

## Friends of Walpole Old Chapel - Trustees' Meeting 17<sup>th</sup> August July 2022

### Minutes [APPROVED]

**Present:** Simon Weeks  
Lin le Versha  
Paul Simmons

**Apologies:** Lyn Banks

Trustees were joined before the meeting by Vikki Thompson – recently appointed fundraising consultant. Vikki is working on two main items initially: (a) the 'case for support' and (b) list of potential donors and their requirements. She aims to have drafts of both documents with us by the end of August. Regarding applications, it was agreed that Vikki will subsequently lead on two potential local applications – one to the Heveningham Hall Country Fair Trust, the other to the Suffolk Historic Churches Trust.

#### 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 20<sup>th</sup> July 2022 were approved as an accurate record.
3. The following matters were noted:
  - Legally secure parking - SW has spoken with the landowner, who has yet to raise it with his solicitor.
  - 'Three Churches' publicity. **PS to draft** for 2023 season
  - **PS to draft** press release re charity, funding, volunteers etc for March 2023 HCN
  - Re same sex weddings - LLV reported that a way forward has been agreed for the wedding on 17<sup>th</sup> September, with Bill Mahood conducting the legal/contractual parts, and Harry Edwards the other parts of the service.
  - Re same sex weddings - We have not yet heard back from Steve Pilcher re HCT trustees' views on the matters of principle raised with them. **SW to chase**

#### Finance

4. LB presented the current accounts, as follows:
  - Current account           £15,152.26 (of which £9,102.81 is 'unwrapped' funds)
  - Deposit account           £13,938.44

- Legacies account £4,611.41 (of which £4,500 is 'unwrapped' funds)
- HCT Walpole fund £21,757.50 (all of which is 'unwrapped' funds)
- **Total** **£55,459.91 (of which £35,360.31 is 'unwrapped' funds)**

5. SW reported that the £165 received from Suffolk Local History Council for their group visit would be reduced in due course, after Halesworth Museum's catering expenses have been deducted from the day's income.
6. LB reported that generous donations had been received following two recent funerals. Trustees queried whether there is a standard 'Minister's fee' for funerals. **SW to investigate**

### Forward Agenda Plan

7. The draft Forward Agenda Plan was **approved** and the following trustee responsibilities were **agreed**:
  - September 22 Mid-year review of finances - LB
  - September 22 Mid-year review of events programme - LV
  - September 22 Mid-year review of business plan targets and milestones - SW
  - December 22 Health & Safety policy for adoption - PS

### Policy Audit and Development

8. The audit of policies and development of new policies where required had been a business plan commitment for 2022/23. There is no single 'approved' list of policies that charities must have. SW had used the suggested important policies put forward by the National Council for Voluntary Organisations and The Charity Excellence Framework to create a list, against which FWOC was audited. This helped to identify current 'gaps', which trustees prioritized for policy development work.
9. Trustee lead responsibilities and timescales for this work were **agreed** as follows:
  - December 22 Health & Safety, Risk Management - PS
  - November 22 Finance, Reserves, Charity Fundraising - LB, SW
  - November 22 Complaints, Grievance, Whistleblowing, Code of Conduct - LLV

### CIO development

10. PS reported that the membership year will run from 1<sup>st</sup> July to 31<sup>st</sup> June, and that renewal of subscriptions is underway.
11. PS reported that Mark Wenham has agreed to, and has started setting up a restricted members area on the website, as well as a Friends recruitment page.

12. PS reported that the Friends inaugural event will take place on 8<sup>th</sup> October, starting at 4.30pm. **SW to draw up** a draft programme and to invite Miriam Stead to talk about the Discovery project.
13. PS reported that the first AGM needs to be held within 18 months of the charity being registered. This is likely to be around June 2023, when LB has had time to finalise the accounts. **PS and LB to agree a date**, to be announced on 8<sup>th</sup> October.

#### Heritage Open Days/Ride and Stride

14. SW reported that the event is now up on the national HODs website. The Halesworth HODs brochure, which includes the WOC event has now been published.
15. SW reported that we currently have too few stewards for this weekend and we'll need to email round to seek further volunteers.

#### Discovery Project

16. No report this month.

#### Other Business

17. PS asked if there is any update on the future of HCT. SW reported that the update expected early in July has not yet been issued.
18. PS noted the success of the recent local history recorders' day in the chapel
19. PS raised two potential health and safety issues – smoke alarms and the pulpit tester. SW believed that the smoke alarms are currently turned off (due to a problem with the fire alarm) and that the tester has been off level for many years. The issues can be looked at as part of an audit or risk assessment under the new Health & Safety Policy. SW to send PS all the relevant material we have.

#### Next Meeting of The Board

20. The next meeting will be at [tba], by zoom.
21. Agenda items to SW
22. Future meeting dates/times:
  - 19<sup>th</sup> October 10.00am
  - 16<sup>th</sup> November 10.00am
  - 21<sup>st</sup> December 10.00am (if required)