

Friends of Walpole Old Chapel - Trustees' Meeting 18th October 2023

Minutes [CONFIRMED]

Present: Simon Weeks
Lin le Versha
Lyn Banks
Miriam Stead

Apologies: Paul Simmons

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 18th September 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.

Finance

4. LB presented the accounts, currently as follows:

| | |
|---------------------------|--|
| • Current account | £11,321.03 (of which £2,632.65 is 'unwrapped' funds) |
| • Deposit account | £19,039.98 |
| • 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) |
| • Total | £70,015.88 (of which £47,152.36 is 'unwrapped' funds) |

Repair and Conservation

5. Trustees noted that the application for Listed Buildings Consent has now been submitted. Trustees expressed their thanks and appreciation for the work put into this by Kirstie Robbins – project architect.

6. SW reported that we are still expecting a decision by the end of November on how much of the £3.6m CAF funding will be allocated to Walpole.
7. Trustees were supportive of a suggestion submitted by Anne Thomas – that we should investigate the possibility of using the former Walpole & Cookley Primary School for some public events when the Chapel is closed for works.
8. SW reported that discussions between Kirstie Robbins and Phil Parker (ecologist) have identified a bat access strategy that will enable the re-rendering work to be carried out over the summer months.

Discovery Project

9. MS reported that the Discovery Project Team had met at the end of September. Items of note included:
 - The research on the life of Alma Dale has now been completed and written up very well. The group are considering options for publication. LLV suggested it might be worth contacting the UEA publishing arm.
 - The group suggested that a couple of pop-up displays in i-chamelion might be a good way to keep WOC in the public eye during works closure. Trustees supported this idea.
10. MS reported that 19 UEA Early Modern History MA students will be visiting the chapel and (hopefully) the museum on 9th November. The Lecturer who has taken over the relevant module – Benjamin Jones, is very keen to continue the link with UEA first established with Joel Halcomb. We hope that one or two of the students will want to take up placement opportunities at WOC.
11. MS reported that the WOC Discovery Project had been spoken of in glowing terms at a recent meeting of the Suffolk Local History Council.

Annual Review of Safeguarding Policy

12. SW reported that he had spoken to Jane Held – FWOC's external Safeguarding Adviser, who advised that there have been no changes in regulations etc that should make FWOC consider altering its policy. **Trustees agreed** that the policy should remain unchanged.

Business Plan Mid- Year Review

13. SW presented the background figures and summary report. Key findings were as follows:
 - FWOC has either already achieved, or is on track to achieve, 23 of 31 targets or milestones for the current financial year (74%)
 - The state of the Chapel yard is a concern, despite the work of volunteers in May. **Trustees agreed** to ask Dorothy Casey if she is willing to obtain quotes from conservation landscape contractors for the removal of brambles, elm scrub and any other invasive plants. PS had provided contact details for a possible contractor by email. **Action SW**
 - Trustees were concerned about the persistent uneven distribution of stewarding sessions between volunteers. Following discussion, **it was agreed** that the preferred way forward for the time being is to continue to try and increase the size of our pool of volunteers. **Action all.**

- Trustees had previously asked for a breakdown of all the volunteering hours annually. This had previously been circulated and **Trustees agreed** to review it annually as part of the business planning process. **Action SW.**

Friends

14. PS reported current membership as 63, made up as follows:
 - 48 paying annually (of whom 3 still owe for 2023/24)
 - 12 paying by standing order
 - 3 life members.

Forward Agenda

15. Trustees received an updated forward agenda plan. The following items were agreed/noted:
 - October Mid-year review of financial position. Trustees agreed that this is not required unless finances have been volatile.
 - December Annual review of Health & Safety policy - **PS**

Other Business

16. PS reported that the post box is to be ordered soon.
17. LB reported that 'Anita from the pub' is very willing to bake cakes for events at £5 per cake. **Trustees agreed** this arrangement. LB also to ask Anita if she would bake x36 or 48 mince pies for the carol service, and what the cost would be. **Action LB**
18. PS reported that he had investigated the alcohol licensing process and recommended we should stick to requesting 'donations' if we want to serve alcohol. The recommendation **to be discussed next meeting.**
19. PS suggested that a noticeboard requesting donations might be placed outside the Chapel out of season and during works closure. The suggestion **to be considered at the next meeting.**

Next Meetings of The Board

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