**WIDECOMBE VILLAGE HALL STEERING GROUP**

**MINUTES OF THE 18th MEETING HELD ON Thursday 20th December 2018**

**OLD WALLS, 8pm.**

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

**APOLOGIES**: Kris Blood, Sue Jones, Evie Edworthy, & Tim Hassell (WPC).

**APPROVE MINUTES OF LAST MEETING** (19th November): Approved.

*Initials in brackets indicate tasks completed*

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

**MATTERS ARISING**:

* (All) Plans for Christmas Tree Competition and a Mince Pies evening sadly did not come to fruition due to committee members having other engagements.
* (YE) Sent out Christmas Cards as Thank You cards to people who have helped and supported the Steering Group.
* (KB) Has sourced a Microsoft Project Plan Software. Hasn’t begun using it yet. Will be useful at meetings.
* (YE) Update for Parish Council. PC don’t meet in December. Decision as to whether they could be an account holder for us was needed. Tim Hassell and Clerk, Suzanna Hughes have had an email discussion with members and they have agreed.

**CORRESPONDENCE**:

* No correspondence.

**DESIGN SUB COMMITTEE: (ALL)**

* (CE) Reported that the Design Sub Committee were not satisfied with initial new Architect layout. Further discussion was held with Architect.
* New ideas: MUR – not on the end of hall but on the corner resulting in a shorter corridor and a storage area on end of hall which could also be a back stage area if empty during an event. Lobby area becomes a better space.
* Can still have main Hall and MUR for joint use.
* Architect sent updated layout. Still not sufficient bar/serving area, but improved.
* Accept that the budget will influence size/layout.
* These current layouts though not perfect are suitable for a pre–planning application. There are still small issues but we need to approach the DNPA before proceeding further.
* Overall size is 330sq m. Main Hall: 150sq m.
* Location: move orientation at an angle for best compromise for view and solar panels on roof. DNPA may want to comment on position of hall within site. (130º)
* (RC) commented on the large glazing area on the north wall of the hall. Suggested making it smaller as large windows, even double glazed, loose considerable heat. A balance needed between letting light in and heat retention.
* (ROSS/DWP) Suggested Plant room should not be near main entrance. A floor area of 329sq m rather than 300 previously suggested will result in a slight increase in costs. Disabled access toilet would be slightly larger.
* Much discussion/ideas regarding toilets regarding unisex? How many? Separate? Area required etc.
* Steering Group considered the two floor plans supplied by the architect. Option 1 has the bigger kitchen layout with better hatch area. Kitchen store area could be moved to other end. Would need some other alterations.
* External door at rear needed for access to Kitchen. With the building at an angle, gives more room for rear access.
* Parking spaces – 20 spaces, in two groups of 10.
* Other room layouts are more or less settled.
* Store on end of main hall could have lower roof. Full height roof on Hall with lower angle roove over store. Idea to look into.
* External materials: not discussed in detail. DWP have & will suggest ideas to us before we go to DNPA. There would be room for granite facing of feature walls/areas.
* (CE) spoke to Architects today. No longer have immediate deadline to provide invoices (A4A grant) so they have not charged us yet. We have until 7th February 2019. DWP will start again on 7th January.
* Design not going public yet.

 **‘BRIGHT IDEAS’** **UPDATE**

* Potential for a cash grant. Debbie suggested £12,500 as an indicative figure. (YE) applied and was successful. For details see next page.

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* (YE) received confirmation email. Sent through T & C’s. WE ARE NOT TO PUBLICLY ANNOUNCE IT UNTIL FUNDS HAVE BEEN RECEIVED. Then announce formally.
* 2nd Part of this process is to go online and fill out a declaration of who we are. Parish Council had to fill in paperwork as well as they are our bank account for the time being.
* Once funds are in the Parish Council’s account we present them invoices and they then release the money. We wait to hear from Suzannah Hughes (PC). We could ask for an amount to cover several things at once.
* We have until 31st December 2019 to use the grant.
* Any invoice over £1,000 must be scanned and sent to the Grant body. Our procedure is that we approve all payments with 2 signatories by email.

**FUNDRAISING**

* Christmas Whist Drive: Run by Flash Southcombe was very successful raising £166.00 which they kindly donated to the Steering Group. Mention was made that two people could not attend the Whist Drive in Church House as they were unable to come up the stairs.
* Horse Racing Night: Planned for 9th February. Tickets selling already. Event organized by Evie Edworthy.
* Charity Auction: Suggestion made by Sarah Nosworthy from Widecombe to organize a grand Charity Auction on the weekend after Widecombe Fair 2019 using the marquee from the event. Suggestion for possible Food Fair during the day with Auction in the evening. (SR) to write a letter to SN inviting her to attend our next meeting in January to discuss this idea.
* Crowdfunder Match-funding – It has been confirmed that there is none. A DCC Councillor decided no as they didn’t think it was worth funding. Love Devon also felt misled. The committee are disappointed but will not take things further.
* Community Fundraising – email updates have highlighted the following possibilities recently:
1. National Lottery A4A – can apply on an annual basis. Few applications received in Teignbridge – could do another one in March. Max grant available is £10,000. Could be for access etc.
2. B&Q donate unused stock – could be useful at a later stage eg Kitchen.
3. Co-Op – started offering interest free loans for Charities. Could be useful. Co-Op also have local fundraising project support.
* Local Fundraising Target: £50,000. Debbie (BI) will re-look at DE (DCT) funding report.

**VANDALISM**

* (RC) reported that the banner/frame on edge of site had been damaged. Boundary hedge will be reinforced. No further action will be taken unless the damage escalates. Recorded evidence of damage will be made.
* Continue to be open with anyone who wants to discuss project with us.
* At point of Planning Application Submission we will have another Open Meeting.

**ADVERTISING/MARKETING**

* (EE) Updates on Website. Anyone can update on SG Facebook page.
* (YE) Puts something into Parish Link every month
* Noticeboard – notices need to be bigger. (CE) to sort out over holidays.

**TREASURER’S REPORT**:

### Awards for All - £10k grant.

The remaining £5k has received a 2 month extension to spending deadline & remains available for use. It is earmarked for contributing to the upcoming Architects fees of about £9k.

### Current Status

The latest donation from yesterday’s whist drive of £166, already banked, has taken the current balance to £13,092.10 comprising the bank balance (13,066.47), £20 held in cash and £5.63 in Paypal account.

In addition we have received an award for 10 days of expert professional help from Debbie Stewart, partner at “TheFruitTree” partnership, and that has resulted already in a new grant covering all we requested at £12,656.

This latter grant includes an amount to contribute to completing funding of Architects fees and DNPA Planning Application.

### ICO Insurance renewal

A fee of £40 is due for renewal by 23 Jan 2019

**MEMBERSHIP REPORT**:

* Nothing to report.

**RECORD OF HOURS**:

* (ALL) continue to keep updated. Some have updated. Debbie was impressed that we were keeping the hours recorded.

**NEXT STEPS**:

* Need revised Cost Plan from Architect. Discuss when steps have been completed. DWP. Invoice sent needs amending before approving.

**AOB**:

* (LM) Asked what stage do we purchase the land. Not until we are a CIO. Then formal valuation and RC will get financial advice. Price to include legal fees. Land for Community use only.
* CIO name “Widecombe Community Hall”. (LM) offered to do an engraved stone.

**DONM**: Monday 21st January 2019, 8pm, Old Walls.

Meeting closed at 9.45 pm.