

WIDECOMBE COMMUNITY HALL CIO
(Charity registration number 1182621)

Minutes of meeting No: 28 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 10th August 2022 at 7:45 pm.

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

- All Trustees as we discuss Trustee remuneration/reimbursement.

3. MINUTES OF LAST MEETING

- The Minutes of the last meeting (15th August 2022) were approved and signed.

4. MATTERS ARISING

- Risk Assessments for access works: Not completed but in hand
- Teignbridge DCC Gambling Licence for quilt raffle; approved
- Water connection request to WADSG (Sports Group) and install: Set up is permanent, we are now piggy backing on sports group supply. Eventually we could offer to take over their supply. DNPA own the land, PC have long term lease from DNPA, so who do we make

agreements with? (CM) to talk to the sports group as a committee member. (YE) to speak to (CM).

- Teign Housing: (CE) has tried to speak to COYDE Builders but not made contact yet. Would be good to work together at same time with regard to sewerage and waste disposal from their site. (LM) strip off rest of top soil off building areas? East corner ½ meter will need building up. Teign will start housing soon and we could use their topsoil for future use.
- Waste Exemption Permit: applied for and granted.
- Test Pits: dug and filled in. (AP) spoke to Alastair who asked question; is water in pits flowing? Answer it is groundwater and not flowing. Ground levels will need building up at the far end – patio and garden area.
- Share commercial hire price list: (CE) has this and will forward it to all.

5. SUB-COMMITTEE UPDATES & NEXT STEPS

DESIGN:

- ACCESS:
- Bridge side walls: Mike Smerdon has made a start. How will the top of the walls be finished? Options include capping stone (expensive), concrete half round or 'cock and hen' standing up stones. Might let the weather in. (LM) will speak to MS and look at costs before making decision.
- Next steps: Clear rest of topsoil area. Finish car park area. If conditions are right remove topsoil and peat from hall footprint. Sort land drain, base of swale, outlet end and improve drainage, mains electricity connection, concreting either side of cattle grid and by kerb area. Materials are increasing in price so should we stock up now or leave for contractor? Decided it is too soon as we don't know how much to order yet. We should finish what we have started first. Use Matt Irish's excavator again and buy in clean stone for drainage.
- SPENDING RECORD AND TRUSTEES HOURS: Construction costs to date (see attached screenshot) total £22,344.48 not including Matt Irish and Mike Smerdon's costs. Local suppliers have been very amenable and enabled us to keep costs down. To date we have spent £11k of our own money with the remainder funded by grants. Trustees must remember to continue recording their hours.

FUNDRAISING:

- Widcombe Fair: successful day – quilt raffle and crafts made £203.18. Got 4 trestle tables for future use. Formally write to them to the Fair Committee for this years support and to ask to be considered for 'charity of the year' next year. (SR) to write to Michael Pascoe thanking the WFC for the free stand, continued support and 'C of Y' request for 2023.
- Open Day "Access Celebration": Well attended and a lovely day. Lots of activities and interest in the project. Event supported by grant from National Lottery 'Awards for All' to cover costs of Marquee etc. Raised money from; Craft £107; Quilt raffle £40; Refreshments £394; Hot Dogs £173; Tombola £217; Donations £89.
- Quilt raffle; sales slow so far. Will need to approach craft fairs, 'Hobby Craft' store, 'Westpoint craft show' etc but will need the quilt to show. Not completed yet but nearly there. Trustees to each try to sell tickets.
- 'Supporting Wall' – lots of interest and why are we waiting to launch as people seem keen now. Minimum donation of £40 per name but encouragement to give more if possible. Apply on a form and we can confirm if ok. Won't actually be engraved until nearer to build time. Pay now to reserve your stone. Will launch after Christmas, make it clear the build/engraving is not happening yet.

- Christmas Event: Film night/afternoon? Investigate license fee? Fit around Moorland Merry-makers pantomime. Agreed to do this in the early New Year instead and combine it with the stone engraving launch.
- Grant Applications – for main construction: Timing is critical. (YE) & (PM) are working on a fundraising plan for next year.

6. FINANCIAL UPDATE (Finance Administrator: Gail Fursdon)

- Total in Bank amount available: – £57,756.69
Petty Cash: £368.27
(NB: £965 transferred into bank account, proceeds in part from Widecombe Fair £203.18 and Access Celebration Day £1034.35 [before costs])
PayPal: £NIL
Total in Accounts: £58,125.89
- Construction costs to date:
£22,344.48
Awaiting invoices from Matt Irish and Mike Smerdon
- Local Fundraising Target at 67.78% of £50k – £33,891.25
- **Restricted funds: £751.76**
Elm Grant Trust £2,500 – used towards culvert costs
Lottery Community Fund (A4A) £10,000.00 £9248.24 spent on access and access celebration event
Norman Family Charitable £2,000 – used towards cattle grid
Unrestricted: £57,374.13
- Donations
a. £10 Welby
- July & August bank statements were presented and signed by a Trustee.

7. A.O.B.

- (YE) & (PM) Updating website as there has been a spike of new visitors to website after AC open day.
- Parish Meeting on 3rd November in Church House: WCH/CIO to give a short update on our progress this year. (YE) to talk and Trustees welcome to attend. Teign Housing will also be there.
- Need new Trustees – all to speak with local people who may be interested.

8. D.O.N.M

- Monday 14th November, Old Walls (& Zoom) 7:30pm

9. CLOSE: There was no further business and therefore the chairman declared that the meeting was closed. 9:15 pm

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

.....
Date