



Minutes of Board Meeting – Thursday 4th May 2023

Prepared 15.05.2023

Attending : Matthew Abercrombie(MA), Guy Mathias (GM), Dennis Murray (DM), Luke Heydon (LH)

In Support: Anna Fielding-O'Farrell (AFO), Anne Nelson (AN)

Apologies: None

1. Approval of Minutes - meeting 24.03.2023

2. Matters Arising from Minutes of Meeting 24.03.2023

Addressed in meeting following.

3. MSDC Update

3.a) Awaiting results of elections happening today.

4. Prospective board members update

4.a) GM advised that Sophie Spall has declined invitation to join the board. Lyndsey Want has expressed interest from end of summer and is concerned about availability for daytime meetings; she would like to speak to AFO. Board agreed they can do later meetings, also by Zoom. Lauli Moschini was not able to do this month but will try to attend June meeting.

4.b) MA has approached Julia Read, Ex HO Development at Theatre Royal. She is a professional fundraiser, and enthusiastic and will make a good Trustee. AFO added that Julia, Lauli and Lindsay would help our board become more diverse.

Action: MA - include Lauli Moschini in agenda circulation in June

5. Car Park Update

5.a) LH has received a quote from the drainage company – to do everything including a Management flood Water Control Scheme costs £2250 + VAT. If Wingfield Barns CIC does this scheme the price reduces to £1700 plus VAT. LH is doing percolation test (60cm deep), being on clay may be slow which might cause an issue. If it is slow the plan requires water to go to a ditch but there isn't one. LH advised that the bottom of the site is draining better than the top. Unfortunately the current topography and lack of ditch on that side of road collects a lot of surface water. Awaiting test results until the company is appointed.

5.b) LH has spoken to local farmer who will give £1,000 - £2,000 and looking at supplying hardcore. There was discussion about places to find hardcore, Robert Pilch, Alan Pretty both have piles of hardcore. AFO to speak to Sarah Hawes (Black Horse Farm) about it. AFO will also speak to Davisons about hardcore.

5.c) AFO confirmed funding still ok if it is spent in this financial year. MSDC need a response by end of May, which would unlock grant money.

Actions: AFO to speak to Sarah Hawes & Davisons about hardcore

6. Sponsorship/Events/Projects

- 6.a) Sponsorship for the printing of the events programme was discussed and About Suffolk Magazine, who currently design this may be approached.
- 6.b) LH felt posters & flyers to local shops are still important and acknowledges that requires structured distribution plan.
- 6.c) Sight impairment reading of website was also discussed as this was raised at AGM
- 6.d) LH spoke to Robert Lawson and thought the 1-2-1 approach works well. Local businesses with links to Wingfield add value. GM added that understanding all the nuances meeting the 2-3 people for new board. All agreed that if Wingfield Barns is supported it can achieve all that it could be.

Actions: AFO to approach Kathy Churchill & Sarah Clarke at About Media to sponsor flyer
AN to look into ways to improve website for sight-impaired readers & a poster/flyer distribution plan

7. Sculptures and their Future

- 7.a) MA has received a letter from the Arts Council who state they no longer have any interest in the sculptures. MA submits we should try to get hold of families or the sculptures to ask to take them back. GM asked if they could they be painted on, like Banksy. LH asked if we could sell them if no-one wants them or contact galleries to see if they want them or if it is worth contacting an auction house. LH will approach Breast Cancer Art.
- 7.b) Moving the sculptures does not necessarily require the owners' permission and this could be done now. It is uncertain where the underground frame location and size of the Wedge sculpture and a metal detectorist could help with this.

Action: MA to contact artists.
AFO to approach Brian Goddard to see if he can detect where the underground frame is
LH will approach Breast Cancer Art for Life

8. Planning Permission Shop/Section 106

- 8.a) MA provided background on Section 106 clause. Andy Robinson, previous Board member was in contact with Commercial Planning and Highways Team for Suffolk County Council. The County Council have inserted a £476 monitoring fee during the process, after Wingfield Barns had already paid the fee for planning permission. MA wants to point out that that in legal agreements all fees are laid out up front, and this 100% increase is a surprise. MA will ask why Wingfield Barns were not made aware of this is this or is it standard practise. AFO highlighted it will delay the Section 106.

Action: MA to write to Commercial Planning and Highways Team at Suffolk County Council

9. Councillors / Interested Parties Event

- 9.a) AFO updated Board on the proposed reception prior to the theatrical performance on 25th May. The production after is going to sell out so holding tickets for the play could lose revenue. LH still felt Wingfield Barns should subsidise 6-10 tickets. If guests invited RSVP by week before the unused tickets can be released.
- 9.b) AFO advised that the councillors are listed on the Suffolk County Council website so a distribution email list can be drawn up for invitations to go out by Tuesday 16th May.

Action: AN/AFO to finalise invitations, create mailing list and distribute

10. Ops Manager Report

10.a) AFO felt like we are just starting the season given the intermittent start to the year with the need to cancel some concerts due to low ticket sales, and three bank holidays in May. However AFO now expects a busy month and summer with the Autumn looking particularly busy and four weddings between now and the end of October.

11. Marketing

11.a) There was a general discussion about a change to Wingfield Barns' approach to print advertising. The general need for print advertising was agreed by all, with a distribution to local area. LH said a list of people who could distribute should be drawn up. AFO felt that Rough Cast posters and flyers were well-produced, and that Paul from Rough Cast had recommended Pete Long as the designer.

11.b) Focus on reaching a wider geographical location such as Bury St Edmunds to grow our visitors also suggested.

Action: AFO to revise Marketing Plan
AFO to approach Pete Long