

## WINGFIELD BARNS

prepared 19.11.21

**Minutes of the Board Meeting** – 12.30 – Wednesday 17th November 2021  
Venue – Wingfield Barns

**Present:** Matthew Abercrombie (MJA), Dennis Murray (DM), Andy Robinson (AR), Diana Kearsley (DK, chair)  
**In support:** Anna Fielding O'Farrell (AF)  
**Apologies:** None

- 1) **Minutes of the meeting held 13.08.2021** were noted as a true record of the meeting and proposed by RA, seconded by MJA – approved unanimously by the Board
- Matters arising** – see **Schedule of Actions** from the Board Meeting 13.08.2021
- |   |   |        |
|---|---|--------|
| Accounting spreadsheet                      | - | closed |
| 'take-over' - Community Share booklet, read | - | closed |
| Granary 'rental'                            | - | closed |

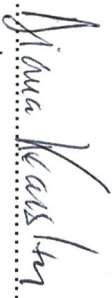
2) **Operations Manager** - Reported: noise complaint from neighbour (Winfield College) about September wedding - attending band wouldn't co-operate following requests to reduce noise level on the evening. Low turnout for 2 x events resulted in cancellation/postponement. Events this winter and leading up to Christmas are tricky due to Covid - on the plus side, 2022 is already well booked with a variety of 'live' performance events and exhibitions. The 2nd Christmas Market at the Barns, scheduled for 11th/12th December is expected to be very successful with 42 smallholders booked, a number of outside food stalls etc and 'on-line' visitor bookings going well. The Granary is now occupied by a Digital Film Restoration company. The quarterly Marketing Report was submitted prior to this meeting and considered by the Board to be very informative.

The Barns will be closed to the public in January 2022.

Both AF and AN will be on holiday for the 1st week of January 2022 and the remainder of their holiday entitlement will be taken by the end of March 22.

- a) MSDC plan to repair the leaking roof at the north end of the barn during the January 2022 during the Barns closure.
- b) The SWOT analysis was considered not necessary but highlighted some 'risks' - *further lock-down, next door complaints, ongoing maintenance, tenancy terminations, restricted attendance level*. AF/AR had prepared a financial report for 2022 suggesting a projected income of £63K - the income for 2021, minus the Covid and Granary grants was £43K.
- c) 1) The full Building Survey was not available - a preliminary report based on the initial limited inspection was presented.  
2 - 6) The 'Take-over of WB was discussed at length and the decision was to test the market for a 'share scheme' before going any further. A fact sheet to be prepared  
**ACTION /ALL** to be posted on the WB website and sent out to other known members of the public with an interest in WB. Depending on this result, further contacts will be made to local businesses etc.
- d) MSDC report regarding maintenance costs was not discussed at this time
- e) Tree surgery - as agreed by the Board prior to this meeting will be carried out either before Christmas or early January 22.

- 3) **Business Project Manager -**
  - a) 2022/2024 Business Plan - not discussed
  - b) C of U Planning Application - no progress
- 4) **AOB** - all Board and managers to consider likely candidates for joining the Board of Directors - any ideas to be put to the Board at the January Meeting.
- 5) **Date of next meeting** - to be decided
- 6) **Discussion** - not in 'camera' about additional hours of work for both AF and AN. It was unanimously agreed that AF would increase hours to 30 pw and AN increase hours to 15 pw. The hourly rate for both will remain the same as 2021. The Chair will confirm this decision to AF and AN. **ACTION DK**

Chair.....  
Diana Kearsley

Date.....03/03/22.....