

Friends of Walpole Old Chapel - Trustees' Meeting 17th May 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 19th April 2023 were approved as an accurate record.
3. The following matters/actions were noted/agreed:
 - 'Three Churches' publicity. **PS to draft** for 2023 season.
 - PS is in ongoing discussions with Rade about a potential internet connection from Chapel Cottage. **SW to pursue** the issue of postal addresses with Community Action Suffolk.
 - The website 'Friends' area is almost complete, except for the password login. **PS and MW** to complete.
 - **LB to investigate** getting a QR code for the chapel.

Finance

4. LB presented the accounts, currently as follows:

• Current account	£7,445.03 (of which £3,015.42 is 'unwrapped' funds)
• Deposit account	£18,973.25
• Legacies account	£4,617.91 (of which £4,500 is 'unwrapped' funds)
• <u>HCT Walpole fund</u>	£35,019.71 (all of which is 'unwrapped' funds)
• Total	£66,055.90 (of which £47,535.13 is 'unwrapped' funds)
5. LB reported that she has transferred £5,000 from current to savings account.
6. LB reported that she has had no response to her request for a recent statement on HCT's 'Walpole' fund from HCT/CCT. **LB to chase.**

Annual General Meeting

7. The following were noted/agreed:
 - Actions agreed at the trustees' April meeting had all been carried out.

- There will be a sign-in sheet, which will distinguish voting members from other attendees. **Action LB**
- We will hand out copies of any feedback on the accounts from the Independent Examiner if this is received in time. **Action LB**
- The timing of the talk by Libby Purves/Paul Heiney is yet to be confirmed and this may result in a change in the agenda order. **Action PS**

Events Programme

8. The following were reported:
- Will Summers is unable to provide further photos. The default photo (chapel interior) will be used on websites instead.
 - The lights donated by MS are very good. Additional lighting from Jim Laws will not be needed.
 - Syzewell Gap have had to cancel their concert on 15th July. Moonflower Duo have been recruited to fill this gap. Revising the publicity is ongoing where possible. **Action SW, LLV**
 - Aldeburgh Festival car parking stewards for 14th June will be told to arrive at 2pm for a briefing by SW. **Action LLV.**
 - **LB and PS to run** a 'Join The Friends kiosk' on 14th June. **SW to provide gazebo** from 2pm.
 - PS reported that the 'caution' road signs have arrived and are now in the chapel, for use at events.
 - Trustees discussed lower than hoped for ticket sales but resolved to take no immediate action and to keep the situation under review.

Inclusion

9. MS reported on works in progress which could feed into FWOC's inclusion strategy, as follows:
- Discussions are ongoing with the UEA History Department, Centre for East Anglian Studies, with a view to WOC hosting a day conference in 2024 on minorities in this part of Suffolk. This would feature case studies from the WOC Discovery Project and other inputs.
 - MS is a trustee of the Essex Cultural Diversity Project (ECDP), which has a geographical remit across East Anglia. ECDP has a Lottery-funded Community Engagement Officer who might be interested in doing some work in Northeast Suffolk.
 - MS has recently become aware of work being carried out on diversity by AONBs and will investigate whether they might be interested in working in this area.

Unwrapped Project

10. SW reported that the stage 4 investigatory works have now almost been completed – within budget and on time. The next stages will involve reviewing the proposals in light of the findings of the investigatory works and submitting our application for Listed Buildings Consent.
11. SW also reported that there is a fundraising strategy meeting next week, involving Tricolor Associates, Vikki Thompson, Steve Pilcher and Kirstie Robbins. **SW will represent** the trustees' view – that a two-stage approach should be avoided if possible. Arguments were rehearsed.

Discovery Project

12. MS reported on recent developments, as follows:

- There had been a meeting of Discovery Project volunteers the day before. There is a small, but enthusiastic core team.
- Some of the Project outputs have now been uploaded to the WOC website. These will hopefully be followed soon by the case studies of Alma Dale and Methuselah Spalding.
- In relation to Alma Dale, Tony Gillett has lent us some family photos for copying – of Alma Dale at Hatch Farm in the 1920s.

Forward Agenda

13. Trustees noted there are few scheduled items for the next couple of months, though SW reminded trustees there may be business plan development work to fit into the schedule.

Newsletter

14. SW reminded trustees that the next newsletter is due out in June and requested ideas and/or copy. The following were suggested:

- SPAB visit – SW
- Discovery Update – MS
- Friends update – PS
- Big Help Out – SW
- Fundraising strategy – SW

Other Business

15. The following items were reported/noted/agreed:

- PAT testing is required. **LB to ask** the man down the pub.
- PS updated trustees on the outcomes from the Community News publicity campaign.
- SW reported on two new volunteers recently joining.
- PS reported on decluttering and reorganising that he and LB had carried out recently.

Next Meetings of The Board

16. The next meeting is scheduled for 10.00 on 21st June. SW gave his apologies. The remaining trustees to decide on 3rd June whether to hold the meeting or not.

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

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