

Friends of Walpole Old Chapel - Trustees' Meeting 1st March 2024 (delayed Feb meeting)

Minutes [CONFIRMED]

Present: Simon Weeks
Lyn Banks
Miriam Stead
Paul Simmons

Apologies: Lin le Versha

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 20th December 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.
 - The FWOC website account has now been transferred from Mustard Creative to Cadence

Finance

4. LB presented the accounts, currently as follows:

• Current account	£9,307.84 (of which £3,166.15 is 'unwrapped' funds)
• Deposit account	£22,128.15
• Legacies account	£4,648.89 (of which £4,500 is 'unwrapped' funds)
• <u>HCT Walpole fund</u>	£17,283.49 (all of which is 'unwrapped' funds)
• Total	£53,368.37 (of which £29,949.64 is 'unwrapped' funds)
5. LB proposed, and **it was agreed**, that the separate 'legacies' account should be closed.
6. Trustees noted the minutes of a meeting on 12th February to discuss how HS and FWOC finances would work in future. SW commented that the arrangements seemed to leave FWOC with considerable responsibility for the upkeep of The Chapel, more so than with HCT as owner. **SW to discuss** with HS and Tricolor Associates.

Health & Safety

7. PS provided an update on previously agreed actions, as follows:
- SW had reminded stewards of the need to have both doors unlocked.
 - To remove flammable substances from the under stairs cupboards. **Action PS**
 - PS is in process of installing a stake and chain to deter access to the south end of the yard, next to the steep bank.
 - PS & SW had ascertained that HCT has carried out a recent a hard wiring check as part of their routine maintenance programme.
 - PS has bought an accident book for The Chapel, which is on the bureau.
 - PS & SW have asked HCT to repair/replace the fire alarm.
 - PS has bought a fire assembly notice, which he will put up and publicise.
 - PS has bought a fire hooter as an evacuation signal.
 - PS has contacted Bill Mahood about the options to retain/dispose of hymn books but received no response as yet.
 - To investigate the cost of a fire safety inspection from a private company. **Action PS**

8. Discovery Project

9. MS had written a recent, comprehensive update for the March newsletter. In addition, she highlighted the following:
- Dr Joel Halcomb's lecture at The Chapel has now been confirmed for 6th June. The University will bring refreshments. **MS to seek** a projector screen. **SW to seek** blackout blinds. Good publicity required, as this is a first off-site venture for the Centre for East Anglian Studies.
 - The three UEA students have now been 'launched' on their projects. Two are doing pop-up/exhibition publicity for us and one is collecting material for the interactive timeline. LB confirmed there is still approximately £1,950 in the Discovery budget to cover these project costs.

Friends

10. PS reported that all Friends are now paid up to date. He also reminded trustees that proposals for the new membership structure and subscriptions will be going to this year's AGM and called for creative suggestions for names for the new membership classes.

Inclusion Strategy

11. Trustees noted the likely need to write up our inclusion strategy as a support document for funding applications.

Historic Suffolk

12. Trustees congratulated MS on being appointed to the board of trustees of Historic Suffolk. The HS board meets quarterly. MS is unable to attend their next meeting on 1st May, but it has subsequently been confirmed that another FWOC trustee (or Friend or Volunteer) can attend as a non-voting

substitute. Trustees noted the Historic Suffolk invitation to their post-AGM barbecue at Pakenham Watermill on 10th July.

13. Trustees welcomed the nomination by the HS board of Tim Buxbaum to become a trustee of FWOC. The FWOC constitution will need to be amended to accommodate Tim as a non-elected trustee. In the meantime, it was proposed, and agreed, that he should be co-opted. **SW to contact TB** to welcome him, and provide him with the schedule of meeting dates, copies of previous minutes etc.

Other Business

14. **Trustees agreed** that the 2024 AGM should be held after public opening on the 8th of June.
15. Trustees noted that the Chapel Yard has now been cut and cleared of elm scrub. Thanks were expressed to Dorothy Casey for getting this done.
16. PS updated the board on their task of bringing new merchandise to The Chapel, including new mugs with Chapel line drawings and WOC themed chocolate.
17. PS agreed to improve 'The Guide' for sale in The Chapel. **SW to forward** him the current digital master.

Next Meetings of The Board

18. The next meeting is scheduled for 20th March, at 10.00, by Zoom. Agenda items to SW.
 - Bill Mahood to attend.
19. Subsequent meetings are scheduled for 10.00 on:
 - 24th April [LLV apologies]
 - 22nd May
 - 26th June [LLV apologies]
 - 24th July
 - 21st August
 - 25th September
 - 23rd October
 - 20th November
 - 18th December