

Friends of Walpole Old Chapel - Trustees' Meeting 24th April 2024

Minutes [CONFIRMED]

Present: Simon Weeks
Lyn Banks
Miriam Stead
Paul Simmons

Apologies: Tim Buxbaum
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 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.
 - **PS & MS** to pursue internet connection for The Chapel

Finance

4. LB presented the accounts, currently as follows:

• Current account	£8,810.64 (of which £3,196.15 is 'unwrapped' funds)
• Deposit account	£22,177.04
• Legacies account	£4,673.12 (of which £4,500 is 'unwrapped' funds)
• <u>HCT Walpole fund</u>	£17,283.49 (all of which is 'unwrapped' funds)
• Total	£52,944.29
• (of which £29,979.64 is 'unwrapped' funds)	
5. LB reported that:
 - The annual accounts 2022/23 should be on the Charity Commission's system by the end of the day.
 - She hopes to have the annual accounts 2023/24 externally examined before the AGM.
 - We have received £210 donations, all gift-aided, on the Donate platform, but transfers to our account take 3 months from the donation date.

AGM

6. The following papers were **approved** for distribution to members:
 - The agenda (items 12 and 13 to be merged)
 - The annual accounts
 - The business plan review
7. The following papers to be **circulated for approval**:
 - The Trustees' Annual Report - **PS**
 - Membership subscriptions - **PS**
8. It was **agreed** that the names for the three new membership subscription rates would reflect important people in The Chapel's history, as follows:
 - Lowest rate - William Bridge
 - Middle rate - Samuel Habergham
 - Highest rate - Alma Dale
9. It was **agreed** that, for the non-business slot at the AGM, MS will give a brief talk on these three.
10. It was **agreed that PS and LLV** will arrange the AGM refreshments.

WOC Transfer to HS

11. SW reported that solicitors for HS and HCT are working on draft transfer documents, which FWOC will see as soon as they are issued.
12. SW also reported that there had been no response yet from HS to FWOC's draft partnership agreement.

Unwrapped Project

13. SW reported that HS are reviewing the previously agreed fundraising strategy, but no clear alternative has yet emerged.

Discovery Project

14. MS reported that:
 - There had been a project group meeting a fortnight ago.
 - Chris Wheeler is making progress on photographing the graffiti and linking it with names.
 - The student who is working on the interactive timeline is making good progress.
 - Several talks and visits are lined up for the summer.
15. LB reported that she has received three key books from Christina Van Melzen, which she will drop off with SW to be stored in his local history library. LB has also received a chronology and 'mind map' of dissenting organisations, which she will scan/retype as appropriate and forward to MS.

Health & Safety

16. PS presented an updated risk management schedule for the past year, which was **approved** by trustees.
17. PS volunteered to buy x2 hard hats to be kept just inside The Chapel door, primarily for use until the ceiling has been made safe.

Refreshments at Public Events

18. Trustees agreed to trial refreshments at the following events this year:
 - Tea at MS' talk
 - Wine (and nibbles?) at Syzewell Gap concert
 - Treacle tart at Jan Farmery's talk
19. **PS to talk to LLV** and confirm with performers.

Friends

20. PS reported no changes.

Next Meeting

21. The next meeting is scheduled for 10am on the 29th of May, by Zoom.

Other Business

22. **Trustees agreed** to keep the price of The Guide at £1 for this season.
23. SW reported that a wedding has been confirmed for 16th March 2025. Bill Mahood will take the service if his successors are not yet in place. HCT and HS had both agreed that any work on site would not start before 1st April 2025.
24. **Trustees agreed** to order 500 copies of the events leaflet this year. **PS to action**.
25. **Trustees agreed** to proceed with order and sale of mugs from Carters Pottery at £14 each.
26. **Trustees approved** the draft poster for the CEAS event on 6th June. **MS to seek** CEAS approval.
27. **Trustees agreed** on a message for social media relating to the temporary closure. **SW to liaise** with Mark Wenham.
28. MS alerted trustees to an event at Ipswich Unitarian Chapel, on 350 years of dissent. **MS to attend** and seek to make links.

29. **LB volunteered** to update the price list for sale goods.

Future Meetings

30. Future meetings of the board are scheduled for 10.00 on:

- 26th June [LLV apologies]
- 24th July
- 21st August
- 25th September
- 23rd October
- 20th November
- 18th December