**WIDECOMBE COMMUNITY HALL CIO**

(Charity registration number 1182621)

**Minutes of meeting No: 6 of the board of trustees**

**of Widecombe Community Hall CIO held at OLD WALLS, PONSWORTHY**

**on Monday 14th October 2019 at 7.30 pm.**

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| PRESENT: | NAME | POSITION |
|  | **Yvette Elliott (YE)** | Chair |
|  | **Sarah Reeve (SR)** | Secretary |
|  | **Chris Elliott (CE)** | Treasurer |
|  | **Lloyd Mortimore (LM)** | Trustee |
|  | **Evelyn Edworthy (EE)** | Trustee |
|  | **Kris Blood (KB)** | Vice-chair |
|  |  |  |
| IN ATTENDANCE: |  |  |
| APOLOGIES FOR ABSENCE: | **Alan Peake (AP)** | 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 (23rd September) were approved and signed

4. MATTERS ARISING

* Thank you letters and emails following Auction (SR-/YE) Done. Also emails to Wild Goose and Cotton Mill Ceilidh Band (for the Barn Dance)
* Costings sheet (ALL) discussed in detail in item 8.
* Newsletter discussed in item 9.
* A4A draft application: (YE) In hand.
* Widecombe Fair Committee charity request. They don’t decide until next spring. Need to get planning permission first before we ask.

5. PLANNING APPLICATION paperwork update

* **SW Water**-: information is being acquired - drainage design by Steve Morrell (True Consultant company). Starting work next week. Another survey done, using manholes in the street; gravity flow. Toilets on plan are in the highest spot. Outcome of report, shouldn't affect current design but information needed on plan for water drainage. Report is a requirement for planning.
* **Architect Feedback**: DWP – ok with us altering their design. Go ahead with Planning. We've done good preparation work. Make sure Devon Hedgebank is exactly where we want & no longer than necessary, would be difficult to remove later. Fencing more flexible.
* **Updated Design Layout**: (looked at plans on screen). (CE) Site gifted for community use. Area of field left after building finished currently indicates 'Wild Flower Planting’. Ecologist happy with that plan but maybe make it more general. Need to create management plan for whole field giving full community access and use without precluding any future development.
* Checking that car parking spaces are wide enough. 2.5m x 5m. If we want to make them wider we will lose a space. 2 electric charging spaces proposed. Fence in front of meeting room no longer blocks windows. Blinds will prevent light leakage re: bats.
* Drawing shows advice from all surveys carried out. Management plan for rest of field to be supplied as a separate document. (LM and KB). This plan must guarantee that the whole field will be for community use both now and in the future. The whole area must be accessible to the community.
* Culvert design compares with Devon County Council under Land Drainage Consent.
* Green Building Store: done their report – energy modelling of building. We supplied estimated usage of hall. Looking at heating requirements est. 7,000 kWh per year.
* **Outstanding Documents:** Design and Access statement, Drainage Plan, write up Arboricultural report. Design and Access statement: Looking at how building will be used, accessed, and how design decisions were made, any restricted covenant. Also includes disabled access, sustainability, services, travel and parking. (YE) to draft and share.
* Application Form. Fees for PA not known yet, depends on land area – Waiting for Drainage Design, which is due soon.

6. FUNDRAISING

* Gail’s Tor Challenge. Aims to finish on Monday 30th December. Inviting people to join her on the last walk to Sharp Tor, Yar Tor, finishing on Condon Tor. Back to her house for mulled wine and mince pies. Will need to know numbers beforehand.
* January Quiz and Supper night: 18th January 2020. Leusdon Memorial Hall booked.
* YE went to Fundraisers Forum: approx. 20 people from community groups. Shared lots of fundraising experience. Suggestions to develop website more eg: a page with details of Trustees on, a page with our policies etc to demonstrate to Funders what we are doing. Create an Advisory Board – meet once or twice a year; made up of significant people such as an MP, Trustee training manager, young people from community etc, to come and discuss your project and give advice/opinions. Shows due diligence. Can offer incentives to encourage young people to get involved! YE came away with lots of ideas. (EE) will update website.
* Future Plans: (YE) has info on running 100 dubs etc from the Forum event for progressing.

7. FINANCE

* Not much to update since last meeting.
* Authorisation: Estimate of £2,000 for planning. Committee approved.
* Drainage Design Survey – Approved.

8. ONGOING DOCUMENTS

* Future spending – Costings-spreadsheet. (All) (KB) setup spreadsheet for costings of separate areas of hall eg: kitchen equipment, chairs, staging, etc. Committee to add items not yet included. Give us a rough idea of what things might cost. Look at possible installation costs if possible.
* For a new build we will look at best value – Nudura or other method of building. Put some things out to tender to get best price.
* Document on Dropbox for committee access – Some information will be put onto Business Plan. Could at a later stage invite community to see general figures to see if there are better alternatives – second hand etc.
* Bid Writer: (YE) to speak to her again in November as grant must be spent by end of December. Will get together with (EE) as well.
* Project Plan-ongoing

9. PARISH COUNCIL UPDATE

* Our Newsletter: £50 to have them printed by an online company. 300 double sided copies. Delivery to be arranged by committee. (YE) to sort a list. Deliveries Mon 21 / Tue 22.
* Our Open Day: Saturday 2nd November 10–2 in Church House, upstairs. Serve tea and coffee. (KB) bring milk and biscuits.
* Will be there to answer questions and show plans and reports. Committee to take turns to attend.
* Thursday 5th December – announce result of vote at PC meeting. Might be asked for their view on planning application which we will have submitted. When PA is submitted we will invite PC to do a site visit and show them plans etc.

10. POLICIES FOR ADOPTION

* Grievance Write Up (internal Grievance Policy) and Fundraising Whistleblowing Policy  
  Both adopted.
* Rest carry forward. (EE).

11. HEALTH & SAFETY

* (AP) Nothing to report.

12. AOB

* Share final documents for Planning Application by email amongst committee for approval.

13. DONM: Monday 11th November at 7.30pm. Old Walls.

19. CLOSE

There was no further business and therefore the chairman declared that the meeting was closed. 9:45 pm

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Chairman

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Date

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