

## Friends of Walpole Old Chapel - Trustees' Meeting 20th March 2024

### Minutes [Confirmed]

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

**Apologies:** Tim Buxbaum

Bill Mahood attended at the start of the meeting to update trustees as follows:

- BM expects to retire by the end of this year. He knows a couple of retired URC Ministers who are likely to take over and he'll arrange a chapel visit and meeting with trustees in the autumn.
- The Parish Church is now active and holding a service every month, after years of being in the doldrums.
- BM confirmed that The Chapel hymn books are unlikely to be needed any more, as hymn sheets are used nowadays instead.
- PS reported that, even if The Chapel were to hold 6 public services a year, we would not meet the grant criteria of the National Churches Trust, as we are not open to the public for 100 days per year.

#### 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 1<sup>st</sup> March 2024 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.
  - LB confirmed that she has written the letter for closing the legacies account, which just needs signing before sending off.
  - MS is to see her contact who might lend us a projector screen this evening.
  - SW had looked into options for blackout curtains and will contact Steve Pilcher for HCT's approval.

#### Finance

4. LB presented the accounts, currently as follows:

• Current account	£9,167.84 (of which £3,196.15 is 'unwrapped' funds)
• Deposit account	£22,152.58
• Legacies account	£4,664.14 (of which £4,500 is 'unwrapped' funds)
• <u>HCT Walpole fund</u>	£17,283.49 (all of which is 'unwrapped' funds)
• <b>Total</b>	<b>£53,268.05 (of which £29,979.64 is 'unwrapped' funds)</b>

5. LB reported that all is ticking over, and she is clearing payments due in order to prepare the annual accounts. LB also reported that £160 of donations have now come via our new Donate platform.

#### WOC Transfer to HS

6. SW reported that there is not yet a target date for completion of the legal transfer.
7. Trustees discussed a paper SW had circulated on owner's responsibilities and **agreed** that they are willing to take on HS' owner's responsibilities in relation to upkeep of The Chapel and Health & Safety, to mirror the HS board delegating these responsibilities to its buildings committees. **SW undertook** to incorporate these expectations into the partnership agreement between FWOC and HS.

#### Unwrapped Project

8. SW reported on agreement about the allocation of fundraising responsibilities, as follows:
- Tricolor Associates (Emma Collins) to lead on National Lottery Heritage Fund application.
  - HS (Sarah Williams) to lead on applications to other national funding organisations.
  - FWOC to lead on applications to smaller, local charities, letters of support and public appeals.
9. SW reported that the project is effectively being managed by the three fundraising leads, with other trustees being copied into discussions, at the moment – an arrangement which probably could do with being tightened up.
10. Trustees discussed a report MS had circulated on proposed Activities, which might go into the NLHF application, or others. This is still at the ideas stage, so MS called on trustees to contribute any further thoughts. The following were agreed in support of some of the proposals:
- **PS, MS to pursue** internet connection at the Chapel.
  - Any new guidebook/leaflet for The Chapel should involve professional design.

#### Discovery Project

11. MS reported that there is a project team meeting next week. Otherwise, as far as we are aware, various of the volunteers and the students are all beavering away on their projects.

#### Summer Events Programme

12. Trustees thanked LLV for her work in putting together the programme, with 13 or 14 varied events. The following were agreed:

- Ticket prices as proposed – For concerts and plays: £12 pre-booked and £15 on the door, for talks: £8 pre-booked, £10 on the door
- **LLV to investigate** whether Ticket Source supports a season ticket option.
- **LLV to forward** finished text to PS for events leaflet printing.
- **SW to chase** William Summers

### Friends

13. PS reported that he is discussing with Mark Wenham the possibility of an online joining process on our website.

### Next Meeting

14. The next meeting is scheduled for 10am on the 24<sup>th</sup> April, by Zoom. LLV offered her apologies. Agenda items to SW.

### Other Business

15. **SW agreed to attend** the next HS board meeting on 1<sup>st</sup> May
16. Trustees agreed to proceed with a trial of WOC-themed chocolate at a minimum order of £150.  
**Action PS**
17. **Trustees agreed to change** the date of the May meeting from the 22<sup>nd</sup> to the 29<sup>th</sup>.
18. PS agreed to improve 'The Guide' for sale in The Chapel. **SW to forward** him the current digital master.
19. **SW agreed to seek HCT approval** for permanent black out blinds.
20. **SW agreed to ensure** the card reader is in The Chapel for the forthcoming weddings.

### Future Meetings

21. Future meetings of the board are scheduled for 10.00 on:
  - 29th 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