**WIDECOMBE COMMUNITY HALL CIO**

(Charity registration number 1182621)

**Minutes of meeting No: 5 of the board of trustees**

**of Widecombe Community Hall CIO held at OLD WALLS, PONSWORTHY**

**on Monday 23rd September 2019 at 7.30 pm.**

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| PRESENT: | NAME | POSITION |
|  | **Yvette Elliott (YE)** | Chair |
|  | **Sarah Reeve (SR)** | Secretary |
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|  | **Lloyd Mortimore (LM)** | Trustee |
|  | **Chris Elliott (CE)** | Treasurer |
|  | **Alan Peake (AP)** | Trustee |
|  | **Kris Blood (KB)** | Vice-chair |
| IN ATTENDANCE: |  |  |
| APOLOGIES FOR ABSENCE: | **Evelyn Edworthy (EE)** | Trustee |
| ABSENT WITHOUT APOLOGY: |  |  |

1. NOTICE AND QUORUM

* The chairman reported that sufficient notice of the meeting had been duly given and that a quorum was present. The chairman declared that the meeting was open.

2. DECLARATIONS OF INTEREST

* None.

3. MINUTES OF LAST MEETING

* The Minutes of the last meeting (21st August) were approved and signed

4. MATTERS ARISING

* (EE) Contacted Roger Claxton and process of linking WCH CIO website to Widecombe Village website is in progress.
* Awards for All draft application – waiting to make sure we are applying for what we will be spending in the next 4–5months. Potentially paying a Quantity Surveyor to work out detailed construction costings. A4A are currently underrepresented in this area.

5. PLANNING APPLICATION paperwork update

* Investigate approximate cost of walling: (EE) received one estimate, but will need more. General layout shown to Devon Wildlife Consultants – less double skin wall needed than we first thought. Corner where bat activity (including Great Horseshoe) has been recorded (38 flights of GHB in 3 months) needs to have no light leakage which could cause disturbance. Devon banking is an option in some areas and a section of opaque fence – ‘close board fencing’ with planting on one side. Currently plan has fence running in front of meeting room windows – could stop at corner of building and continue at rear corner with a gate at each end. Area outside building and garden will be left as a wild area with natural planting. Concerns were raised that the undeveloped side of the field shouldn’t be precluded from community use. Vendor wants to make sure whole field is available for community use. We will follow advice to protect wildlife. Could have a boardwalk for exploration of wild area, for example.
* Percolation test in Hays Field (LM): Test done. 3 holes dug, 450ml deep. Percolation recorded as 40secs per mm. Information to be included in drainage design and needed for planning permission. (CE) looking into getting a drainage design done including flood risk assessment access and drainage. Architects got one quote: £3,000. We have done some of the work already. ‘Ture Consulting Engineers’ quote: £2,000 – can start in 2-3 weeks. Also asked ‘Aquatech’ but they are not available until mid November. Much of the prep work has been done by us. Expenditure approved. (CE) to check that prep work carried out is sufficient.
* SW Water/Mains connection: in hand
* Western Power/mains connection: (CE & KB) contacted WP. Quote/estimate £4,500 to connect. Sufficient capacity in transformer already. Could have a car charging point etc. Price is the same whatever we have.
* Granite cladding: Advice from Nick Fell (Nudura). Granite cladding fixed with ties into the Nudura. Could take up to the top – soffit. Square meter price TBC. For planning permission do we have to state whether cladding will be 4’ high or full height on certain walls. Walls for cladding: end sections on front and main hall side.
* Planning Application outstanding supporting documents update: (CE) Fees to pay for PA. (YE) writing a Design and Access statement. Nearly got everything together.
* Application Form: Jo Rumble DNPA suggested that the Parish Council should submit the application but we don’t think it would be appropriate. The CIO will apply on its own behalf.
* Jo Rumble communication: Planning Officer has changed. Would we like another officer to consider pre app advice? We assume all officers would give the same advice if following official guidelines so we will go with advice already received.
* (CE) has been in touch with Architects – would they like to review our drawings as CE has adapted their original drawings? We still have a small amount of money to spend on initial design.
* Green Building Store: Energy modelling – not done yet but will be done soon.

6. FUNDRAISING

* History Group Bar: (KB &AP) ran it and raised £118.00.
* Widecombe Fair: We had a stall and had the plans on view
* Charity Auction: Successful event but with improvements needed for the future. Takings from bar and food covered event costs. Made an overall profit of £4,000. Not as well attended as we had hoped. A local event, didn’t draw people from outside the area. Publicity was not as good as it should have been. Local resident J. Bibby criticized our advertising – but has offered to give us advice and help with our marketing as she used to work in this area. Our poster was a bit bland. Need to spread advertising wider into other local areas. Big board displays in village for a month before an event. Use ‘Around Ashburton’ magazine. This event quite close to Widecombe Fair and marquee is still expensive. Better for a day event. (SR) to write Thank you letters to: J. Bibby, Wid Fair committee, Simon Butcher, ‘Go Tell Alice’, and Peter Farnsworth from Rendells.
* Gail’s Tor Climbing Challenge: Gail Fursdon is setting out to climb 119 Tors, sponsorship is coming in. Invitation to join her on a short 4 Tor walk on Saturday 21st September at 10am. Few went but it was an enjoyable morning.
* Future Plans: (YE) looking into signing us up for ‘Wonderful.org’ a site like ‘Just Giving’ but with no costs/commission. Very oversubscribed at the moment but we are on the waiting list. No events planned at the moment. (LM) suggested approaching the Widecombe Fair Committee to make us their charity of the year. Will approach them after the Precept Vote. Christmas event; Gail to finish her challenge with a public walk to Corndon Tor with mince pies and mulled wine. January might be better for next event – Quiz? Spring Show? A 100 club?

7. FINANCE

* £18,000 in bank account.
* £702 in PayPal
* £128 in cash
* Pledge of £5,000 to come in.
* Bright Ideas: £4.5k remaining funds. Spent £8.5k so far. From remaining funds: Bid Writing £1k, Legal land costs £1k, Green Building Store £250, SW Water £300, DWC wildlife surveys £2k, Drainage surveys £2k.
* Payments for Authorisation – dealt with above.
* Community Fundraising sum update: 46% of target reached.
* After PP has been applied for and less other expenditure mentioned there will be £15k in bank. Apply for more grants rather than spending our reserves.

8. ONGOING DOCUMENTS

* Future spending (costings) (KB) has created a spreadsheet. Committee members to look at specific areas and cost individual items – rough figure at this stage. (KB) to do kitchen fitments. (CE) Technology. (AP) Bridge culvert. Design committee to discuss flooring types before costs can be researched. In ‘project plan folder’ on Dropbox.
* Bid Writer Draft Applications: nothing to do immediately. After PA will get some ready to go. (YE & EE) to look at in more detail.
* Project Plan: waiting for further developments.

9. PARISH COUNCIL UPDATE

* Parish Vote: Format agreed – a postal vole to all households. One vote per household. Receive voting slip and a factsheet explaining how the vote works, increases to precept, procedure and envelope to return voting slip. PC holding 2 informal drop-in sessions (Sat 9th November – Leusdon MH and Tues 12th November – WCH) to discuss the VOTE ONLY. We can hold our own open events and send out our own flyer/newsletter.
* Voting info being sent out on 23rd October. We will send out our newsletter just before – Mon 21st October. Our newsletter will answer some of the questions we have been receiving from the community and we will also hold an open session before the vote takes place.
* Voting is anonymous. Envelope has a reference so PC can see who’s voted and then can remind people who haven’t voted. No minimum turnout required but must have 55% majority.
* VOTE: Deadline is 28th November and the result will be announced on 5th December.
* (SR) has written a rough draft of a newsletter. Further comments to be emailed to (SR) for wording update. Date of open meeting (Sat 2nd November, WCH, 10–2) to go on newsletter.

10. POLICIES FOR ADOPTION

* Conflict of Interest; Complaints Policy (for customers on how to complain – external); Complaints Procedure (how to process a complaint – internal); Grievance Procedure (how to process a grievance – internal). All adopted.
* Still to adopt – look at next meeting: (KB) Grievance Write-up; (SR) Fundraising whistleblowing Policy; (EE) GDPR & Data Protection Policy; Privacy Notices; Safeguarding Policy.

11. HEALTH & SAFETY

* (AP) Nothing to report.

12. AOB

* (KB) sent (YE) the name of a contact at Manaton Hall who could help with costings etc
* (YE) ordered some good quality reusable glasses. £140.00. Reduce waste at events.
* At the point we submit Planning Application we will invite the Parish Council to do a site visit and talk through the plans with them.

13. DONM: Monday 14th October at 7.30pm. Old Walls.

19. CLOSE

There was no further business and therefore the chairman declared that the meeting was closed. 10:15 pm

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Chairman

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Date

N.B. **Highlighted Items** = Tasks to be