

Friends of Walpole Old Chapel - Trustees' Meeting 28th March 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 15th February 2023 were approved as an accurate record.
3. The following matters/actions were noted/agreed:
 - 'Three Churches' publicity. **PS to draft** for 2023 season.
 - PS had drafted the press release and Friends application insert. Publication is likely to be in April for Framlingham and Saxmundham, May for Halesworth & District. The total cost is likely to be c£500.
 - PS had contacted Rob Gildon re Patrons becoming Friends but had received no response so far.
 - SW had contacted the 'Chapel Supporters' to see if any of them would become Friends or volunteers.
 - **PS and SW to further pursue** the potential for internet at the chapel (PS to investigate Raid, SW to contact Community Action Suffolk)
 - **SW to print** copies of all policies and place them in a folder in the Chapel.

Finance

4. LB presented the accounts, currently as follows:

• Current account	£13,216.41 (of which £7,995.42 is 'unwrapped' funds)
• Deposit account	£13,957.83
• Legacies account	£4,617.91 (of which £4,500 is 'unwrapped' funds)
• <u>HCT Walpole fund</u>	£40,998.80 (all of which is 'unwrapped' funds)
• Total	£72,790.95 (of which £53,494.22 is 'unwrapped' funds)
5. The Unwrapped Project has raised a total of £98,630.00. Total expenditure/commitments is £85,208.23. ie we have c£13,000 in hand.
6. LB reported that:
 - There are around £770 of cheques to pay
 - We have now started receiving gift aid direct to FWOC (£108)

- The amount in the HCT Walpole fund will be less than shown. We have noted contractor invoices, but have not had a recent account update from HCT/CCT.
- We will not meet our business plan revenue surplus target of £1,500 for 2022/23. Trustees understood that this is largely due to (a) attendances still being down on pre-Covid levels and (b) high maintenance expenses – particularly for the water heater repairs.

Equalities, Diversity and Inclusion Policy

7. LB and SW presented a draft policy, which was **adopted**.
8. The following were **agreed**:
 - We will continue to carry out the visitor information survey this season. **LB to review** the form to see if any tweaks are needed, bearing in mind compatibility with last year's data.
 - **LLV to consider** diversity and inclusion in relation to the 2024 events programme.

Future of HCT and WOC

9. LB and SW reported back on the visit by Sarah Dowd and Emma Collins of Tricolor Associates, as follows:
 - They were friendly and easy to get along with.
 - They did not stick rigidly to their previously circulated set of questions/issues.
 - They confirmed that the CCT will not be among the potential recipients of the chapels, as they will not be changing their constitution to allow them to care for non-Anglican buildings.
 - They considered that Walpole will be one of the chapels that are 'easy' to dispose of.
 - They will be recommending that HCT disposes of the 'easy' ones first. SW had informed them that, if WOC were to be transferred to FoFC, we would like delayed implementation of any legal agreement so as to allow Kirstie Robbins to complete the repair and conservation project.
10. SW reported that Chris Smith is hoping to visit WOC soon.

Events Programme

11. LLV and SW updated trustees as follows:
 - All events are now on Ticket Source
 - A few photos are still outstanding – **LLV to chase**
 - Information is now going onto *The Suffolk Coast* and *Blythweb* – **SW to complete**
 - Adverts are being prepared for *Blyth Valley Times* – **SW to complete**
 - Hard copy programme leaflet now required – **PS to produce**
 - 'Programme' page on WOC website to be updated – **LLV**
 - Lighting to be sourced for evening events – **LLV**
 - Discussions ongoing re the potential for a chapel 'sleepover' – **LLV, SW**
12. Trustees **agreed** that the following events should be designated as 'educational' for the purpose of our charitable objects:

- 18th June Hexachordia
- 25th June Suffolk Poetry Society
- 9th July Bill Mahood talk
- 29th July Blake Morrison and the Hosepipe Band
- 20th August Sarah Doig talk
- 8th & 9th Sept. Heritage Open Weekend

Unwrapped Project

13. SW presented a draft brief for the proposed visitor centre and requested comments. PS queried what floor area we are considering, and **SW agreed to circulate** an area plan.
14. SW reported that the SPAB Fellows and Scholars are due to arrive on the 29th, with the main workday being the 30th. Unfortunately, neither the EADT nor The Suffolk Magazine had responded to our request for coverage of the SPAB visit. **SW will request** a write-up from the SPAB visitors, which could be submitted to the press afterwards. **SW will try** to secure some photos.

Environmental Policy – Carbon Accounting Activity Levels

15. SW presented an initial draft of a document setting out input, on site and output levels of activities that will affect our carbon footprint. Trustees were asked to consider whether it's scope is comprehensive. The following were identified to be added:
 - Purchase of toilet rolls and paper towels
 - Paper used for internal operation of FWOC
 - Impact of the repair and conservation work.
16. SW reported that, when trustees are confident about our activity level figures, these will be sent to Groundwork East to calculate our current carbon footprint. There is no rush for this, and trustees can work on it over the rest of the year.
17. Trustees discussed issues concerning the methodology for calculating miles travelled by stewards and visitors.
18. Trustees noted gratefully that Groundwork East has now found some funding which enables them to offer their support to FWOC free of charge.

Review/Refresh of Website

19. Trustees noted that the bulk of this has now been completed. The two outstanding areas of work are:
 - Review and update of 'programme' page – **LLV, MW**
 - Friends' private area – **PS, MW**

Discovery Project

20. SW – nothing major to report this month.

AGM Planning

21. Following discussion, the following were agreed:

- **SW to complete** the annual report in standard, Charity Commission format, then forward it to **PS to reformat** in a more user-friendly style.
- Draft emails to The Friends, previously circulated by SW, were **agreed**.
- **PS agreed** to chair the meeting.
- **PS will** ask if a Patron will give a talk at the AGM.
- **LB will** format the annual accounts to Charity Commission standard.
- **LB will ask** personal contacts if they would be the Independent Examiner of our accounts. If not, **LLV will ask** her personal contacts.
- **Trustees agreed** to each provide a one third of a page biography to go out to Friends with the agenda and papers. **SW to also ask** Miriam Stead.

Business Plan Review

22. Deferred till next meeting.

Forward Agenda

23. Trustees noted items for the April meeting.

Other Business

24. The following items were reported and noted:

- LB is contacting local craft and produce sellers to replenish stocks. LB and AT are on the hunt for a new honey producer.
- SW reported that a couple have offered to pay a regular £5pcm donation to the Chapel.
- PS reported that he had sent out a Friends application form, but this has not yet been returned.

Next Meetings of The Board

25. The next meeting will be at 10.00 on 19th April, by zoom. Agenda to include:

- Business Plan Review – **SW**
- Approve Annual Report – **SW, PS**
- Approve Annual Accounts – **LB**

26. Other agenda items to SW

27. SW to invite MS

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

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