

Friends of Walpole Old Chapel - Trustees Meeting 21st June 2023

Minutes (Confirmed)

Present: Lyn Banks.
Lin le Versha
Paul Simmons
Miriam Stead

Apologies: Simon Weeks

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 17th May 2023 were approved as an accurate record.

3. The following matters/actions arising were noted/agreed:

- Unfortunately the 'Three Churches' publicity is not going to be possible this year.
- Rade has not yet got back to PS.
- SW has not yet contacted CAS re postal addresses.
- LB has discussed a QR Code with Lloyds Bank and they are not able to attach one to our account.
- Friends Website password log in is now working.
- LB had had no response yet from HCT RE restricted funds. She will continue to try.
- Thanks were expressed to SW re his ongoing dialogue with HCT, whatever the difficulties.
- LB will organise an electrician to undertake a PAT for all electrical equipment.
- SW left notes informing the meeting that the discussion about a fundraising strategy for the Unwrapped Project is not completed. A single stage application, which is much preferred, may be possible if the total cost is below £1 million.

Finance

4. LB presented the accounts. There was a new sheet as a couple of BACS transactions that she had thought were Friends/Membership were in fact donations.
 - Current account £ 7,927.41 (of which £2531.42 is 'unwrapped' funds)
 - Deposit account £18,983.15
 - Legacies account £ 4,617.91
 - HCT Walpole Restricted £35,019.71
 - **Total £66,548.18 (of which £47,051.13 is 'unwrapped' funds)**
5. LB reported that the £504 paid to Mustard for the Baptism Project has been taken from the unwrapped Discovery Project.
6. LB will contact HCT again re financial update for restricted funds.

Reflections on AGM

7.
 - Generally the event went well. The number attending was pleasing and Libby Purves' & Paul Heiney's inputs were good and nicely judged.
 - We need to ensure that all people, including latecomers, are seated in such a way that everyone can hear the proceedings.
 - We need to ensure proposers and seconders of motions are minuted.

Confirmation of Trustee roles

8.
 - Secretary Simon W
 - Treasurer Lyn B
 - Steward co-ordinator Simon W
 - Events coordinator Lin le V
 - Inclusion oversight Miriam S & Lin le V
 - Friends Paul S

- Discovery Project/research oversight Mirlam S
- Toilets/kitchen oversight Paul S
- Cleaning oversight Simon W

Charity Commission

9. LB will submit end of year accounts to the Charity Commission.
Miriam S also needs adding as a trustee.

Consultation with Friends

10. There was considerable discussion about whether/how to consult the Friends re (a) render v boarding on the outside of the Chapel and (b) potential future owners of the Chapel.

It was unanimously agreed that concerning the render v boarding debate we should consult but that this should not be done until we have feedback from technical experts - the Council, planning, Historic England, listed building status, etc.

It was also unanimously agreed by the Trustees present that the preferred choice of potential new owners would be the Friends of Friendless Churches (FoFC). No-one had any issues with SBPT but it was felt that the main advantages of the FoFC are that (i) they are a national charity with a deep knowledge and understanding of places of worship; and (ii) they also have many contacts in the conservation and restoration of such buildings. However, it was understood that there was a requirement to hear all arguments in favour of all 'candidates' and consult on any final decision with the Friends. It would be appreciated if Simon could attempt to glean from HCT or Tricolour Associates if they have a preferred option and whether or not we are ever going to be asked about this.

Feedback on recent reports

11. It was felt that we need more information and guidance from technical experts re the render v boarding debate.

All agreed that the car parking submission was out of the question re cost. A better option would be a long-term lease to rent a strip of land two car lengths wide in the field opposite the front of the Chapel to use as a car park, using rubber gridding to strengthen it.

It was also felt that the Visitors' Centre proposals were good and that they would lend themselves to a money raising project. The tie-in with the original toilet block looked better than using the stables' footprint.

Friends subscription rates

12. Advertising has not paid off re new members and some of last years Friends have not signed up for this year. However, others have and have already paid more than the £10.

After much discussion it was suggested that we consider (a) encouraging people to sign up to a standing order, (b) the cost should be increased to £20 annually or £2 monthly.

Friends should know how their money will be used, e.g. for ongoing maintenance, possibly the cost of scaffolding for renovations, ongoing running costs, etc. We should explore the idea of corporate membership and ensure Friends are named at appropriate events, etc.

PS will produce a paper for final discussion and decision. It can then be put to the Friends at the next AGM.

Travel options

13. MS will explore with Halesworth Community Transport re a mini-bus service from Walpole Playing Fields and/or Halesworth on event days.

Agenda items for July meeting

14. Discussion of a Marketing Strategy

A.O.B

15. i) It was agreed that we should join the Suffolk Museums Association as this could be a really useful and beneficial network. £25 p.a. Proposed Lin le V. Seconded Lyn B. MS to action.
- ii) We need to promote the 2 talks scheduled - B.Mahood 9 July (currently 0) & S.Doig (4). Will use Next Door, Blythburgh Teams News, Halesworth Museum, etc. for this. Do we Need to consider cancellation?
- iii) MS will explore data that she has access to re Consultation Research Aims. There was discussion whether we could simply ask participants for their postcode. We need to prepare a pack to give to participants in any chapel events including programme, Friends leaflet, visitor survey, etc.
- iv) LB to prepare invoice for Snape re King Singers event.
- v) We need to discuss/review concerts/events and plans for next year. It was agreed it should be an item for the September meeting. We also need to change the date of September 20th as some trustees are not available.