

WIDECOMBE COMMUNITY HALL CIO  
(Charity registration number 1182621)

Minutes of meeting No: 25 of the board of trustees  
of Widecombe Community Hall CIO held from OLD WALLS, PONSWORTHY  
(meeting in person with some members using Zoom)  
on Monday 20<sup>th</sup> June at 7:30 pm.

PRESENT:	NAME	POSITION
	Yvette Elliott (YE)	Chair
	Kris Blood (KB)	Vice-Chair
	Sarah Reeve (SR)	Secretary
	Chris Elliott (CE)	Trustee
	Alan Peake (AP)	Trustee
	Lloyd Mortimore (LM)	Trustee
	Chris Mayhead (CM)	Trustee
IN ATTENDANCE:		
APOLOGIES FOR ABSENCE:	Polly McAfee (PM) Gail Fursdon	Trustee Finance Administrator
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 (24<sup>th</sup> May 2022) were approved and signed.

#### 4. MATTERS ARISING

- 'Meet the Trustees'** page on website has been checked and updated where necessary. (PM)
- RNLI fundraiser idea** (CM) looked into: Ran a 'launch a memory' campaign with a suggested donation of £50 per name. 15,000 donations per boat! We should decide on a block size, work out how many and then consider the appropriate suggested minimum donation figure. Needs to be not too much, also have it as a suggestion so some people could donate more. Donations = gift Aid. (LM) look at **KENMART**, check sizes and see if they would make a donation. Maybe have different sizes to make it look more interesting. Could also extend the wall between lobby & meeting room if more space is needed. Major

grant funders might have a plaque in the hall, rather than engraved stones. Could announce at Widecombe Fair – have samples and a minimum donation suggestion.

- **Dropbox** has been re-organised by (YE), cleared out old items, and only has more relevant info organised into folders. Trustees can edit documents.
- **Hayes Field grazing.** Now happening.
- **Facebook Admin.** (SR) plans to do more entries to try and boost information and interaction.

## 5. SUB-COMMITTEE UPDATES & NEXT STEPS

**DESIGN:** Not long since last meeting. Land Drainage consent applied for & granted. Temporary and permanent structure of bridge approved. Drawings to be finalized for discharging planning conditions (CE).

Police need 1 months notice for legal parking restriction. Contact Highways dept. to set up parking ban. (AP) to email. August 2<sup>nd</sup> - Culvert units are due to increase in price but we could order them now. We have quotes: (AP) got 4, Marshalls has them in stock, £5,200 now and is the best quote. Committee approved. VAT exempt. Order through Nigel Drew of Civil Solutions. (AP) to place the order. (YE) to sort & send VAT exemption cert. and payment with (GF).

### Spending items for authorisation:

- **PUMP STATION** – to remove waste water from the toilets. Should buy soon as prices are rising. Waiting for a response from SW Water. 'AES' quote we have is from late 2020; £7,790. Cheaper than Civil solutions, and 4 other quotes (AP) got. 4 inch pumps able to handle lots of material. Will get an update on price, and when we get approval from SW Water we can go ahead. Check we can get VAT exemption, or could order through Civil Solutions. We would have to dig pit and install, electrical work done by supplier. Can we have it delivered and installed later if necessary? Need to update quote for 3-phase connection from Western Power, Roger Farrow to do. **Agreement to be confirmed by email with all Trustees.**
- **CATTLE GRID:** 2 sizing options; 3.65m or 4.8m. 4.8m is wide enough for 2 way cars = £5,100 for not much more than 3.65m. Bridge will be 5m wide to allow for larger vehicles. 'Hopkins' Cattle Grids – (LM) has installed and has experience using – Very satisfactory and easy to install. 50 Ton capacity. Can order now, store (LM has offered storage space) and install later. Includes hedgehog escape ramp and safety side rails. **Order direct from Hopkins (AP).** Committee approved purchase.
- (YE) to create purchase order forms.

### Health and Safety questions:

1. **CULVERT:** (CM) raised Health and safety questions regarding gratings for culvert as there could be a risk to persons & children who might fall/climb into culvert. A risk identified by the Environment Agency. Can install screens to prevent this, but could get blocked with debris and will require ongoing maintenance. We will conduct a risk assessment before deciding. Stream itself has no landowner identified but we have indemnity insurance to allow us to build the access bridge, so it would be our responsibility. (CM) has emailed information so we can plan a risk assessment. **Trustees to read and comment (ALL).**
2. **ACCESS BRIDGE:** Pedestrians sharing roadway on bridge with vehicles. Drop curb is only barrier. Make pedestrian area a different colour? Build a separate pedestrian bridge further downstream? or after construction create a barrier along walkway as no more large vehicles will need access. Need a risk assessment to consider all the options. (CE) to start some and discuss further at next design meeting – **Wednesday 29<sup>th</sup> June 5-6 pm.**

### FUNDRAISING:

- 2 unsuccessful grant applications as both Trusts are overwhelmed with applications. 'Bernard Sunley Foundation' confirmed we were eligible but found it hard to distinguish access works from main hall. They invited us to re-apply in 12 months time, and talk to them first.
- Fundraisers planned as per last meeting. Quiz night is next event and advertised in the Parish Link, website, mailing lists etc.
- QUILT RAFFLE – History Group previously spent a year selling tickets before their last raffle took place. We could start sales this Widecombe Fair – sewing group are prepared to have a display at the fair too. Proper printed tickets needed – might need a licence to sell raffle tickets in advance. **Also we need some more display items for the stall.**

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

- Total in Bank: – £1,304.52  
Petty Cash: £126.74  
(£20 deposit paid for LMH Quiz Night, remaining 50% to be paid on the night)  
PayPal: zero  
Total in Accounts: **£81,430.92**
- Local Fundraising Target at 65% of 50k – £32,679
- Restricted funds: (£14,500)  
Elm Grant Trust £2,500  
Lottery Community Fund (A4A) £10,000  
Norman Family Charitable £2,000  
Unrestricted: £66,930.92
- May bank statement was presented and signed by the Secretary.

#### 8. POLICIES TO REVIEW

- Complaints Policy – for external customers/complainers/website
  - Complaints Procedure – for internal use
  - Health & Safety Policy
  - Conflict of Interest Policy
  - Fundraising and Whistleblowing Policy
- All above policies were reviewed and approved. (YE) to save final versions and share with PM for website.**

#### 9. NEXT STEPS

- As discussed above.

#### 10. A.O.B.

- None reported

#### 11. D.O.N.M. – Monday 18<sup>th</sup> July, 7:30pm, Old Walls & Zoom.

12. CLOSE: There was no further business and therefore the chairman declared that the meeting was closed. 9:20 pm

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Chairman

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Date

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