

Friends of Walpole Old Chapel - Trustees' Meeting 19th July 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 21st June 2023 were approved as an accurate record with one amendment.
3. The following matters/actions were noted/agreed:
 - Discussions with Rade about a potential internet connection from Chapel Cottage have petered out.
 - **SW to pursue** the issue of postal addresses with Community Action Suffolk.
 - PAT testing has now been completed and an offer received for cheaper fire extinguisher testing in future.
 - **MS to contact** Halesworth Community Transport re potential support for our green and inclusion initiatives.
 - Britten Pears has paid for hire of The Chapel on 14th June.
 - **PS to prepare** a paper on Friends' subscription rates.

Finance

4. LB presented the accounts, currently as follows:
 - Current account £8,359.34 (of which £2,541.42 is 'unwrapped' funds)
 - Deposit account £18,995.24
 - Legacies account £4,617.91 (of which £4,500 is 'unwrapped' funds)
 - HCT Walpole fund £35,019.71 (all of which is 'unwrapped' funds)
 - **Total** **£66,992.20 (of which £47,061.13 is 'unwrapped' funds)**
5. The following were noted/agreed:
 - Concert/group visit income is looking healthy. LB confirmed that it would be possible to separate group visits from concerts in the year end accounts.
 - £120 had been received from the Aldeburgh Local History Society visit.
 - A private donation of £625 had been received.

- We still have not had a recent statement of transactions on HCT's restricted 'Walpole' fund, despite repeated requests. **SW to email** Chris Smith and Steve Pilcher.

Carbon Net Zero

6. Trustees received the Carbon Footprint report prepared by Groundwork East for The Chapel. This shows our footprint to be 4 tonnes of CO2 per year, of which almost 93% is due to vehicle mileage.
7. Trustees accepted that the things we can do are likely to have a very modest impact, but the following were agreed:
 - Switching our grid electricity to 100% renewable. **Action LB.**
 - Encourage volunteers to walk or cycle to The Chapel, or to car share, or to use low emission transport where possible. **Action SW.**
 - Inform visitors about the nearest EV charging facilities. **Action SW.**
 - Switch lighting to LEDs on renewal. **Action LB.**
 - Sort waste into recycling vs landfill on site. **Action SW.**
8. It was agreed that we should consider offsetting options at a future meeting. **SW to research.**

Discovery Project

9. MS reported the following progress:
 - The project team had met on 11th July.
 - One of the project volunteers is unearthing genuinely new material about Alma Dale.
 - Another oral history interview is being lined up.
 - Errors have been discovered in the existing transcription of the original lease. A new transcription is to be carried out.

Business Plan Targets and Milestones for 2023/24

10. Trustees reviewed the targets and milestones which had been set out in the 2020 business plan. The following were agreed:
 - The majority of targets and milestones remain appropriate.
 - **SW to ask** MW to review the IT targets.
 - Completion of Discovery Project to be deferred till 2024/25, as there is still a lot to be researched.
 - Marketing strategy to be developed as an output from other work in hand (inclusion; review of events programme; Tricolor research and consultation), so may not complete this year.
 - **SW to consider** potential volunteering indicators relating to hours and value.

Friends

11. PS reported on the complexities of defining the number of Friends at any given point in time, the current position being:
 - 6 lapsed founder members
 - 3 life members
 - 31 paid up till 30th June 2023
 - 24 paid up till 30th June 2024

12. PS also reported that there is a range of Friends application forms in operation, which he will rationalise before next season.

Forward Agenda

13. Trustees received an updated forward agenda plan. The following items were noted:
 - September Mid-year review of events programme - **LLV**
 - October Annual review of Safeguarding policy - **SW**
 - October Mid-year review of financial position - **LB**
 - October Mid-year review of business plan performance - **SW**
 - December Annual review of Health & Safety policy - **PS**

14. Hgfdctgrf

15. hgtftfcdg

Next Meetings of The Board

16. The next meeting is scheduled for 10.00 on 16th August.

17. Future meetings - 10.00 by zoom, unless otherwise agreed, on the third Wednesday of each month, being:
 - 19th July
 - 16th August
 - 18th Sept
 - 18th October
 - 15th November
 - 20th Dec