**WIDECOMBE VILLAGE HALL STEERING GROUP**

**MINUTES OF THE 18th MEETING HELD ON Monday 19th November 2018**

**OLD WALLS, 8pm.**

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

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

Alison Thomas has left the Committee due to other commitments but will be available to help as the project continues.

**APPROVE MINUTES OF LAST MEETING** (15th October): Approved.

*Initials in brackets indicate tasks completed*

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

**MATTERS ARISING**:

* (YE) will start the CIO registration process. This links with our grant from ‘Bright Ideas’ which is discussed later in the meeting.
* (Design sub–Ctte) have read and familiarized themselves with DNPA Design Guide.
* (KB) Discussed archive/digitizing proposal with History Group. HG expressed an interest in having Archive storage space but did not feel able to contribute to fundraising or have extensive involvement in the project. Now that the Hall is going to have to be smaller, any Archiving space might have to go. KB estimates a cost for such a space could be £70,000.
* (YE) Ecological Appraisal – Couldn’t be carried out until Spring 2019. Separate grant might be needed. A4A was primarily for Architect and Planning. ‘Bright Ideas’ might be of some help.
* (CE) Quotes for FRA (Flood Risk Assessment) Too soon to commission one (EA do not require for general PP). Architects want to confirm what reports needs to be done regarding stream crossing.
* A4A has time limit on spending funds (YE) to confirm if there is a strict deadline. Architects could invoice us – money into a ‘client account’ which they will draw down when appropriate if necessary.
* DCT funds update: (YE) reported that after an exchange of constructive emails, DCT are not withholding funds from the Crowdfunder campaign for Walk for Widecombe. Funds raised = £6,445.13. We have maintained a good relationship with the group and hope to work with Martin Rich in the future. DCT unable to give a detailed breakdown of fundraising from the event. Still awaiting to find out about matchfunding from DCC.
* (ALL) Christmas Tree competition entry planning. In hand.
* (EE) Updates on Facebook, website etc complete. Not as many people have renewed their membership. Discussion as to whether to change the name to ‘sponsor’. Decided to leave as it is to comply with constitution.

**CORRESPONDENCE**:

* No correspondence.
* Still some ‘Thank You’s’ outstanding from the ‘Walk for Widecombe’ Day. (YE/ALL) will send out personal Christmas Cards.

**DESIGN SUB COMMITTEE:**

This is a brief summary of extensive discussions. New layout plans from the Architect were viewed.

* We have set a budget of 600k. This means the footprint of the hall will have to be smaller, with fewer facilities. Keeping in mind the wishes and needs of the community.
* Alastair Denholm’s last design with one or two floors came in at £925k – 1.25m. This was more than he initially thought and way beyond what we could realistically fundraise. His attitude to risk with extra costs is not as strict as the Architect. His ideas were very useful in our considerations of the redesign.
* Current layout is based around a 300 – 325 sq m footprint.
* Three members of Sub. Committee revisited Meldon Hall to look at: layout, facilities, storage, design exterior/interior, kitchen facilities etc. Gave lots of practical ideas and visual aids for sizes of spaces and layout. Exposed beams in main hall give an attractive feature, a friendly aesthetic appearance and absorb some sound.
* Looking at not just having square/rectangular space for kitchen. Could be L shaped with serving area.
* Storage areas/toilets could be set outside main hall/MUR area with lower angled roof. More attractive shape to building than just a box.
* Current design space sizes: Overall 325 sq m. Main hall 150 sq m. MUR 35 sq m. Kitchen 16 sq m plus Servery 6m. Plant room will be determined by heating choices.
* Continue to share ideas with Alastair Denholm.
* Architect to draw up elevations and approach DNPA with Pre Planning Application even though the interior is still being developed.
* Committee to develop rough sketches to show at next meeting with DWA.
* We have some A4A grant money left to spend on Design. Some is due to be paid to AD for his work so far.
* DWA have given quotes for: Design up to and including seeing the planning application through, not including other fees.
* (YE) to email A4A to find out if there is a strict deadline for spending grant and what paperwork they require.
* (DSC) set a date for having final design decisions. Layout by Christmas. Form a decent proposal in the next two weeks. Began working with DWA in January 2018. Would be good to have a final design worked out by January 2019.
* (AP) asked about structure, steel frame? Insulated concrete walls? Haven’t discussed this in detail with DWA. Main hall could be IC with ancillary rooms made differently.
* Important decision to be made soon: How will it be heated?

**‘BRIGHT IDEAS’**

* (YE, KB & RC) met with Debbie from ‘Bright Ideas’. We have been awarded a grant which gives us 10 days of her time, 8 actual days and 2 for admin.
* Debbie can help us apply for a cash grant. She will also work with us to develop a detailed Business Plan drawing on our Feasibility Study.
* 1 day would be spent working with Tozers towards CIO status, Charitable role and appropriate Constitution.
* 2 days would be spent reviewing the work that Dawn Eckhart (DCT) carried out regarding possible available current funding.
* Debbie is a practical person with experience with other clients doing similar things.
* Bright Ideas is skills/time based. Discussed what we could apply for:
  + A grant to cover Tozers bill (less £300 from the Parish Council).
  + Membership of the Plunkett Foundation (www.plunkett.co.uk) who support BI. Membership is not expensive.
  + We have been advised to get ‘Simply Docs’ which is an application which generates general policies for Charities so we don’t have to start from scratch – Health & Safety Policy etc.
  + Grant to cover cost of Training eg How to be a Trustee of a CIO. Course in London.
  + Take up subscriptions to software such as Quick Books, Project Plan software, Construction Design Management – (Might be covered by Architect)
  + Employ a Professional Bid Writer to help apply for Grants.
* Debbie will help us draw this together. Grant App. Must be in by December 7th. Decision is quick and we will know before Christmas if we are successful.
* PROPOSAL: If we receive a grant but are not formed into a CIO the Parish Council could be asked to hold it for us in their bank account until we incorporate. We voted on whether this was agreeable. Motion carried. PC next meeting is in early December, (YE) to talk to TH and have it put in their Agenda.

**FUNDRAISING**

* Quiz & Supper: event was a great success with over 40 people attending. £350 raised.
* Christmas Whist Drive: Flash is running the event and has kindly offered to donate the proceeds to the Steering Group. In return we will help with publicity and donate some raffle prizes. (ALL) good raffle prizes needed for WD.
* Daf Edwards who runs the Widecombe Sailing Club has asked if we would like to run the bar at their future events. Committee were keen to do this as it will be a good fundraiser and help spread the word about the new Hall project.
* **Other ideas/Calendar of Events**:   
  (SJ) Mulled & Mincies Evening – Carol singing?  
  (EE) Race Night & Supper – Race video clips and bet on winners with humorous commentary. Date proposed 2nd February 2019.  
  (CE) Bingo Night – 3 weeks later, Buckfast, South Park.  
  (KB) Crazy Golf idea looking too expensive and complicated to do at the moment. Other ideas included ‘Crolf’ or ‘Crazy Croquet’…  
  (KP & AP) Wolf Talk and Photo Exhibition  
  Val Tame suggested Open Gardens  
  (SR) has volunteered her Ceilidh Band to do a Barn Dance – May or June?  
  Gail & Miles Fursdon have suggested an Easter Event – Duck race etc.

**TREASURER’S REPORT**:

W4W final yield from:

* the Sponsored walk,
* the donations added to the website resulting directly from 16Sep (eg stallholders, independent cash donations)
* Donations from general public responding to the crowdfunding totalled £4,370 - well over our best target
* The amount of gift aid arising from personal donations, subject to their designation as gift-aid-able.

We have received £5,1234.48.

This is additional to the £1321.65 we ourselves raised on the day. (And £150 is still reserved to settle a final bill).

**Total event funds raised to date are £6,445.13.**

*A really brilliant result of lots of commitment and hard work in Widecombe.* Congratulations to Widecombe.

WVHSG Finances total Balance currently

£13,031.94

being:-

Bank         £12,442.98

Cash          £583.33

Paypal        £5.63

**Financial Liabilities:-**

Cash:-

Outstanding from 16Sep Event W4W £150 for electrical work. Cash is not yet banked in order to cover this.

Bank:-

At risk is A4A balance which may be terminated at 8 Dec 18.  Still to be confirmed.

**MEMBERSHIP REPORT**:

* £135 in membership money has been received

**RECORD OF HOURS**:

* (ALL) continue to keep updated.

**NEXT STEPS**:

* Create a Project Plan (KB) to look into
* PC – feedback. YE to speak to TH for the next PC meeting.
* RC/KB/YE met with Debbie from BI. Email communication moving forward.
* Next fundraisers: (ALL) promote Whist Drive + raffle prizes. Race Night. (EE) Mulled & Mincies. (SJ)

**AOB**:

* (RC) Timetable to CIO: Timetable to transfer land to CIO. Unlikely before next summer. Debbie (BI) to help RC to sort out land transfer agreement.

**DONM**: Suggestions: 18/19/20 December, 8pm, Old Walls.

Meeting closed at 10:00 pm.