

**Board Meeting
17th February 2023**

Present: Matthew Abercrombie (MA), Dennis Murray (DM), Luke Heydon (LH), Guy Mathias (M), Andy Robinson (AR)

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

Apologies: none

1. Approval of Minutes – meeting 19th January 2023

2. Matters Arising from Minutes of Meeting 17.01.2023

- 2.a) i) Companies House has now been updated with new Chair
- ii) AFO still working on the Barclays account but call centre has long waiting times
- iii) AFO is now DPS on Premises Licence
- iv) Deborah Bull – still no reply
- v) Kitchen upgrade – contractors have done a site visit and will submit an estimate
- vi) Historical external access to Studio 1 still to be researched but there is no old entrance obvious.

2.b) Barns Artistic Direction – to next meeting

3. Update on bank/Companies House/Diana see 2 above

4. MSDC/Utilities and Lease

MA and AFO had a meeting with Jack Glover and Emily Atack (MSDC) to discuss electricity charges going forward.

- 4.a) MSDC have confirmed they wish to see WB CIC 'stand on its own two feet'.
- 4.b) Emily Atack has asked us to provide audience figures for past years including before covid and a proposal for electricity costs and added that no decision was likely to be made until the end of May.
- 4.c) MA asked how new arrangement would work – this is still not clear.
- 4.d) According to terms of lease we do need to pay for electricity. LH pointed out it was custom and practice that we have not paid and that legally any new arrangement would have to be agreed.
- 4.e) AR agreed nothing should be paid and we should not provide any figures as this would not produce anything. The option was to wait until new administration at MSDC comes in who would be more sympathetic or raise concerns prior to election which is a risk.
- 4.f) AFO has received a draft copy of the Culture, Heritage and Visitor Economy Strategy – all of the stakeholders (of which we are one) are not MS assets except WB. All agreed Wingfield Barns does not sit in the right portfolio with the Council and it needs to be moved to a more responsible part. Zoey Banthorpe seemed receptive to the idea was going to talk to her Head of Service but there has been no feedback since.

10. Marketing/Weddings

January was strong month for wedding enquiries (35) with 2 bookings.

11. Car Park

LH said senior planning officer has been very helpful and advised delay is because WB is in flood zone so project needs a drainage plan. The Drainage officer is tied up for three weeks so we will be granted planning with requirement for a drainage plan as a condition. MSDC grant is 68% of total fee so we are £2,700 short of getting the full fee. AR has been offered an extension. Once started contractor will be happy to invoice. The Parish Council cannot release money they have promised to this project until planning permission is granted.


12. AOB

Redecoration is nearing completion externally and Foyer has been painted. AFO requested that we do not rehang old artwork which was agreed. Circulating art installations would be explored, and artwork on site will be discussed at next meeting.

Action: AFO to investigate possible temporary art installation

Date and time of next meeting Friday 24th March. DM unable to attend. 10am

Chair:



Matthew Abercrombie

Date:



4.g) AR wants to go public. AFO felt there was no harm in voicing our case and getting it on record. LH inclination is to go quietly in first instance to hear feedback. GM agreed to be cautious but speak to Lavinia Haddingham and councillors and invite her to our next meeting.
Action: AR to do first draft of letter to MSDC. GM to invite Lavinia to next Board Meeting

4.h) MA requested that a list of facts is draw up on this for a uniform message. Eg, how long MSDC have been paying, how much the bills are.

4.i) Energy assessment for the site needed – AR try Chris Knock to advise on who they currently contract with.

Action: AFO to get energy assessor details from MSDC

4.j) Section 106 – AFO has given MSDC £500 to prepare section 106. Now they want £476 for monitoring fee – AR said that clause in unacceptable.

5. Budget Meeting – deferred to

6. Stringer/Zoey/Lavinia update

7. Prospective Board Members

Lauli will attend March meeting (Fridays are best). Assume she will come on board.

Deborah interested in helping but not to come aboard.

Lindsay will have good contacts if she is interested.

Action: AFO include Lauli on circulation list for March??

8. Sponsorship/Events/Projects

8.a) Sponsorship

LH said sponsorship is the way forward for an actual event, a season or as general running, and on that basis it is useful to work out what an event costs to add to budget lists. AFO advised that we work on this for some events.

Action: AN/AFO to provide these going forward

i) GM suggested estate agents or auctioneers e.g. Fennell's might be more generous than Skinners.

Action: LH to speak to Deborah Bull.

ii) Davisons are a useful sponsor towards car park project, could we get hardcore, which is 50% of the contract, donated by them? AFO to speak to Peter Davison directly.

iii) AFO said there is no time to put together a fund-raising event but in future we can host an evening to invite people and some of our stallholders/suppliers.

Action: AN to compile a list of our current suppliers

iv) AFO noted that the Benefice is also applying to same fund. LH asked about local individual for support who is related to church – AFO to ask Eleanor Goodison, but warned they need so much work for church.

Action AFO to speak to Rev. Eleanor Goodison

9. Ops Manager report

9.a) AFO said there had not been many events – All Saints Schools Trust x 2 meetings.

LH asked about other educational trusts. AFO said she would approach other trusts.

Action: AFO to approach other trusts with targeted advertising of space

9.b) There was discussion on customer feedback and agreed to seek it after each gig. Agreed not to use an online questionnaire sent to customers but to put a feedback card in the spinner & on tables where appropriate.

Action: AN to stock cards in spinner