

WIDECOMBE COMMUNITY HALL CIO  
(Charity registration number 1182621)

Minutes of meeting No: 47 of the board of trustees  
of Widecombe Community Hall CIO held at Old Walls  
on Monday 14<sup>th</sup> October 2024 at 7:30 pm.

PRESENT:	NAME	POSITION
	Yvette Elliott (YE)	Chair
	Chris Mayhead (CM)	Trustee
	Sarah Reeve (SR)	Secretary
	Polly McAfee (PM)	Vice Chair
	Chris Elliott (CE)	Trustee
	Alan Peake (AP)	Trustee
	Gail Fursdon (GF)	Finance Administrator
	Iain Russell (IR)	Trustee
IN ATTENDANCE:		
APOLOGIES FOR ABSENCE:	Lloyd Mortimore (LM)	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 (16<sup>th</sup> September 2024) were approved and signed.

4. MATTERS ARISING

- **LEMP/CEMP Templates:** (IR) spoke to Architect. Landscape Design – he can do it but a Landscape Architect would be better. These templates are only needed to make sure we meet DNPA requirements. Our design is straightforward. Might be able to build this cost into one of the funding applications for ‘green spaces’. Look at making it an eco-friendly design.

- **Business Plan** – waiting for more figures to arrive.
- **BT Phone line** – We can get the ducting, but waiting for the right time. Not expensive.
- **Utilities Plan** – Plan Drawing of utilities – (AP) needs a full size blank plan drawing from (CE).
- **Temporary Charity Bank Account** – Forms ready to be signed by (YE) & (SR).
- **Japanese Meal** – discuss in Fundraising. FB post needed for remaining tickets (SR).
- **Sports Group** – (CM) Spoken to Judy and all is ok for the moment. (CM) to email and confirm.
- **Small Site Jobs** – WhatsApp (CE) needs a date from (LM) before sending out.

## 5. SUB-COMMITTEE UPDATES & NEXT STEPS

### DESIGN:

- **Architect & Site Works** – (CE) heard from (AK) Architect – sent spreadsheet with prices for getting up to watertight stage – quotes. Done this as concrete/Nudura 'Passivhaus' type of design (not certified, but up to required standard) – or timber frame + concrete, but not a huge difference in cost. EPCA/PH would make a more efficient building in the long term which is important. Other items included to give a rough idea of later stages – estimates. Committee looked at spreadsheet;
- C. £450k. for watertight building. Plus further estimated sums the for rest: internal fit-out, electrics etc, project manager, architect fees etc.
- Need to think about kitchen uses – fat drainage. Ensure drainage system is suitable.
- (IR) suggests talking to potential main contractors or project managers – which route are we going to go down? Current figures are good enough to use in funding applications. (AK) has stressed that the spreadsheet is a Working document only at this stage.
- We will need to meet EPCA (Energy Policy & Conservation Act) requirements and PassivHaus goes another step further, but may be less known to funders. Will be tested for EPCA anyway – talk to (AK).
- Need more people on the fundraising committee to submit applications and fill in the gaps. (IR) to ask a contact who might be able to help.
- **Next volunteer session** – (CE) to speak to Lloyd.
- **(AP) car park materials** – prices, there is 10% off in October on geogrid, so will order soon even if not used straight away. Meet on site & confirm measurements: 340 sq m @ 10% off £9 / sq.m. = £3,060 for geo grid + a bit of fill. Spending approved.

### FUNDRAISING:

- **NPG UPDATE:** Now have figures from Architect, to enable us to move forward with submitting applications.
- **Japanese Meal** – all in hand (CM) & Miho. We have volunteers ready. 4 tickets left + 2 ticket donations from people who can't come but want to support. We are paying for food & decorations.
- **Upcoming events** – local fundraising – 2025 Barn Dance? or multiple events. Barn Dance decided for the summer. Lots of planning, cook our own food etc. (LM) to provide a barn, with mobile signal & camping facilities.

## 6. FINANCIAL UPDATE (Finance Administrator: Gail Fursdon)

- Total in Bank (Current Account) available: – £8,166.27

- Instant Savings Account – £26,010.02  
(@1% Oct £21.36)
- Charity Bank (3.26% 40 day notice) £77,657.81  
NB: (temporary 'Gone Away' Account)
- United Trust Bank (5% base rate tracker, 120 day notice) £76,275.68
- Petty Cash: £485.00
- PayPal: Zero
- Zettle: Zero
  
- **Total in Bank Accounts: £188,109.78**
- **Total (inc Petty Cash): £188,594.78**
  
- Invoices:
  - a. Quick books and Gsuite regular payments.
  - b. Precise Accountants £630.00
  - c. Civil Solutions £42.01
  - d. LMH hire £72 for Japanese mealNB expected invoice: Hutchings Groundworks – £3,390.50 – kerb laying
  
- Fundraising events:
  - a. Supporting Wall stone engraving total to date + £100 = £4,988.
  - b. Japanese meal so far in bank £660
  
- Other Income:
  - a. Always Cleansing donation of £50 for LM help pulling lorry out of difficulty.
  
- Funds:
  - a. Local Fundraising Target (50K) – £58,826.65
  - b. Unrestricted funds available: £188,094.78
  - c. Restricted Funds: WPC grant for kerb stones £500 (*used but not paid*)
  
- Donations:
  - a. £10 – regular direct debit
  
- September bank statement was presented and confirmed then signed by officers.

7. A.O.B. - None

8. D.O.N.M - AGM + meeting on Monday 18<sup>th</sup> November 7:30pm, Old Walls

9. CLOSE: There was no further business and therefore the chair declared that the meeting was closed. 9.09pm.

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Chairman

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Date

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