

## Friends of Walpole Old Chapel - Trustees' Meeting 20<sup>th</sup> December 2023

### Minutes [APPROVED]

**Present:** Simon Weeks  
Lin le Versha  
Lyn Banks  
Miriam Stead  
Paul Simmons

#### Implications of WOC not Receiving any HCT/CAF/NHMF Funding

Emma Collins (Project Manager) and Joseph Atkins (Deputy Project Manager) of Tricolor Associates attended to give a presentation and discuss issues arising. Key outcomes included:

- Information to be kept confidential till mid-January (following completion of discussions with SBPT and FoFC on the 8<sup>th</sup> and 9<sup>th</sup> January). **SW** to update EC on SBPT discussions after 8<sup>th</sup> January. **EC** to update FWOC on FoFC discussions after 9<sup>th</sup> of January.
- Final decision on bookings for the 2024 season in mid-January.
- FWOC likely to be leading on fundraising, with support from Tricolor Associates (free) and Vicky Thompson + any other consultants we wish to bring in. We can proceed on this when we wish.
- Timescale for a decision on future ownership is not yet clear. FWOC is free to revise its position and apply if we wish.
- 'In principle' discussions have been held with National Lottery Heritage Fund and Historic England, both of whom would be happy to receive applications from chapels that have not received HCT/CAF/NHMF funding.
- CCT will continue to manage routine maintenance till March 2025. It is not clear who will succeed Gabriella Misuriello as re-rendering Project Manager. Options appear to include (a) FWOC (b) new owners (c) appointee funded as part of project grant.
- It was confirmed that FWOC can retain Ptolemy Dean Architects for the re-rendering project, subject to any re-tendering requirement that funder(s) might have.
- It was confirmed that EC and JA will continue to be our main contacts for Tricolor Associates.
- SW suggested that VAT should be added to the current cost estimates for budgeting/fundraising purposes, as there is no certainty about VAT reclaim/exemption. This would bring the total sum required up to c£382k. **EC** to establish whether HCT's VAT reclaim through the Listed Places of Worship Scheme will apply to individual chapels going forward.
- LB highlighted the problems she has had as Project Treasurer in getting timely income and expenditure information about HCT's dedicated 'Walpole' fund. **LB** to confirm what she needs to EC. **EC** to share with FWOC the finalised HCT accounts in the new year.
- The 'Project Development' table advises FWOC of areas to check/work on in order to ensure preparedness for funding bids. **Action FWOC.**
- **Agreed** that EC and JA will join the FWOC board at 10.00 on 25<sup>th</sup> January for a funding strategy discussion. Vicky Thompson to attend if available. **SW** to issue Zoom invitations.

#### 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 15<sup>th</sup> November 2023 were approved as an accurate record.
3. The following matters/actions were noted/agreed:
  - PS has obtained a post-box, which now needs fixing to the railings. **PS and SW** to action.
  - **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. **PS** to speak with MW about possible transfer of FWOC account from Mustard to Red Dune

## Finance

4. LB presented the accounts, currently as follows:
  - Current account       £8,276.41 (of which £2,707.65 is 'unwrapped' funds)
  - Deposit account       £22,080.15
  - Legacies account       £4,648.89 (of which £4,500 is 'unwrapped' funds)
  - HCT Walpole fund       £7,874.67 (all of which is 'unwrapped' funds)
  - **Total**                   **£42,880.12 (of which £20,082.32 is 'unwrapped' funds)**
5. LB reported that c£557 had been received from Suffolk Historic Churches Trust for 'Ride and Stride' and £454 had been received in cash donations at the carol service.
6. LB presented a new summary table for 'Unwrapped' incomes, expenditures and balances across HCT and FWOC funds.

## Health & Safety Review

7. PS presented the updated risk management table, which identifies risks, proposes actions and records the dates actions were completed. Trustees noted the actions completed this and agreed the following:
  - To ensure stewards are aware of the need to have both doors unlocked. **Action SW**
  - To remove flammable substances from the under stairs cupboards. **Action PS**
  - To investigate installation of a stake and chain to deter access to the south end of the yard, next to the steep bank. **Action PS.**
  - To ask if HCT/CCT wish to carry out a hard wiring check as part of their routine maintenance programme. **Action PS.**
  - To purchase an accident book for The Chapel. **Action PS**
  - To ask HCT/CCT if they wish to install a new fire alarm. **Action PS**
  - To designate a fire evacuation assembly area and publicise it. **Action PS**
  - To ensure a handbell or similar is available in The Chapel as a fire evacuation signal. **Action PS**
  - To speak with Bill Mahood about possible additional services and the options to retain/dispose of hymn books. **Action PS**

- To seek a fire safety inspection from the Fire Service. **Action PS**

#### 8. Discovery Project

#### 9. MS reported the following progress:

- All finished project outputs are now on the website (Alma Dale seems to be temporarily missing).
- Good publicity for The Chapel through an article in the Suffolk Institute of Archaeology and History newsletter, which has a distribution of 500+ copies.
- Of the UEA Masters students who visited The Chapel recently, three have now committed to work with us on the Discovery Project.
- Two new volunteers have joined the project team – Chris Wheeler and Jacquie Burgess

#### Friends

10. PS reported that all Friends are now paid up to date bar three.

#### Other Business

11. SW reported that he had renewed the subscription to *The Suffolk Coast*.

**12.** Trustees agreed the quotes for yard maintenance from Willow Tree Landscapes. **SW to inform Dorothy Casey.**

13. Trustees noted recent correspondence with Suffolk Buildings Preservation Trust.

#### Next Meetings of The Board

14. The next meetings are scheduled for 10.00 on:

- 25<sup>th</sup> January
- 21<sup>st</sup> February
- 20<sup>th</sup> March
- 24<sup>th</sup> April [LLV apologies]
- 22<sup>nd</sup> May
- 26<sup>th</sup> June [LLV apologies]
- 24<sup>th</sup> July
- 21<sup>st</sup> August
- 25<sup>th</sup> September
- 23<sup>rd</sup> October
- 20<sup>th</sup> November
- 18<sup>th</sup> December