

WIDECOMBE COMMUNITY HALL CIO
(Charity registration number 1182621)

Minutes of meeting No: 20 of the board of trustees
of Widecombe Community Hall CIO held from OLD WALLS, PONSWORTHY
(virtual online meeting with members using Zoom)
on Monday 17th January 2022 at 7:30 pm.

PRESENT:	NAME	POSITION
	Yvette Elliott (YE)	Chair
	Kris Blood (KB)	Vice-Chair
	Sarah Reeve (SR)	Secretary
	Chris Elliott (CE)	Treasurer
	Alan Peake (AP)	Trustee
	Polly McAfee (PM)	Trustee
IN ATTENDANCE:	Gail Fursdon (GF)	Finance Administrator
APOLOGIES FOR ABSENCE:	Sophie Mount (SM) Lloyd Mortimore (LM)	Trustee 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 (29th November 2021) were approved and signed.

4. MATTERS ARISING

- CE – Old Noticeboard has been removed and replacement with a new one is in progress.

5. SUB-COMMITTEE UPDATES & NEXT STEPS

- **Design:** Work is ongoing to complete the Land Drainage Consent application and Planning Condition discharge – hoping to complete these in the next month or so. We have been recommended an external professional, who is a Quantity Surveyor (QS) with relevant skills and experience to support our work. Roger Farrow has provided a quote to assist us in moving the project forward using our planning drawings to approach 'Design & Build' contractors. Trustees unanimously agreed to accept his quote for £1700 to complete the first phase of works – Employers Requirements – and will leave the Design Sub-Committee to determine when they are ready to request that this commences. Quotes for further stages of work will be considered as the project progresses, but Roger's hourly rate was considered acceptable and he has confirmed £1m Public Liability Cover.
- Trustees agreed that we want to discuss this further with the Design Committee. Need to make sure items not clear in the drawings should be put in writing. The basic structure can't be altered any more. QS – discuss the ballpark build figure, but until we have quotes from Tenders, we can't narrow down costs precisely until then. Roger will sit down with Design Sub Committee, and prepare for approaching contractors, knowing that the project is going to take some time.
- Richard Casey has declined our invitation to re-join as a Trustee with thanks, but still wishes to support the project.
- **Fundraising:**
- **Christmas Lights Event:** – £576.35 profit. (still waiting for invoice from Church House). Refreshments sold well. Leusdon Hall Chairman was pleased to be part of a joint event. We sold 95 maps, approx. 240 people went around the trail. Received lots of positive comments. Decide later if we want to do it again next year.
- **Awards 4 All:** – application submitted in December for £10k. 6k for access 4k for summer community event in the field after access has been completed. Wait for response.
- **Peoples Postcode Lottery:** – nearly have application ready. Very short window of opportunity to apply; early February. Hoping for £20k (maximum allowed). Would be towards access works. If successful it would enable access work, drainage and first work in field.
- **Duck Race:** – outdoor event in spring, Gail & Miles Fursdon have kindly offered to host the event again at Waterleat Lodge. Tea & Cakes for refreshments and a Tombola for extra funds. Also do online Duck sales. Hope people would be happy to attend as it is outdoors.
Date: Sunday 24th April, 2.30–5pm, Waterleat Lodge.

6. FINANCIAL UPDATE (Finance Administrator: Gail Fursdon)

- Total in Accounts: – £64,279.02
Petty Cash: £458.43
PayPal: zero
- Local Fundraising Target has reached £31,852.60 (= 63 % of total £50k)
- Restricted funds: Elm Grant Trust £2.5k (Access works)
Unrestricted: the rest.
- Nothing outstanding.

7. MARKETING

- YE asked Sophie to take on Facebook page. Try and keep it up to date more often to attract more interest. Evie still managing website at the moment – Polly will take this over eventually.

8. NEXT STEPS

- Both sub-committees progressing well. Will continue to communicate by email. Both committees entirely made up of Trustees – additional members would be welcomed. Gail will be involved with Finance committee.

9. A.O.B.

- VAT – not heard back from the Accountant yet.

10. D.O.N.M. – Thursday 17th January 2022, 7:30pm, Zoom.

- Design Sub-Committee Meeting Thursday 10th January, Zoom.

11. CLOSE: There was no further business and therefore the chairman declared that the meeting was closed. 8:40 pm

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Chairman

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Date

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Date

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