**WIDECOMBE VILLAGE HALL STEERING GROUP**

**MINUTES OF THE 20th MEETING HELD ON Monday 21st January 2019**

**OLD WALLS, 8pm.**

**PRESENT:**, Yvette Elliott, Chris Elliott, Richard Casey, Kris Blood, Evie Edworthy, Sarah Reeve, & Alan Peake (via Skype from Yellowstone National Park).

**APOLOGIES**: Lloyd Mortimore, Sue Jones & Tim Hassell (WPC).

**IN ATTENDANCE:** Sarah Nosworthy

**APPROVE MINUTES OF LAST MEETING** (20th December 2018): Approved.

*Initials in brackets indicate tasks completed*

*Initials and text in red indicate tasks to be done…*

**SARAH NOSWORTHY**:

* Has kindly offered to organize a Charity Auction for the Saturday after Widecombe Fair 2019. 14th September. Has done similar previously. Would be hoping to raise £10,000.
* Ask Widecombe Fair Committee if we can extend the hire of the main marquee for the event. WVHSG to ask Committee. Get the date set.
* SN looking at 100 lots & no more. Items to be Auctioned could include if WFC are willing is the opportunity to be one of Uncle Tom Cobley’s men in 2020.
* Also asking local hostelries such as Moorlands Hotel and Bovey Castle for 1–2 night stay.
* Henry Bruce the sculptor is making something, also Flora who is creative as well.
* SN working through a list of people/connections. Many to be confirmed.
* 2 Celebrity Auctioneers lined up - both excellent experienced Auctioneers.
* Internet Access: not sure how possible this is. (CE) to look into further. – ask RENDELLS.
* Open up the event to a wider audience – advertise on FB and spread the word – website, Parish mailing list.
* SN asked the Marines @ Lympstone – Assault Course? Miniature Gun Crew (suitable for children)?
* SN will get ‘Contract of Promise’ from donors.
* We need to come up with some ideas: family tickets to things; eg Woodlands, Paignton Zoo. ‘Exeter Chiefs’ 2 people in the ‘box’ for a home match.
* Event will be late afternoon 3–5.30pm followed by a barbecue.
* WVHSG will run cake stall, tea coffee and bar.
* Make sure event is different to Widecombe Fair.
* (SR) suggested having live music to encourage people to stay for evening/barbecue. Local band Wild Goose suggested also ‘Vicious Kitten’. (SR) to organize and book.
* Internet: Advertising from people who’ve donated lots – make a catalogue – give something back to suppliers. Auction catalogue – online.
* Licenses needed: BAR and LATE Licence.
* (SN) to liaise with (YE) and come to meetings as necessary.

**MATTERS ARISING**:

* (CE) Hayes Field noticeboard – in hand
* (RC) Fence has been reinforced with no further damage to banner.

**CORRESPONDENCE**:

* (SR) wrote a letter to Sarah Nosworthy re; Charity Auction.
* (YE) received an email from Bright Ideas funders. Widecombe Parish Council have confirmed they would be bank recipient for our funds until we become a CIO. Funds should have been released to PC account. We can now announce that the funds have been awarded/received. (EE) has guidance on how to do it and use logos etc.
* 100% success rate so far on funding applications.
* (RC) has applied to the DCC Community Fund for £1.10 per person in the Parish for a total of £474.00.

**DESIGN SUB COMMITTEE: (ALL)**

* New plans sent from (DWP). Haven’t responded to them with comments yet. Only been shared with Sub – Committee.
* New plans have main hall with second section containing entrance, MUR, toilets etc – this has flat sedum roof and curved walls at the front, which caused some concern. Main hall has lost some height. Overall square meter area is ok.
* DWP are keen to go to Pre Planning Application. Drawings need to be ready soon.
* Internal detail needs amending but this can be done at a later stage, only exterior needs to be ready for PPA.
* Design Sub Committee will have a meeting to clarify design changes needed so we can move forward with PPA. (Wednesday 23rd January, West Hayes, 3pm).
* Committee will discuss previously mentioned, finishing materials, parking, access etc and then communicate with Architect.

 **‘BRIGHT IDEAS’** **UPDATE**

* (YE) in contact with Debbie. 6 days of her time remaining. Has been supporting YE with CIO paperwork for Tozers.
* Debbie has also been helping YE with putting together a Business Plan.
* (YE) has been put in touch with a professional Bid Writer. Will have Tele–Con. next week. Amanda was pleased to see Dawn Eckhart’s (DCT) funding report which Debbie will update. We will use her later in the year when we become a CIO. Cost of 8 days support =C. £2,000.

“An important choice to make at the outset is whether the CIO will be a ‘**Foundation**’ (where the trustees are its only legal members) or an ‘**Association**’ (where there is a wider membership). In an Association, the members may have power to appoint and remove trustees and usually to vote at an AGM. But many charities do not appoint members beyond the trustees themselves because:-

i. the trustees are answerable to the Charity Commission and, through it, to the public, and are deemed to know their legal responsibilities;

ii. so they ‘carry the can’ if things go wrong and should not be told what to do by people who have no legal responsibility; and

iii people with a particular interest in the charity (beyond simply giving it money) can bring "charity proceedings" if they can persuade the Charity Commission that there are grounds for thinking that the charity is not being run properly.

* CHARITY REGISTRATION PAPERWORK: (YE) received questionnaires from Tozers. Debbie has assisted with these. Advised to use standard Constitution from Charity Commission. Choice of becoming a ‘Foundation’ or ‘Association’. Here is an extract from the supporting document to explain further:

So you may prefer the more tight-knit format of a Foundation. You could still have a category of informal or associate (non-voting) ‘members’, such as supporters or subscribers, but they would have no legal say in how the CIO is run. This will depend upon the charity's own views and the dynamic of your organisation.”

* The CIO name will be ‘Widecombe Community Hall’
* We agreed not to ask a Parish Council member to become an ‘Ex Officio Trustee’, but to invite a representative onto the Board of Trustees (currently TH).
* Discussion as to whether there should be a maximum term for holding office. Decided not to set a maximum term but accept a Trustees offer of continuing office. Set a block of time then offer to stand – either voted to continue or not and you finish. Should be able to vote people off committee.
* Should there be a Casting Vote for the Chair? – Yes.
* Went through the rest of the form and amended details.
* ‘Locality Grant’ of £12,500 has hopefully arrived. We can go to PC and get funds as we need them. We can now take out subscriptions – Quickbooks, SimplyDocs etc. Will wait until we have several items before requesting funds from PC.
* TRUSTEE TRAINING: As we are a big group they would come to us which would be more cost effective & allow more people to receive the training. Debbie to check this is ok. Hire Leusdon Memorial Hall for the day and bring & share lunch for a 9–4.30 session. Date TBC.

**FUNDRAISING**

* RACE NIGHT planned for 9th February. 30 people have booked so far. (40 Max). Volunteers needed for puddings. Costs: Hall Hire and new Disc.
* DUCK RACE planned for Sunday 7th April. Gail & Miles Fursdon have kindly offered this event to be held at Waterleat Lodge. Will also be BBQ. (GF & YE) to go on a food hygiene course which will be useful for this and future events. Ducks we can borrow.
* Events in Parish Link, Website and Facebook.
* COMING UP: Nothing yet in March. Ideas; Pancake coffee morning?
* Val & Simon Tame can’t now do Open Garden. Jane Bibby, their neighbor, might be open her garden in June.
* BARN DANCE: Band ‘Cotton Mill Ceilidh Band’ have offered their services for a Barn Dance fundraiser. Sue Jones has kindly offered the barn. June has been suggested and 22 & 29 June are possible dates. Explore further and check what else is happening locally.

ADVERTISING & MARKETING

* (EE) Keeps things updated on Website and Facebook.
* (YE) Puts notices in Parish Link each month
* On noticeboard in site it would be good to have a ‘Fundraising Target’ in the style of a thermometer. (YE) to look into.

**TREASURER’S REPORT**:

* £13,066 in Bank Account. ICO Insurance renewal=£40.
* £6 in PayPal. £20 in cash.
* Able to clear A4A costs soon – 3 weeks left to deadline.
* (YE) will create a spreadsheet to keep a track of fundraising – local & grants. We have raised 18% of local target so far, with £7,700.89 from fundraisers and £1,094 from grants and donations =£8,864.65

**MEMBERSHIP REPORT**:

* (EE) reports that we have no new members. Maybe push ‘voting rights’ nearer AGM to encourage more people to join.
* When we become a CIO – advertise membership again then.

**RECORD OF HOURS**:

* (ALL) continue to keep updated. Most have updated.

**NEXT STEPS**:

* Mostly covered – Design Sub-Committee, CIO Reg. Paperwork, fundraisers planned.

**AOB**:

* General Info: Money that Police receive from local crime can be donated to local communities. “Proceeds of Crime” amounts given up to £10,000.
* (KB) Acquired software and has created a ‘Project Plan’. Looking at deadlines to keep project focused. Overview-Construction Phase-Business-Funding. (ALL) Committee to look at in detail and comment.
* Debbie (BI) wants a CV from each member of the board. She will suggest a template for us to fill in.
* Pre–School are keen to support the new hall with fundraising. Have recently received a grant of £8,000 from the Co-Op for a sensory garden and outdoor classroom & WVHSG intend to apply during next round of funding.
* (RC) looked into match funding in relation to the purchase of the land. (YE) to explore further.

**DONM**: Monday 25th February 2019, 8pm, Old Walls.

Meeting closed at 10.06 pm.