber analysis and 29th March for SPAB Scholars and Fellows
11. Following receipt of all reports, Kirstie will review/revise the proposals and cost of the RIBA stages 5-7 work and prepare our application for Listed Building Consent. We hope this can be submitted around April or May time.
12. SW also reported that, on 9th January, Kirstie had also started her work on FWOC's three additional items – the car park, the visitor centre and the stove. This had involved meeting with landowner – Tony Gillett, and initial discussion with Ed Morton – structural engineer.

Health and Safety Policy

13. PS presented a revised draft H&S policy statement along with an updated risk assessment. As a result of discussions, the following were **agreed**:

- **SW to send PS** copies of outstanding existing documents which include specific H&S requirements.
- 'Who is Responsible' to include hirers – for their activities.
- Risk assessment 'Dates completed' column to include the initials of the person who signs off each action as having been completed, alongside the date.
- **PS to revise** the draft and bring to next meeting for adoption.

Data Protection Policy

14. SW reminded trustees that Viv Cooling had offered a church policy as a model. **It was agreed** that this would be tailored for WOC. **SW to tailor** and bring to trustees for consideration/adoption.

Review/Refresh of Website

15. SW reported that Mark Wenham had volunteered to carry out a review and updating of the website. This would include updating text and photos as necessary and adding agreed new features. **SW to liaise** with MW on this.

Discovery Project

16. SW reported that Miriam Stead has already got four talks/articles booked about the project during this season. It was **agreed that SW should invite** MS to a trustees' meeting to give a progress report.
17. SW requested, and **trustees agreed**, the funding to put the baptisms data online (a one-off fee of £360 + VAT plus a £60 annual fee)

Forward Agenda

18. The following were noted:
 - **LB and SW to bring** financial management policy to trustees for consideration/adoption at the February meeting.

Other Business

19. Following further research, PS proposed, and **it was agreed**, that we should not offer a free concert as a benefit for Friends.
20. SW reported that a request for a memorial service at the chapel had come in and that he had put the enquirer in touch with Bill Mahood for further discussion.

Next Meetings of The Board

21. The next meeting will be at 10.00 on 15th February, by zoom. Agenda to include:
- Health and Safety Policy for adoption (PS)
 - Financial Management Policy for consideration (LB, SW)
22. Other agenda items to SW
23. Future meetings – 10.00 by zoom, unless otherwise agreed, on the third Wednesday of each month, being:
- 15th March
 - 19th April
 - 17th May
 - 21st June
 - 19th July
 - 16th August
 - 20th Sept
 - 18th October
 - 15th November
 - 20th Dec