**WIDECOME VILLAGE HALL STEERING GROUP**

**MINUTES OF THE 10th MEETING HELD ON Wednesday 25th March 2018**

**PRESENT:** Richard Casey, Yvette Elliott, Sarah Reeve, Lloyd Mortimore, Chris Elliott, Evie Edworthy, Kris Blood (WHG)

**APOLOGIES**: Tony Hodgkiss, Jayne Boswell, Simon Butcher.

**Co–Opt History Group Representative onto Committee**: Tim Whitton who was going to join the Steering Group has decided not to as he felt there would be a conflict of interest. Kris Blood has agreed to join the Steering Group.

**APPROVE MINUTES OF LAST MEETING** (27th February): Approved.

*Initials in brackets indicate tasks completed*

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

**MATTERS ARISING**:

* (SR) Had put together income/expenditure information from Church House but had forgotten to bring it. Will send out to committee members as a PDF.
* (YE & CE) to write and agree a statement about Church House for the Feasibility Study. Church House is fully behind the new hall project. Church House committee intend to continue running it if financially viable. Improvement of Church House is limited due to it’s historic nature, however this feature makes it attractive for certain events eg: Craft Markets.
* [JB] (YE) to have a look at the ‘Project Plan’ that Jayne Boswell created, look at fundraising stages. (YE) Re sent out the Dropbox invite. JB has not been in contact with the Steering Group for some while and attempts to contact her have received no response and so is presumed to no longer wish to be a member.
* (SR) wrote a letter to the Widecombe Fair Committee explaining the site selection by the architects and thanking them for allowing us to consider the Fair Field as a possible location.
* (LM &CE) took photos showing the position/height of the proposed hall looking at visibility from the surrounding area. These were sent to the Architect who found them very useful.
* Sports Provision: the standard changing rooms/showers layout suggested by Sports England is sufficient at this stage.
* (YE) discussed becoming a Registered Charity with Martin Rich (DCT). We would become a Charitable Incorporated Organisation (CIO) and should allow 3 months to complete the registration process. This would include time with a Solicitor, who has been recommended. The cost of this is unknown. The Charity Commission have 40 days from application received to complete the paperwork.

**HISTORY GROUP UPDATE:**

* WVHSG have received an email from the WHC explaining their position. There are still a lot of unknowns such as; could they afford the space once completed as their income stream is small, membership money only covers meetings and outings.
* As they are a charity they also need to look at other options and can’t ask the full membership yet until more information is gathered.
* Still an option to look at Church House, but could be dependent on using a lift for access. This has already been discounted from earlier enquiries to the National Trust.
* WVHSG have moved forward with the project more quickly than HG anticipated and now feel rushed into making decisions.
* Documents from Architects sent to Tim Whitton have been passed onto Kris. More information is available on the website.
* It seems that when considering the development of a new hall the use/future use of Church House must also be considered. What the National Trust might want to do with the building is also unkown and will remain so unless/until the Church House Committee end their lease agreement. (SR) proposed having a meeting with members of the Steering Group, History Group and Church House to talk about ideas/aspirations. **[SR] has since spoken to Di Cameron, Secretary of the Church House committee, and agrees that a meeting would be useful but NOT to involve the National Trust at this stage.**

**AUDIT FEEDBACK & RECOMMENDATIONS**:

*(Please see DCT ‘Catalyst’ document sent via email. The report goes into more detail and suggestions for action than can be included in these minutes)*

* (1) Need to go back to the community and hold an ‘open event’ /public meeting to get more of the community involved. Presentation WVHSG made at the Parish Meeting could go towards this.
* More detail needed in surveying the community particularly with the younger residents – children, families, teenagers. Look into approaching families through the Primary School newsletter. Also use social media: Facebook.
* What questions should we ask young people – unmet needs and aspirations. Look into doing an online survey through ‘survey monkey’. Easier for busy families to fill in than a paper copy.
* (YE & EE) to talk to parents at Primary and Pre School
* At the Primary School many of the children do not live in the Parish but might still benefit from a new hall. Younger children coming through seem to be more village focussed even if from outside the Parish – social activities would be village based.
* (2) ‘Key Stakeholder Engagement’ – speaking directly to users of other community buildings to make sure there is no conflict of use/demand.
* (YE & SR) To draft a letter: send out a letter to other ‘key stakeholders’, introduce ourselves and make sure we aren’t going to be competition. If groups are happy where they are they are unlikely to move to a new hall. Should state our intentions, give groups a chance to have their say, could be a possibility to enhance existing facilities. Suggested groups/halls: Leusdon Memorial Hall, Dunstone Methodist Chapel, Heatree activity Centre, Karuna Institute, Shallowford Farm Trust. Other groups to contact out of courtesy: Buckland, Postbridge, Holne village halls. Newton Abbot Young Farmers.
* Local Medical Centre – idea for use – haven’t found a successful working example in another hall.
* COSTING: from Architect based on initial design. Likely rather than actual. LM has considered construction of access bridge. Could be done very cheaply but would have to meet structural engineer requirements.
* Approach Funders and see what funding could be available. Get the community involved. Many skills and contacts in the Parish.
* Community Funding & Engagement work – write down the hours of work we have given to the project so far for meetings etc. – match funding. (SR) – send to RC.
* (6) Research and report on viable business case/operational model for the new asset. YE has spoken to committees of other halls – write up for Feasibility Study.
* Financial Sustainability – uses of the hall, possible income stream. If History Group has a Heritage Centre this could be an extra income stream, footfall.
* Capital Investment Plan looking at where we can get funding.
* Dawn Eckhart (DCT) Audit was done free of charge as she found funding from elsewhere. Record the amount – match funding.
* We can speak to other organisations. Draft a letter to DCT for approval first.
* Analysis of Data so far. Get DCT to look over it – might be a fee for this.
* (YE) to ask Dawn (DCT) to move forward with Capital Investment Plan
* Dawn very complimentary on what we have done so far
* (YE & CE) Writing up Feasibility Study – continuing to work on this.
* PV/Heat Pumps – bigger capital cost but long term savings on running costs. CE suggests insulation & good design. Solar might not bring in much income as feed in tarrifs have been cut but still worth doing.

**DATA PROTECTION**

* We are registered with Information Commissioner’s Office (ICO).
* New rules ‘General Data Protection Regulation’ (GDPR) coming into force soon.
* Parish Council Clerk Suzanna Hughes has been on a course and is working to put their things in place. SH has agreed to share her knowledge and help us put together a Data Protection Policy and Privacy Notice.
* Members must ‘opt-in’ to allowing us to hold their data. (EE) to adjust the wording on the membership form.
* Parish Council are signed up to ‘Mail Chimp’. Do they store data?
* (CE) Volunteered to be the Steering Group’s ‘Data Protection Officer’ to oversee that Evie is following the correct procedure.
* 14th May is the deadline for compliance. Procedures & Policies in place.

**DCT MEMBERSHIP RENEWAL**:

* Expires on 24th April. Has been a very useful membership.
* (YE) to renew the annual membership at a cost of £50.00. (CE nominated, SR seconded).

**CORRESPONDENCE**:

* Email received from the History Group – see History Group Update above.
* History Group summary: Architects move forward with current layout plans one with and one without Heritage Area. Idea to use mobile shelving rather than static could mean Archive area could be smaller, although this would limit opportunity for expansion in the future. Heritage Area would mean the Plant Room would need to be bigger (climate control etc).

**TREASURER’S REPORT**:

* RC reported that we have £8,781.00 in the Current Account.
* Petty Cash stands at £46.00
* Total amount: £8,837.00
* Proposed creating a budget for suggested future spending.
* Appoint an Auditor. Roger Claxton has been suggested.
* Financial Year End will be 31st May. Allows time to audit accounts in time for the AGM   
  in July.
* AGM must be before 24th July.
* Notice of the AGM must be given 3 weeks beforehand. 1/6 of the membership must attend.

**MEMBERSHIP REPORT**:

* (EE) reported that there are 14 memberships. 2 Individuals and the rest families. All within the Parish except 1.
* (EE) to contact Tony, Jayne & Simon to become members. Will set a deadline.
* History Group can’t join ‘en-bloc’. Individual/family membership is part of our fundraising and also some members are from outside the Parish.
* (EE) Suggested that having a PayPal account would make it easier for people to pay their membership. (RC) to set one up.
* (EE) Asked that emails addressed to other people should be kept marked as unread otherwise it was easy for her to miss them.
* Membership year will expire at the AGM.

**PARISH COUNCIL AGM (PARISH MEETING) FEEDBACK**:

* (SR & YE) Gave a talk on progress so far. YE & CE provided display boards and a screen to show plans and maps from the Architect. Talk was received well with people approaching to ask questions before and after the meeting. Martin Rich (DCT) spoke briefly at the end of the presentation.
* Didn’t get an opportunity to invite the Parish Council to become more involved.
* (SR) to write to the Clerk of the PC inviting a member to join the WVHSG.
* (EE) to talk to Nick Smith who has expressed an interest in becoming involved in the local community to see if he would also like to join the steering group.

**NEXT STEPS**:

* **FUNDRAISER**: Quiz & Supper night – Saturday 28th April. Leusdon Memorial Hall. £10 a head. Advertised in the Parish Link. Supper to be lasagne & puddings. Email members and advertise on parish notice boards and at school.
* **OPEN EVENING** – tie in with AGM. Feasibility Study should be written up by then. Encourage more community involvement.
* Have a meeting with members first before the public meeting.
* **DECISION** – Decision whether to go ahead with the project – a public vote? F/S if it is objective should give us the decision. Does it look affordable etc.
* **FUNDRAISING IDEA**: Suggested by Martin Rich (DCT). Here is his email which explains the idea:

*“Our organisation run a promotional theme called ‘Love Devon’, the purposes are to raise funds to support our activities, build a fund to assist village halls and to help community projects raise funds. My colleagues who run the scheme have asked me if I know of a project that could be the focus of a fundraising and promotional event this year – I thought of you.*

*The idea is that we would put on an event that would draw in the public as sponsored participants. Your project would be the beneficiary of the income and we would use the event to promote ourselves to potential funders of future activities and to other communities that would like to get involved with us. Our group was thinking of a sponsored walk, but my imagination is a bit more ambitious.*

*I am thinking about the possibility of keeping the marquee on the show-field to the following weekend and then use it as a base for an event or events.*

*Events might be: One or more performances in the tent, a walk, run, horse ride, gymkhana, event for 4x4’s. Possibly several events spread over two days. We have interest from t.v., radio and press to cover an event and Widecombe would be a draw for them. We also have the potential for specialist help for events.*

*(continued…)*

*We would organise sponsorship to cover costs and field our staff to help with the organisation, both prior to the event and on the day. We would like input from the community about what kinds of event we might put on and some local knowledge to assist the organising. This would get your funding underway and there are no strings attached as to when the proceeds have to be spent by.*

*If this sounds like a runner, then I’ll come and discuss with the hall group, fair cttee and PC”.*

* Positive response to this proposal, (YE) to stress that we are only at the Feasibility Stage at the moment.

**AOB**:

* HAYES FIELD: Could we do a fundraising event there in the summer? Family day?
* (RC) suggested getting sculptor Henry Bruce to put his ‘Stairway to Heaven’ artwork in the field.

**DONM**: MONDAY 30TH APRIL. 8pm. Old Walls.

Meeting closed at 10:20pm.