

Friends of Walpole Old Chapel - Trustees' Meeting 16th November 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 19th October 2022 were approved as an accurate record.
3. The following matters were noted/agreed:
 - Ken Wilson had agreed to the use of his 'Peace on Earth' image as a Christmas greeting from FWOC. SW had drafted the message.
 - '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.
 - **SW will send a letter** to local residents, asking them to leave the top bays for contractor vehicles during the 'opening up' work once the dates are confirmed
 - **SW will alert the village** to this activity via the village email
 - SW has contacted HCT to discuss the possibility of the following being added to the scope of the 'unwrapped' project: (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 confirmed that arrangements for the carol service are in hand including poster, mince pies (60 from volunteers, 60 bought in) and mulled apple juice. **LB to check** the stock of candles and replenish if necessary

Finance

4. LB presented the accounts, currently as follows:

- Current account £13,162.99 (of which £7,845.42 is 'unwrapped' funds)
- Deposit account £13,940.08
- 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** **£53,472.21 (of which £34,102.92 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. **LB to send** our accounts to HCT/CCT for their confirmation.

Events Programme 2023

6. LLV had made contact with Anita Hill, who is arranging events at Walpole Church. A system has been agreed to avoid clashes during the coming season, as well as exchange of events leaflets.
7. LLV reported that Halesworth Handbell Ringers will not be available to perform at our carol service this year.
8. LLV reported that event 'slots' have been identified – 3 at 7pm on Saturdays, the rest at 3pm on Sundays. Firm bookings so far include:
 - Gainsborough Quartet
 - King's Singers
 - Hosepipe Band
 - Heritage Open Days/Ride & Stride
 - 6 others are so far under discussion.

Unwrapped Project

9. SW reported that only one positive response had been received to the 7 invitations to tender (for the opening up works) sent out. SW had met Will Nixon at The Chapel. It looks promising that he will be able to do the work within the timescale required to draw down the HE grant.

Discovery Project

10. SW reported that a UEA history Masters student is interested in doing his research linked to The Chapel. SW and Miriam Stead had met with Joel Halcomb to agree support requirements and potential research projects. We should know very soon whether this will be going ahead.

Code of Conduct, Complaints and Whistleblowing Policies

11. LLV presented a draft code of conduct and draft complaints and whistleblowing policies. These were broadly agreed, subject to greater clarity about who they apply to, and tweaking the internal review process. **LLV to revise** and bring forward for adoption.

Other Business

12. There was none

Next Meetings of The Board

13. The next meeting will be at 10.00 on 21st December, by zoom. Agenda to include:
 - A discussion on criteria to evaluate future ownership options (SW)
 - Health and Safety Policy (PS)
 - Meeting dates for 2023
14. Other agenda items to SW
15. Future meeting dates/times - tbc