

WIDECOMBE COMMUNITY HALL CIO
(Charity registration number 1182621)

Minutes of meeting No: 33 of the board of trustees
of Widecombe Community Hall CIO held at Old Walls & using Zoom
on Monday 17th April at 7:30 pm.

PRESENT:	NAME	POSITION
	Yvette Elliott (YE)	Chair
	Polly McAfee (PM)	Vice-Chair
	Chris Mayhead (CM)	Trustee
	Sarah Reeve (SR)	Secretary
	Alan Peake (AP)	Trustee
	Lloyd Mortimore (LM)	Trustee
	Chris Elliott (CE)	Trustee
	Gail Fursdon (GF)	Finance Administrator
	Iain Russell (IR)	Trustee
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

- All Trustees as we discuss Trustee remuneration/reimbursement.

3. MINUTES OF LAST MEETING

- The Minutes of the last meeting (13th March 2023) were approved and signed.

4. MATTERS ARISING

- **Winter Ball;** (CM) spoke to Andrew (The Old Inn) Happy to go ahead and if after Christmas – any date ok. Buffet food would work well. Suggested doing a poll to see what people would like before planning an event. Food, music & dancing, dress up? sit down meal? Etc. WFC have dinner dance there @£15 per head. Would ours be a fundraiser or to raise awareness of what we are doing/Community activity? Suggestion: 100 tickets with £5 profit per person, add in a small charity auction. Band 'Go tell Alice' or 'Jar'. **(All) to ask friends for their opinion ahead of next meeting.**
- **Savings Account;** (CM) looked into. Most not directly compatible with QBO but that should be ok as interest can be added manually. Spreadsheet sent out with details of accounts, interest rates and withdrawal terms. Could put £75k each into two different accounts. Fixed rate or variable, might rise soon – wait to see rates. Look at ethical policies of investment banks. (IR) has a website to look these up. **(YE) & (CM) to take things forward and will consult with Trustees.**
- **Architect quote/alternative** (CE) – for comparison. Will be an important decision. Pete Lever from original architect (Andrew Wilson) was contacted, but they are busy & too far away – declined to quote. They recommended another company but we haven't received their quote yet. Good to have a comparison. Happy to work with Andrew Kirby. Also consider Barry Marmot, local architect. Would he be interested in Project Management? **(IR) to ask him for his opinion.** Design already done – looking for design detail & project management. Should we approach potential contractors who might already use someone – decided not. Need to do this stage to make progress – need 3 tenders to apply for grants. Hopefully quotes come through by next meeting and we can make a decision. Do we need to meet them – YES. (IR) pointed out that Andrew Kirby prices quoted are the maximum, not a rough quote. **(IR) will get a couple more quotes.**
- **Building Control Quote;** – Architect could help decide. 2 quotes so far, very similar.
- **'Supporters List' for events;** Had one as a Steering Group. As a new Charity we have to get permission to use names and contact details. Now when we get orders for Engraved Stones we are asking for permission to keep this info. Ask secretaries of local groups if they could forward information on our behalf – Merrymakers (Sec. Ali Whale) (CM), History Group, Widecombe Parish Mailing List, Widecombe Singers (LM), Widecombe Fair Committee etc (Sec. J. Pascoe).

5. SUB-COMMITTEE UPDATES & NEXT STEPS

DESIGN:

- Some items already covered.
- **Next steps** – practical works –
 - 1) Concrete in dry channels (kerbs at edge of road.) first before driving on – 300mm wide, 6m long, with mesh at bottom. Leave for a few days. (AP, LM. & CE) to do soon.
 - 2) Fill up concrete around manhole in dry weather.
 - 3). Miles F is ready to do swale in the near future.
- Spending decisions: nothing major required.
- BT–Outreach– how are they going to access? **(CE) to liaise.**
- Road closure – Porteous: sewer–storm water run-off works. (CE) has spoken to them. (CE) we are hoping to use packaged sewage plant subject to approval. Road closed for 5 days in July.

FUNDRAISING:

- **National Lottery Community Fund** is open – 'Land & Building' – C £250k–500k. We have to have 3 Tenders & huge amount of work before we can apply. Will need to know that we are “ready to go” – can't start this work before grant decision. No deadlines – rolling application process. How long we need to spend the money is up to 5 years. Tenders should give us an idea of timescale. **(YE) will speak to them (NL) over the phone for guidance.** Can still apply to other funders. YE & PM working on this and will need support from Architect /Project Management. Also have to demonstrate community engagement.
- **High Tea** will be postponed. Lots of other things going on and not a lot of interest. **(SR) do FB post on 18th announcing decision.**
- River Dart Country Park event; Picnic in the Park, June 4th. We'll be running Duck races. Need homemade items for main hamper prize for Duck Race – or local items. Lots of other **prizes welcome.** Family appropriate. (4 entry tickets for us to use or buy tickets online).
- **Field to Fork lunch** originally planned for July*. Locally produced food. Applied for £10k grant (½ funding for electric connection.). Big event. (PM) has been exploring idea so far and has approached local producers and growers with mixed results in interest. Should we approach NFU? (Will Dracup) – Farmers market? Would like local vegetables, meat etc then get together and cook the day before. Promote local producers. * Funding decision won't come through until June so move the date a little later to August.

6. FINANCIAL UPDATE (Finance Administrator: Gail Fursdon)

- Total in Bank (Current Account) available: – £45,590.86
- Instant Savings Account (including interest): – £150,337.08
- Petty Cash: £375.89
- PayPal: Zero
- Zettle: Zero

Total in Bank Accounts: £195,927.94

- Duck Race - profit: £721.28
- Invoices:
 - a. Historic £45.00 – yet to clear bank
- Income promised:
 - a. 'Supporting Wall' stone engraving £300.00
- Local Fundraising Target at 79.07% of 50k – £39,536.57
- Unrestricted funds available: £195,427.94
- Restricted Funds: WPC grant for electricity connection £500
- **Donations:**
 - a. £10 regular direct debit
 - b. 'Supporting Wall' stone engraving income total so far: £1,543.00 (incl. promised £300)
 - c. Quilt raffle sales/donations total to date £1,251.00
 - d. Pyramid lunches to date £270.00
- January, February & March bank statements presented, confirmed and then signed by an officer.

7. A.O.B.

- (LM) suggested that the Local Fundraising thermometer on our current sign is a bit misleading – makes it look like we have raised nearly enough to build the hall! New notice board is going up soon and we will consider how to do perhaps **two thermometers showing local and main fundraising targets.**

8. D.O.N.M

- Monday 15th May, 7:30pm, Old Walls/Zoom

9. CLOSE: There was no further business and therefore the chairman declared that the meeting was closed. 9:14pm

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Chairman

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Date

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