

Friends of Walpole Old Chapel - Trustees' Meeting 16th August 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 July 2023 were approved as an accurate record.
3. The following matters/actions were noted/agreed:
 - **PS** is now liaising with East Suffolk Council about getting a postcode, needed for Wi-Fi installation.
 - **SW to pursue** the issue of postal addresses with Community Action Suffolk.
 - **MS to contact** Halesworth Community Transport re potential support for our green and inclusion initiatives.
 - **LB** is in the process of switching our electricity supply to 100% renewable.
 - **SW** has written to all volunteers to encourage them to use low carbon travel options, where possible
 - **SW** to inform visitors about the nearest ev charging points.
 - **LB** has checked the lights in the Chapel and replaced them with low energy where necessary.
 - **SW** to buy separate bins for recycling vs general waste.
 - **SW** to present carbon offsetting options at a future meeting.
 - **SW** had contacted MW about IT targets for the business plan. MW is discussing with Mustard the statistics available and costs.
 - **SW** had produced some estimates of annual volunteering hours and values. **SW** to propose some targets for business planning.

Finance

4. LB presented the accounts, currently as follows:

• Current account	£9,222.44 (of which £2,576.42 is 'unwrapped' funds)
• Deposit account	£19,008.15
• 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	£67,868.21 (of which £47,096.13 is 'unwrapped' funds)

5. The following were noted/agreed:
- Concert/group visit income is looking healthy.
 - Higher interest rates are helping us at the moment.
 - Sales are steady.
 - Donations are healthy.
 - 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.

Repair and Conservation

6. SW had asked Kirstie Robbins for an update before the meeting. The two main points were as follows:
- Mid-September looks possible for our formal application for Listed Buildings Consent
 - The decision on whether to apply for rendered or boarded cladding ultimately lies with the 'client' -ie HCT and FWOC. FWOC trustees **agreed unanimously** a preference for render.
7. SW reported on a recent conversation with Tony Gillett re car parking, as a result of which TG agreed to provide an estimate for creation of additional parking through 'field edge maintenance.
8. SW reported that he is to meet on 22nd August with Tricolor Associates and Vikki Thompson to discuss the proposed further research and consultation in connection with fundraising. **SW to ascertain** the likely timeline for the works and establish whether it will be feasible to have any events at the Chapel during the works.

Discovery Project

9. MS reported that there was not much activity in the summer months with holiday and childcare commitments and that work would resume in the autumn.

Friends

10. PS introduced his paper, previously circulated. There was agreement that the rationale for increasing subs for Friends for those people joining/renewing in 2024 should be accepted and new rates brought to the next AGM. The form of words and design of the form will need careful attention to allow for lump sum/standing orders and those who feel unable to afford the basic subscription to offer what they feel they can afford. The monthly standing order amounts for all levels will always be less than the lump sum payment.
11. The rates agreed were:
- Suggested Friends £25 lump sum or £2pcm by standing order
 - Suggested Supporters £75 lump sum or £5pcm by standing order
 - Suggested Benefactors £150 or £10pcm by standing order
 - Benefactors could get a free event ticket as this would be worth less than £10% of the gift aided donation.

12. Current membership is

- 46 paying annually [of whom 2 are snail mail only]: 10 still owe for the current 2023/4 subscription year
- 11 pay by standing order
- 3 life members

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**

Other Business

14. PS showed publicity from Cratfield Concerts in the form of a book mark, and also showed a card based on the OS map of Clare, personalised for a gallery there which orders 250 and retails them at £3 [weekend365.com]. PS has emailed for details.
15. PS reported that he hoped to ride for WOC on 9th September and LB reported she would be stewarding.

Next Meetings of The Board

16. The next meeting is scheduled for 10.00 on 18th September.
17. Future meetings – 10.00 by zoom, unless otherwise agreed, on the third Wednesday of each month, being:
- 18th October
 - 15th November
 - 20th Dec