



## **Minutes of the Trustees Meeting held on Tuesday 23<sup>rd</sup> January 2024 at 6.30pm.**

Trustees Present: Jack Ross, John Hynan, Claude Bonfanti, Rick Gould, Rob Loble, Dawn Cosh, Pete Newton, David Ainscough, Ali Arnold.

Also present – Parish Council (PC) representative Ceri Vosper (CV).

### **1. Welcome**

Jack (acting Chair) opened the meeting.

Apologies – Nick Viney, Claire Barnes, Liz Hoad, Angela Wenham.

Minute taker – Dawn Cosh

### **2. Nick**

Nick sent his apologies due to sickness. Everyone sent their wishes of a quick recovery.

### **3. Parish Council Matters**

As no January meeting, CV said that there was little to report from the PC.

- Would ask PC about one way system planned for Winspit during building works.
- CV feels we should have more communication with Sustainable Worth especially with regards top of playing field.
- PC to book every other month at WVH from February.

### **4. Minutes of last meeting. Matters Arising**

- Jan Hardy has thanked the trustees for use of the hall for church services.
- DC to discuss SSE cable with Alan Cosh. He is to contact SSE for information.
- RL has obtained a quote for solar panels. This will be looked at in the budget but is not considered priority.
- Angela Wenham, emailed to say that with regret she wished to give notice of her resignation from the committee due to her house rebuild, but would be happy to help out with future events or fundraising when she can. We expressed our disappointment and understanding and looked forward to her continuing involvement.

## **5. Church Roof Update and PCC Matters**

- Liz Hoad sent an update on the roof repairs mentioning that the Food Bank had written thanking us for our donation of £217.20 from Carols on the Green.

## **6. Succession**

Nick has been Chairman of the Trustees for 10 years and has confirmed that he will be retiring from this post at the AGM. There is no 2<sup>nd</sup> in command so need to look at succession. Jack says there is a need for a second in command in all the main roles including bookings, finance, repairs, communications and events. Pete offered to assist with bookings. David also to help. There is also a need for new Trustees. Jack agreed to Chair the AGM if required, but thought needs to go into who will replace Nick in the future.

## **7. Refurbishment & Maintenance**

- Report and plan provided by Rick.
- Spillers have started guttering and will also undertake chimney and porch repairs.
- Difficulties of finding a contractor to project manage the internal repairs and refurbishment.

## **8. Bookings**

- Rob has been undertaking a risk assessment on the hall. Several questions arose in terms of testing of fire extinguishers and defib. Also whether PAT testing for appliances. These were answered during the meeting
- Request to change code on door for insurance purposes.
- Bookings officer absence May/June 24. Pete to cover while Rob away.

## **9. Website and Marketing Comms**

- Jack said that the website and newsletters work well. Rick requested a new photo for the front page of the website. Ali to ask Tim.
- As Claire is stepping down sooner than expected, we need to look for a replacement, urgently.

## 10. Treasure's Report

### a) 2023 Financials and Procedures

Review of Financial Procedures of Trust 2023 report was provided to assist the Committee in reviewing the Trust's Financial Procedures. This was read in conjunction with the Financial Statements for the year ended 31 December 2023. This included a commentary on the results and a more detailed summary of the Receipts & Payments account for the year. After reviewing, the Committee were asked to approve the Financial Statements and authorise the Chairman and Treasurer to sign a copy and file the Statements with the Charity Commission and submit them to the AGM.

### b) Budget 2024

A draft budget for 2024 was provided. The Committee was asked to review and approve the budget.

Fundraising was discussed to help with the planned refurbishment works to the hall. A larger share of the fete money was also a consideration.

The Committee thanked John for producing a set of such comprehensive documents.

## 11. Future Events

Future events to be discussed at the AGM.

Fete - First planning meeting normally in Feb – date not yet known. Jack to check with Peter Handy. Subsequently set as Tuesday the 27<sup>th</sup> February.

## 12. Other

- Solar Panels – Rob has obtained some rough costs for panels and batteries and will circulate. To discuss further depending on future budget.
- AOBs – Rob asked whether a list of suppliers could be made available.

13. **Date of next meeting.** AGM Tuesday 2<sup>nd</sup> April - subsequently changed to Thursday 11<sup>th</sup> April to include key officers.