

## Friends of Walpole Old Chapel - Trustees' Meeting 29<sup>th</sup> September 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 17<sup>th</sup> August 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 - FWOC has now received comprehensive guidance from HCT.
  - LB confirmed that the standard fee for the services of a Minister at a funeral is £75. LB also confirmed that the standard fee for the services of Authorised Persons at weddings has been raised to £60, to include recorded postage of the schedule.
  - PS reported that MW has made progress on setting up a restricted Members' area on the website.
  - SW reported that there is still no detail from HCT on the grant they have received for urgent repairs to chapels, nor on future ownership of chapels.

#### Finance

4. LB presented the current accounts, as follows:

• Current account	£14,540.17 (of which £9,205.88 is 'unwrapped' funds)
• Deposit account	£13,938.90
• Legacies account	£4,611.64 (of which £4,500 is 'unwrapped' funds)
• <u>HCT Walpole fund</u>	£21,757.50 (all of which is 'unwrapped' funds)
• <b>Total</b>	<b>£55,848.21 (of which £35,463.38 is 'unwrapped' funds)</b>
5. LB reported that the current account is approximately £1,000 in surplus at this mid-point in the year (excluding costs met by HCT).

6. LB reported that the online donations platform has been quiet in recent months. It was **agreed** that we should seek to re-launch this in conjunction with the next round of funding applications.
7. LB presented analysis of the first batch of (44) visitor survey forms, which represents just a 4% sample. Following discussions, the following were agreed:
  - To ask stewards to be more pro-active in promoting the survey next season
  - To put the forms in a more prominent place
  - To investigate obtaining "Open Sat. 2pm to 4.30pm" signs for the railings, modelled on the existing format. **Action LB**

#### Business Plan: Mid-Year Review

8. SW presented an analysis of our performance at mid-year against the activity targets and milestones agreed for the year. 19 of 35 targets had already been achieved or were on track to being achieved. Following discussion about areas not on track, the following were **agreed**:
  - The target for completion of the Discovery Project should be put back to 2023/24
  - A discussion on recruitment of Friends and volunteers should be on the agenda at the October trustees' meeting.
  - The target of completing a researched promotion and marketing strategy should be deferred till 2023/24
  - The target of 'resolving ownership uncertainty' should be revised to 'agree a set of parameters by which to evaluate future ownership possibilities', as the original target is largely down to HCT and other organisations.

#### Events Programme: Mid-Year Review

9. LLV presented details of the events at The Chapel during the season, with attendance numbers and income generated. Discussion to follow at the October meeting of Trustees.

#### End of Season Get Together – 8<sup>th</sup> October

10. SW reported that 15 people had confirmed and 7 sent their apologies.
11. Following discussions, the following were **agreed**:
  - **SW** to provide a more detailed breakdown of the programme
  - **PS** to chair the event
  - **LLV** to do welcome and introductions
  - **PS** to lead on AGM/polling for best time
  - Trustees to discuss purpose and frequency of (Friends/Patrons/Stewards) meetings in more depth in January or February. **SW** to agenda.

#### Unwrapped Project

12. Trustees noted two reports recently circulated:
  - Updated cost estimates
  - Update report from Kirstie Robbins
13. Trustees **agreed** that it is preferable for the 'opening up' work to be carried out in early spring, rather than late autumn. **SW** to feed back to KR.

#### Discovery Project Update

14. SW reported that:
  - The funding application to Historic England had not been successful.
  - Miriam Stead had given a very good talk as part of Halesworth Museum's talks series on 24<sup>th</sup> September project.
  - Work is progressing on several fronts under the project umbrella.

#### Website Changes and Benefits of being a Friend

15. PS reported that Mark Wenham has made progress on a Members' area, but needs further guidance from Trustees. He also flagged up that the site needs a full review.
16. Trustees discussed what should be the defined benefits of being a Friend. The following were agreed:
  - Opportunities within the charity's governance arrangements
  - Access to the Friends' area on the website
  - Opportunity to attend invitation only events
  - Opportunity to attend one concert of their choice per season free of charge
  - A tailored version of the newsletter
  - More frequent news by email.

#### Forward Agenda Plan

17. Trustees reviewed their forward work programme and adjusted some of the dates.

#### Other Business

18. There was none

#### Next Meetings of The Board

19. The next meeting will be at 10.00 on 19<sup>th</sup> or 20<sup>th</sup> October (tbc), by zoom.
20. Agenda items to SW

21. Future meeting dates/times:

- 16<sup>th</sup> November 10.00am
- 21<sup>st</sup> December 10.00am (if required)