

## Friends of Walpole Old Chapel - Trustees' Meeting 18<sup>th</sup> September 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 16<sup>th</sup> August 2023 were approved as an accurate record.
3. The following matters/actions were noted/agreed:
  - **PS** to obtain a post-box
  - **LB** is in the process of switching our electricity supply to 100% renewable.
  - **SW** to inform visitors about the nearest ev charging points.
  - **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 and others 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	£11,042.45 (of which £2,587.65 is 'unwrapped' funds)
• Deposit account	£19,022.21
• Legacies account	£4,635.16 (of which £4,500 is 'unwrapped' funds)
• <u>HCT Walpole fund</u>	£35,019.71 (all of which is 'unwrapped' funds)
• <b>Total</b>	<b>£69,719.53 (of which £47,107.36 is 'unwrapped' funds)</b>
5. The following were noted/agreed:
  - Higher interest rates are helping us at the moment.
  - LB proposed, and **it was agreed**, that we should transfer some funds from current to deposit account.
  - 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 reported that early figures for responses to the Tricolor Associates survey look good.

### Discovery Project

7. MS reported that FWOC's application to join the Association of Suffolk Museums will be considered by their committee in October.

### Events Programme Review

8. LLV introduced her report, previously circulated, which demonstrated a wide range of outcomes over the season.
9. Trustees discussed various issues raised and the following were agreed:
  - To aim for fewer, larger events in the programme.
  - To make provisional bookings for next season on the basis that they may need to be postponed or held in a different venue.
  - To keep ticket prices the same as this year.
  - To keep hire rates the same as this year, but to seek a 'better deal' in relation to particular hirers.
  - To seek to include talks again next season.
  - To continue with evening events, but to move the lights or replace the bulbs with lower wattage equivalents.
  - To explore having interval or post-performance refreshments more often (for which more event stewards would be required).
  - LB and PS to be catering managers for such events (including sorting out alcohol licence).
  - FWOC to bear the card reader cost when the Goodbox is used to sell tickets.
  - LLV to investigate whether Ticket Source supports season tickets.
10. Trustees thanked LLV for organising a busy and successful season. Anne Thomas and SW were also thanked for stewarding at the many events when insufficient other volunteers had come forward.

### Friends

11. PS reported current membership as 62, made up as follows:
  - 48 paying annually (of whom 4 still owe for 2023/24)
  - 11 paying by standing order
  - 3 life members

## Forward Agenda

12. Trustees received an updated forward agenda plan. The following items were noted:
- 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

13. PS had 'strode', rather than ridden on 9<sup>th</sup> September and had raised £1,020 for SHCT, of which 50% should be coming to FWOC. Trustees thanked him for his excellent effort.
14. PS reported that he had attended the 50<sup>th</sup> anniversary service for SHCT, representing FWOC (among others).

## Next Meetings of The Board

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