**WIDECOMBE COMMUNITY HALL CIO**

(Charity registration number 1182621)

**Minutes of meeting No: 2 of the board of trustees of**

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

**on Monday 24th June 2019 at 8:00 pm.**

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

* Each Trustee to email details to Secretary for inclusion on a spreadsheet. **Email to SR**.
* Information to indicate where conflict of interest might occur.

3. MINUTES OF LAST MEETING

* The Minutes of the last meeting were approved and signed

4. MATTERS ARISING

* First Aid kit will be purchased shortly. (**YE**)
* Annual Insurance cover activated 1st June 2019.
* Previous Members all informed of their free drink at the Barn Dance
* Quick Books has been purchased
* The record for Trustee/volunteer training has been set up

5. GRAND CHARITY AUCTION

* Sarah Nosworthy has not kept in touch with the Committee. A letter will be sent thanking her for her input to date, and informing her that the Committee will take over the organisation of this event forthwith. (**SR**)
* A sample letter requesting a donation has been sent to all Trustees. Each Trustee should select some organisations to whom to write. (**ALL**)
* The Marquee and band has been booked and a potential Auctioneer contacted. Some lots already secured.

6. BARN DANCE

* The Barn has been cleared and cleaned. Anyone who is available on Saturday for set up please arrive from 10:00 am onwards.
* Vegetarian Food to arrive by 5:00 pm
* The Band will start their first session at 6:30 pm
* (**EE**) to make a short speech on the night to update on our work, detailing the Vote and urging support.
* Band members and hosts will receive free entry and food.
* The portaloos are arriving Wednesday. AP to supervise.
* The Beer will be set up on Friday (CE)
* Updated volunteers rota to be sent out (**YE**)
* Clearing up will commence on Sunday at 11:00 am. Volunteers required.

7. DESIGN SUB-COMMITTEE

* The Topographic Survey has been completed and the Arboricultural Report is underway (**CE**)
* The Earthworks Survey and Geophys will be completed over the next fortnight. At the suggestion of the Geophys firm, the primary school will visit during this survey.
* The bat Survey has revealed 10 species of bat visiting the site. A reptile Survey has yet to be completed
* Calculations for flood risk assessment will be carried out by us using approved software (**CE**)
* Lodging the archaeological results may result in a small cost.
* It was agreed that the design must allow for possible future extension.
* The debate on the orientation of the building must be resolved. CE is awaiting information from a MVHR firm for useful input.
* The committee was brought up to date with the current internal arrangements.
* It was decided that the next committee meeting would concentrate on a design update and a final agreement on orientation and internal layout with Trustees and Design Sub-committee members present. Updated diagrams and information to be emailed a week prior to meeting for consideration.

8. FINANCE

* The bank balance stands at just under £18,000
* The open gardens weekend brought in £1029. A letter of thanks will be sent (**SR**)
* Approximately £1000 received from advance purchase of Barn Dance tickets
* Expenditure on Barn dance will be in the region of £1700 - £2000.
* The following expenditure was approved:

 Bid writer £1008

 Majestic wine £141.70

 Bookers £226.01

 Toolstation £6.52

 Lidi £22.08

* The land purchase proposal has been publicised and has received positive feedback. Tozers has recommended a conditional sale rather than buy-back clauses. All legal work will continue up to exchange, but completion will not take place until planning permission has been granted.
* The Hall’s website will remain with WIX, as best value for money. A new site ([widecombecommunityhall.org](http://widecombecommunityhall.org)) will be designed (**EE**). A secure Trustee only section will be incorporated for shared documents, calendar etc.
* The charity is now registered with HMRC, and a gift-aid application can now be made (**YE**)

9. BRIGHT IDEAS UPDATE

YE has circulated a letter from Amanda (bid writer) suggesting ideas for facts and figures to include in funding bids. Please read and suggest possible people to approach. (**ALL**)

10. POLICIES FOR ADOPTION

* Continuing:-

 YE – Conflict of Interest

 KB – Complaints Procedure &

 KB – Grievance Procedure

 SR – Fundraising Whistleblowing Policy

 EE – GDPR & Data Protection Policy

 EE – Privacy Notices

 EE – Safeguarding Policy

11. HEALTH & SAFETY

* Nothing to report

12. PARISH COUNCIL UPDATE

* Our Chair faced an unnecessarily difficult and intimidating experience at the last Parish Council when the matter of the vote for increasing the precept was discussed. In future could some of the Committee please attend and also take turns in reporting updates (**ALL**). The Council, having requested the feasibility work in the first place, appear hesitant for a Hall which has received very clear support from the community.
* The Parish Council will organise its own Vote rather than Teignbridge. This means it can be cheaper and more flexible.
* It's proposed to hold open sessions at both Leusdon and Widecombe and a fact sheet will be sent to every household.
* There will be no minimum turn out, but 55% of voters must be in favour for it to be passed.
* The result will stand for 4 years
* The loan will be over 50 years rather than the original 25, thus lowering the annual increase on the precept.
* However, it was also proposed and accepted that 80% of the Hall’s funds must be secured before the Council will apply for the money. There is a deadline of 31 October each year for this to occur as it takes from then until the following April for the application and changes to the precept to be processed. Even if the application has been approved, the Council will not pass on the money before the April when the precept will rise. This effectively means for a budget of £650,000 we must have secured £370,000 by the October deadline (the parish loan and local funding not included).
* This effectively gives us a major milestone of 31 October 2020 to line up our funds, and further milestones for the subsequent 2 years.
* Instead of having the PC grant as seed funding to start the construction phase next Spring, we are now facing a top up for kitting out at the end, and a significant delay for each October deadline we miss.
* We need to start breaking down the construction into estimated costed phases.

13. FUNDRAISING

* Sailing Club bar 13/07 - **volunteers required**. KB volunteered.
* ‘Ruggle Regatta’ – rescheduled for 21/07. **Prizes and volunteers required**
* Scoriton Flower Show – invitation for us to run the bar 26/08 – nothing more heard
* Auction Night – 14th September. See section 5
* Co-op application has been submitted. Results announced in October
* EE has initiated Amazon donations for the Hall. Also, donations can be received via our Facebook page.

14. A.O.B.

* Logo: EE passed round her design for discussion. The overall design was approved. Further work on a black and white version required.

15. DATE OF NEXT MEETING: Tuesday 23rd July, 7.30pm, Old Walls.

19. CLOSE

There was no further business and therefore the chairman declared that the meeting was closed. 10:15 pm

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Chairman

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Date

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