

WIDECOMBE COMMUNITY HALL CIO
(Charity registration number 1182621)

Minutes of meeting No:18 of the board of trustees
of Widecombe Community Hall CIO held from OLD WALLS, PONSWORTHY
(virtual online meeting with members using Zoom)
on Monday 1st November 2021 at 7:30 pm.

PRESENT:	NAME	POSITION
	Yvette Elliott (YE)	Chair
	Sarah Reeve (SR)	Secretary
	Chris Elliott (CE)	Treasurer
	Kris Blood (KB)	Vice-Chair
	Lloyd Mortimore (LM)	Trustee
	Alan Peake (AP)	Trustee
	Polly McAfee (PM)	Trustee
IN ATTENDANCE:		
APOLOGIES FOR ABSENCE:	Sophie Mount (SM)	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 (27th September 2021) were approved and signed.

4. MATTERS ARISING

- YE to investigate HMRC VAT position for new build: In hand
- YE/PM to investigate the Heritage Lottery Grant that Shallowford Trust received: In hand
- YE to offer payment and thanks to the Caseys for hedge trimming: Task completed.
- CE to install new Noticeboard: Not yet

- YE to write in Parish Link inviting displays for Christmas Lights tour: Task completed.

5. CORRESPONDENCE

- YE interested in doing a joint venture with Leusdon Memorial Hall. Suggested a list of jobs for each to share & split proceeds. Letter was sent to LMH committee. Leusdon would prefer to do their own refreshments and keep the proceeds, we do the rest and keep the proceeds from ticket sales and refreshments from Church House. We would have preferred it to be more as a joint venture. Would like to include them to get more households to join in the lights display. Discussion; Let Leusdon do their own refreshments, and we do what we did last year. Event will coincide with the Christmas Tree Festival which will open later in the evening to allow people to do both things.

6. SUB-COMMITTEE UPDATES & NEXT STEPS

- DESIGN: Chis Hart updates; Need to setup a design sub-committee meeting soon. Land Ecology Management Plan – possible some inconsistency. (KB) to have a look at plan and check for any inconsistencies. Have a look at - Phase 1 PP Condition Discharge and LDC. See screenshot. Need volunteers for some of the jobs.

Design committee tasks to deliver phase 1 PP condition discharge and LDC

Task	Who	When	More detail
Phase 1 of project Construction Method Statement	CE	22/11 draft	PP grant (cond. 3)
Construction Env. Management Plan	CE/xx	22/11 draft	Officers <u>rpt</u>
Landscape & Ecological Man. Plan.	xx	22/11 draft	Officers <u>rpt</u>
Surface Water Management Plan	CE	22/11 draft	Existing plan
Phase 1 schedule of materials and finishes	xx	22/11 draft	

Drawings to support above

Culvert temporary works drawings

Site layout during culvert construction

Final culvert cross and long section drawing

Plan view (slightly amended from existing)

Plan view with finishes referenced

- AP to look at Schedule of materials and finishes for Phase 1: Culvert and carpark. Not main hall. Check for inconsistencies and look at details. AP & KB to look at. Then meet in two

weeks time and look at documents. Monday 22nd Nov for Design Sub-Committee meeting.
CE to send out drawings and materials to work on for the meeting.

- FUNDRAISING: PM – ‘Awards 4 All’ & ‘People’s Postcode Lottery – closing date gone (only open for 9 days). Next round opens on 1st February 2022. Awards 4 All ~ need more information to complete application. YE & PM to get it ready. We couldn't start culvert work until April, May anyway. Can't start before money is awarded.
- Christmas lights; December 16th-18th Thurs–Sat. Evie will do online map sales. Christmas Tree exhibition on at same time, will be open later so people can do both. Donations of mince pies and help with serving each evening from 5–6:30pm.

7. FINANCIAL UPDATE

- Subscription for Quick Books – only outgoing expenditure.
- Draft accounts have come from the accountants. **Committee to look at them** and check them. Then we can plan our AGM. Gail will take over Treasurer role after the AGM. Would like to be referred to as ‘Financial Administrator’, committee agreed to this.

8. A. O. B.

- None

9. D.O.N.M. – Monday 29th November 7:30pm, Zoom.

10. CLOSE: There was no further business and therefore the chairman declared that the meeting was closed. 8:44 pm

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Chairman

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Date

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