

Friends of Walpole Old Chapel - Trustees' Meeting 19th April 2023

Minutes [CONFIRMED]

Present: Simon Weeks
Lin le Versha
Paul Simmons
Lyn Banks
Miriam Stead

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 28th March 2023 were approved as an accurate record.
3. The following matters/actions were noted/agreed:
 - 'Three Churches' publicity. **PS to draft** for 2023 season.
 - The press release and Friends application insert in Community News has been published in April for Framlingham and Saxmundham and will be published in May for Halesworth & District. No responses have been received yet.
 - PS had met with Rob Gildon to discuss Patrons issues and had written to Patrons inviting them to become Friends. Julia Blackburn has signed up.
 - **PS and SW to further pursue** the potential for internet at the chapel (PS to investigate Raid, SW to contact Community Action Suffolk)
 - SW had printed copies of all policies and placed them in the Stewards' Information folder in the Chapel.
 - **PS and MW** to create the website 'Friends' area.

Finance

4. LB presented the accounts, currently as follows:

• Current account	£12,812.81 (of which £7,995.42 is 'unwrapped' funds)
• Deposit account	£13,964.41
• 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	£72,393.93 (of which £53,494.22 is 'unwrapped' funds)
5. Accounts for the Unwrapped Project were not presented as there have been no transactions over the past month.
6. LB reported that we have not had a recent statement on HCT's 'Walpole' fund from HCT/CCT. **LB to chase.**

Annual General Meeting

7. The following were noted/agreed:
 - SW had received no further trustee nominations from members, nor any requests for items to be put on the agenda for discussion.
 - PS reported ongoing attempts to find a Patron willing to give a short talk. PS volunteered to give a talk as a back-up option.
 - SW reported that short biographies had been received from LB and MS. The remainder are required in time to be sent out on 16th May. **Action – LLV, PS, SW**
 - **PS to circulate** reformatted Annual Report for adoption by email.
 - LB presented the draft Annual Accounts. A number of 'tweaks' were agreed. **LB to circulate** a revised version for adoption by email.
 - LLV has found an Independent Examiner for FWOC – Rosie Carter. **LLV to introduce** her to LB and find out what she would like as recognition for her work.
 - **PS and LLV to arrange** refreshments.
 - **SW to send out** agenda and papers on 16th May.
 - **It was agreed that SW will provide** a verbal update on the Unwrapped project.

Events Programme

8. The events programme, and publicity for it, is now virtually all in place. A few things are still being worked on:
 - A few photos are still outstanding – **LLV to chase**
 - Hard copy programme leaflets now in printing. **PS to distribute** to Halesworth Library, The Angel Hotel and WOC.
 - MS has donated some good quality lighting. **SW and LLV to decide** if further lighting from Jim Laws is needed.
 - **SW to place events** on the EADT free listings over the course of the season
 - LLV reported that the request for Aldeburgh Festival parking stewards on 14th June seems to have been accepted.
 - **LB and PS to run** a 'Join The Friends' kiosk' on 14th June. **SW to provide gazebo.**

Business Plan Review

9. SW presented a report on business plan outcomes for the year 2022/23, which **was approved** by trustees. **SW to include** it with AGM papers for Friends.

Unwrapped Project

10. SW reported on a successful visit by SPAB Fellows and Scholars. Trustees Liked the report they had written, and **SW confirmed** it would go in the June newsletter. Kirstie Robbins had also suggested to them that it could go in the SPAB newsletter.

11. Trustees noted the helpful update email from KR, setting out where we have got to and what the next steps will be. LB and SW confirmed that all costs associated with the stage 4 investigatory work should be covered by project funds held by HCT.
12. SW reported that KR has estimated that the proposed new parking area will take 25 standard and 3 accessible parking bays.

Discovery Project

13. MS reported on recent developments, as follows:
 - One of the volunteers has agreed to write up the story of Alma Dale – the Quaker missionary, for the website.
 - MS has given two recent talks about the project. Her talk to the Suffolk Institute of Archaeology and History AGM will be recorded in the 'proceedings'. It generated some wider interest, including from the Suffolk Archaeology Department, which has asked her to do a blog piece.
 - Discussions are also underway with The Centre for East Anglian Studies (History) to hold a conference day at The Chapel on the theme of marginalised communities, at which some of the Discovery Project case studies would feature.

Forward Agenda

14. Trustees noted there are few scheduled items for the May meeting. It was agreed that **MS will talk** about some of the background themes and emerging thinking in relation to inclusion at WOC.

Other Business

15. The following items were reported/noted/agreed:
 - PS proposed, and it was agreed, that we should investigate getting QR code posters for The Chapel. **Action LB.**
 - Trustees noted the figures provided by LB for visitor numbers in 2022/23, including visits to pages on *The Suffolk Coast* website.
 - Trustees noted the revised visitor survey form circulated by LB. **It was agreed** to include a further question on accessibility of The Chapel and then to put stocks in the Chapel for the season. **Action LB.**
 - SW reported that Jane Parker had enjoyed her first session playing the harp at the Chapel.

Next Meetings of The Board

16. The next meeting will be at 10.00 on 17th May, by zoom. Agenda to include:
 - MS talk about inclusion.
17. Other agenda items to SW

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

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