

WIDECOMBE COMMUNITY HALL CIO
(Charity registration number 1182621)

Minutes of meeting No: 37 of the board of trustees
of Widecombe Community Hall CIO held at Old Walls
on Monday 9th October at 7:30 pm.

PRESENT:	NAME	POSITION
	Yvette Elliott (YE)	Chair
	Chris Elliott (CE)	Trustee
	Sarah Reeve (SR)	Secretary
	Iain Russell (IR)	Trustee
	Alan Peake (AP)	Trustee
	Lloyd Mortimore (LM)	Trustee
IN ATTENDANCE:		
APOLOGIES FOR ABSENCE:	Gail Fursdon (GF) Chris Mayhead (CM) Polly McAfee (PM)	Finance Administrator Trustee Vice-Chair
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 (21st August 2023) were approved and signed.

4. MATTERS ARISING

- **WINTER BALL:** Facebook post & poster done (SR)
- **WIDECOMBE FAIR FLIERS** – Done and handed out at the fair. Still some left for future use.
- **SAIL FLAGS** (SR) Actually more expensive than first thought. Perhaps for a future event.
- **LETTER DROP** – to new Brook Lane residences when houses are occupied – On Hold.
- **ENGRAVED STONES** – Much interest at Widecombe Fair. (YE) sent a message out to local groups. Family groups: some families have ordered stones for each individual, so it would be good if they could be grouped together in the ‘Supporting Wall’ as it is built. (AP) suggested

approaching local contractors? Some people who have ordered stones have paid £40 and many have paid much more, as hoped.

- **PARISH COUNCIL UPDATE** – (CM) updated Widecombe Parish Council at their last meeting and his report was added to their minutes.

5. SUB-COMMITTEE UPDATES & NEXT STEPS

DESIGN:

- Last time looked at drawings. (AK) [Architect] Agreed changes to planning – roofline simpler & lower, packaged sewage outlet – AK to send to DNPA for consideration.
- Alastair – health not good & would like us to find someone else. We should invite his invoice. (AK) has a recommendation for another engineer. Section 73 Happy to move ahead.
- (AP) raised some issues re toilets – found a mention of ‘ambulatory disabled’ toilets – Government document ‘Section N’ & ‘Document T’ – **Will consult with (AK).**
- **On site works:** (CE) has proposed a tidying up session to prepare for winter – trimming and cutting back, on Sunday 15th. (YE) to send word out to look for more volunteers. Good grass growth on the side of the swale so might not need hessian material for structure, (IR) would have use for it elsewhere if not needed.
- **Set up a WhatsApp group?** **Ask who would like to be on it (YE) & (LM)**

FUNDRAISING:

- (YE) & (PM) have been meeting. Daf Edwards (DE) (Widecombe Sailing Club) has expressed an interest in helping with hands on fundraising and has good connections in the local community.
- **Draft for National Lottery** first stage application draft to be ready by 20th October – will be sent out to be reviewed by Trustees and other experienced volunteers will check it too. Submission to NL by end of November. We will need more information in new year if we are invited to move forward to next stage. (LM) met Ian Bartlett who has been involved in successful similar applications before and is happy to give advice it needed. If invited for 2nd phase, we will need documents from (AK) plus feedback from local people who have difficulty accessing Church Horse – eg the History Group, Ladies social club and any individuals. **(YE) putting notice in Parish Link as well. (SR) do Facebook post asking for feedback too.**
- **Widecombe Fair** Successful day, lots of engagement. Tombola was a good attraction, raised money. Tombola drum needed repairing after so much use! Engraved Stones on display which created interest and £1,200 sold since the Fair. Thanks to all those who helped on the day. Quilt: £1,639 raised on the Quilt raffle. Winning ticket was drawn at the Fair and Eileen Harris from Bude won it and was delighted as she is a keen needleworker.

6. FINANCIAL UPDATE (Finance Administrator: Gail Fursdon)

- Total in Bank (Current Account) available: – £23,947.33
- Instant Savings Account (including Sept interest: £23.96) – £25,665.53
- Charity Bank (3.6% 1 year fixed) £75,000.00
- United Trust Bank (5.25% base rate tracker, 120 day notice) £75,000.00
- Petty Cash: £405.06
- PayPal & Zettle: Zero

Total in Bank Accounts: £200,017.92

- Invoices:
 - a. WIX webhosting (3 years) £560.00
 - b. Quick books and Gsuite regular payments
 - c. Widecombe Fair tombola prizes
 - d. Quilt prize postage
 - e. Precise Accountants – £630.00 for annual accounts
 - f. Andrew Kirby Architect – £5,760.00 (Fees for completion of RIBA Stage 3 and start of RIBA Stage 4, as agreed by the Board previously)

- Fundraising events:
 - a. Pyramid lunches to date – £725 (increase £10)
 - b. Quilt raffle final profit £1,639.00 (inc. £75 from Widecombe Fair)
 - c. Supporting Wall stone engraving total to date £2,843 (increase of £1,160) includes £120 promised but outstanding.
 - d. Widecombe Fair profit for Tombola: £195.94

- Funds:
 - a. Local Fundraising Target at 91% – £45,486.11
 - b. Unrestricted funds available: £199,517.92
 - c. Restricted Funds: WPC grant for electricity connection £500

- **Donations/Interest:**
 - a. £10 – regular direct debit

- August bank statements were presented, confirmed and then signed by an officer.
- Draft accounts were reviewed and Trustees invite the Accountants to complete these ready for our AGM.
- Yvette Elliott (YE) and Polly McAfee (PM) were authorised to act on behalf of the charity in submitting the Return of Expenses form to Teignbridge Council regarding the quilt raffle.

7. A.O.B.

- None

8. D.O.N.M

- Monday 6th November 7:30pm, Old Walls/Zoom

9. CLOSE: There was no further business and therefore the chairman declared that the meeting was closed. 8.50pm.

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Chairman

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Date

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