**WIDECOMBE COMMUNITY HALL CIO**

(Charity registration number 1182621)

**Minutes of meeting No: 1 of the board of trustees of**

**Widecombe Community Hall CIO held at LEUSDON MEMORIAL HALL**

**on Tuesday 28th May 2019. 2:40pm.**

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| PRESENT: | NAME | POSITION |
|  | **Yvette Elliott (YE)** | Trustee  |
|  | **Sarah Reeve (SR)** | Trustee  |
|  | **Evelyn Edworthy (EE)** | Trustee |
|  | **Lloyd Mortimore (LM)** | Trustee  |
|  | **Chris Elliott (CE)** | Trustee  |
|  | **Alan Peake (AP)** | Trustee |
|  | **Kris Blood (KB)** | Trustee |
|  |  |  |
| IN ATTENDANCE: |  |  |
| APOLOGIES FOR ABSENCE RECEIVED FROM: | **Tim Hassell** | Trustee |
| ABSENT WITHOUT APOLOGY: |  |  |

1. CHAIRMAN

It was resolved that Yvette Elliott would be elected as chair of the Charity and she took the chair of the meeting.

2. 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.

NOTE: Tim Hassell has formally resigned from the Board due to extensive commitments with the Parish Council and YE can now act as the Parish Council representative.

3. DECLARATIONS OF INTEREST

* Standard letter template sent out by email but was not appropriate for this committee. Need a record of Trustees memberships or connections to other local groups/companies. Each Trustee to email details to Secretary for inclusion on a spreadsheet. Email to (SR). Information to indicate where conflict of interest might occur.

4. APPOINTMENT OF TRUSTEES & OFFICERS

IT WAS RESOLVED that Yvette Elliott, Kris Blood, Sarah Reeve, Evie Edworthy, Lloyd Mortimore, Alan Peake and Chris Elliott each of whom has indicated their willingness to act and are hereby appointed as trustees of the Charity with immediate effect.

ELECTION OF OFFICERS:

* CHAIR: Yvette Elliott. Prop: EE, Sec: KB, Elected.
* VICE CHAIR: Kris Blood: Prop: LM, Sec: CE, Elected
* SECRETARY: Sarah Reeve. Prop: YE, Sec: LM, Elected.
* TREASURER: Chris Elliott. Prop: LM, Sec: AP, Elected.

5. ADOPTING THE CONSTITUTION

* Solicitors ‘Tozers’ helped us complete our Constitution during the Charity registration process.
* YE (Chair) proposed, LM seconded: we adopt the Constitution. Unanimous vote in favour of adopting said Constitution. Signed and Dated.

6. TERMS OF REFERENCE FOR SUB COMMITTEES

* Design Sub Committee is to comprise: Sarah Reeve, Chris Elliott, Kris Blood, Alan Peake. Richard Casey (not a trustee) is welcome to join this committee.
* Position of Chair. Alan Peake indicated his willingness to act, proposed by EE, seconded by CE, and was hereby appointed.
* Terms of Reference document read through and amended where applicable.
* NOTE: All documents should have a reference in the footer: to include Date, Version number and page number.
* Sub Committee can make recommendations to be discussed by the board for decision.
* Adoption of this document: proposed YE, seconded EE. Unanimous vote in favour of adopting said document.

7. POLICIES FOR ADOPTION;

* HEALTH & SAFETY POLICY Incl. appointment of Responsible Person
* Suggested that we have a Health & Safety Officer. AP has experience of this in the Construction industry and is a member of the ‘Construction Skills Certification Scheme’. Alan Peake indicated his willingness to act as Responsible Person for Health & Safety for the construction period and was appointed. Will review this appointment annually.
* Health & Safety Policy was read and amended where appropriate. Will be printed and signed off. Unanimous vote in favour of adopting said document.

8. POLICIES & PROCEDURES TO ADOPT AT NEXT MEETING

* Following members to look at selected policy for presentation at next trustee meeting. Documents to be downloaded from ‘Simply Docs’. Password required.
* YE – Conflict of Interest
* KB – Complaints Procedure
* SR – Fundraising Whistleblowing Policy
* EE – GDPR & Data Protection Policy
* EE – Privacy Notices
* EE – Safeguarding Policy (EE has level 3 Safeguarding Cert. & Chaperone Cert.)

9. HEALTH & SAFETY

* Create a record of trustee/volunteer training. (YE) has started a spreadsheet to record this. Eg: Defibrillator training, first aid etc.
* First Aid Kit & Fire Extinguishers for events. First Aid Kit to be purchased. (AP) may have some suitable fire extinguishers.

10. INSURANCE

* Review quotes and confirm decision. Vote by email to use ‘Richard Tidball Insurance Services Ltd’, supplied best quote and reduced it further. Company ‘ANSVAR’ to provide cover.
* Covered for all events each year. Also included Public & Employers Liability cover.
* Proposed to take out this policy. Unanimous vote in favour. (YE) to take out insurance dated from 1st June 2019.
* Personal Indemnity cover to protect trustees would be extra cost. Discussed and decided not to take out at this stage. Will reconsider at a later date.

11. MEMBERSHIP/SUPPORTER OF CIO – name decision required

* CIO is different to the Steering Group. How do we keep individuals involved? Have an email list of previous members, will continue to use this with regular updates.
* Previous ‘members’ will get a free drink at the Barn Dance as a thank you for their support. (EE) to send out an email.
* Change ‘members’ to ‘supporters’ – ‘Community Hall Supporters’.
* Announce at Barn Dance to encourage new Supporters – add to email list.

12. FINANCE

* Bank Account & Signatories: Changes completed, current signatories are; Sarah Reeve, Yvette Elliott, Chris Elliott. Bank account name changed.
* Received funds from WVHSG, which has now been wound up.
* Transfer of funds from Parish Council – Bright Ideas grant – in progress.
* Trustees held a confidential discussion – minuted separately.
* Payment Authorisation process; Chris Elliott as Treasurer will be unable to approve expenditure due to being married to Chair, so will act solely as administrator of finances. (CE) has created a system on Google Forms whereby all Trustees can view and approve/deny expenditure requests. They will have up to 3 days to respond. Approval will be with unanimous or majority in favour. Document is ‘Wid Com’, trustees have individual PIN No. System tested in the meeting. Trustees will receive request by email. Unanimous vote in favour of approving this system.
* Quick Books Online (CE) will sign up for QBO, £216 per annum, money from BI grant. Expense approved.
* Email/Website Quotes – (EE) in hand.
* Update on current community fundraising sum: £9,200 from fundraising events, £6,700 from individuals (not all banked yet) = 31% of total.
* Gift Aid update – now we are a CIO we can apply. ‘Simply Docs’ has got template documents. Donors can complete a form each time or do a one-off to cover all donations from that person. Submit a return annually. (YE/CE) to make the application.

13. DESIGN (All)

* DNPA Pre-application update: Pre-app response circulated. Generally positive but then lots of further requests made for environmental surveys etc. Could be very expensive. Jo Rumble is helping to sort out what is actually needed. (CE) has suggested that DWP architects do NO further work on this as it can be completed in-house and he is in discussion with DNPA. (CE) has managed to get much cheaper quotes for some of the surveys than DWP.
* Review of quotes:
1. Archaeology: Preliminary ecological survey, ‘phase 1’, EIA in depth survey. Not confirmed as to what the exact requirements are. Possible Bat, Newt and Reptile surveys. Other possible surveys, final figures not confirmed.

2. Measured earthwork survey – has to be done before pre-app.
3. Watching brief day rate.
4. Archaeological watching brief report
5. Gradiometry.
6. Investigatory trenching
7. Arboreal Impact Assessment/Tree Survey – we can do ourselves.
8.Topographical Survey – general survey identifying trees, species, cover whole field, adjacent stream, road, up stream. ‘Prism’ can do this straight away. Expense approved by committee.

* Overall costs could possibly come down to £1,500 - £2,000 but not confirmed. Information from DNPA not in writing yet.
* Flood & Drainage: After planning approval? Would cover surface water drainage strategy, surface water drainage design, land drainage consent for bridge, percolation testing etc. Need for this unknown.
* Architects (DWP) – have sent an invoice for work to date from last bill. Expense approved. (CE) has asked them to stop further work for the moment and in future we will need more detailed invoices.

14. BRIGHT IDEAS UPDATE

* Business Plan – updated and shared
* Draft CIP – seeking grants and updating
* Bid Writer – creating template for applying for grants.

15. PARISH COUNCIL UPDATE

* 6th June – open meeting to vote for the Poll to see if the community agree to the Parish Council borrowing £100,000 towards the cost of building Widecombe Community Hall. The money would be repaid over 50 years making the increase in the precept smaller. All welcome to attend the meeting.

16. FUNDRAISING (All)

* ‘Picnic in the Park’ at River Dart Country Park - we have a Tombola stall, volunteers needed. 2nd June.
* ‘Ruggle Regatta’ – we are running a raffle, prizes needed. 9th June.
* Barn Dance – 29th June. Confirmed: Michael Howard for Hog roast, risk assessment needed, volunteer & jobs list (YE).
* Widecombe Sailing Club event – we are running the bar, volunteers needed. 13th July.
* Scoriton Flower Show – invitation for us to run the bar – volunteers needed if we accept. 26th August.
* Auction Night – 14th September. (SR) to write to Sarah Nosworthy to invite her to our next meeting for an update.
* Co-op application (YE) has written a rough draft. Submission deadline this month.
* Upcoming; Val Tame’s Open Garden weekend of 1st & 2nd June. Pre-booked tickets.

17. A.O.B.

* Logo: (EE) in progress
* Hire of Leusdon Memorial Hall for Trustee Training & board meeting on 28th May. Expense approved.

18. DATE OF NEXT MEETING: Monday 24th June, 8pm, Old Walls.

19. CLOSE

There was no further business and therefore the chairman declared that the meeting was closed. 5:05pm

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Chairman

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Date

N.B. Highlighted items = Tasks to be done