

## WIDECOMBE COMMUNITY HALL CIO

(Charity registration number 1182621)

**Minutes of meeting No: 12 of the board of trustees  
of Widecombe Community Hall CIO held from OLD WALLS, PONSWORTHY  
(virtual online meeting with members using Zoom)  
on Monday 24<sup>th</sup> August 2020 at 8.00 pm.**

PRESENT:	NAME	POSITION
	<b>Yvette Elliott (YE)</b>	Chair
	<b>Sarah Reeve (SR)</b>	Secretary
	<b>Chris Elliott (CE)</b>	Treasurer
	<b>Lloyd Mortimore (LM)</b>	Trustee
	<b>Alan Peake (AP)</b>	Trustee
	<b>Evelyn Edworthy (EE)</b>	Trustee
IN ATTENDANCE:		
APOLOGIES FOR ABSENCE:	<b>Kris Blood (KB)</b>	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

- None.

### 3. MINUTES OF LAST MEETING

- The Minutes of the last meeting (16<sup>th</sup> July) were approved and signed.

### 4. MATTERS ARISING

- **LOAN GUARANTORS AGREEMENT** for Public Works Board: (YE) Used a 'Simply Docs' template. This will be an agreement between Parish Council and individual guarantors and the sum they have agreed. It's open to everyone, (YE) sent email to possible interested parties and we have £32k guaranteed so far from individuals. Split repayments across all guarantors to cover any missed payments in the event of the hall being unable to pay. Guarantors unlikely to have to repay all as the hall should be able to make most if not all payments. (Can repay early but this incurs penalties.) Good to have this support. Looking for £18k more. The more Guarantors, the smaller the risk to each party. Also sends positive message to the PC. (YE) sending out another email. PC will may want us to have other funds in place before going ahead with this loan.
- First grant funding needed to make a start in the field. Current funds in the bank are unrestricted and should be saved to cover gaps later. (EE) to set up a 'Crowdfunder' raise funds for starting access work. We will use local business to carry out the work. Are Devon CC still doing match funding?

- DNPA planning conditions to be signed off before we can start work. Can start applying for funding though.
- Good communication from now on is very important to keep momentum going.
- COSTINGS – (LR/AP/KB) Quotes received from Glendinning and Civil Solutions, put into costings spreadsheet. Glendinning are keen and willing to give a significant discount.
- (AP) suggests we prioritise making a decision for roof material structure – wood or steel – should talk to structural engineer Alastair Denham. (LR) to contact to see if he is able to give advice.
- NEWSLETTER – (SR) 2d edition draft. More information needed: next steps, guarantors, crowdfunder, need more members for sub-committee/s etc (SR) continue working on draft.
- BUSINESS PLAN – no developments
- INSURANCE – (YE) spoke to our insurers; normally land owned would need a separate policy but will accept current cover as long as we don't build straight away. Can hold events in this field for this year.

#### 5. SUB-COMMITTEE updates

- DESIGN – (AP) not much to report. Decide a precise floor plan and sign off, with dimensions on the plan. Talk to Alastair about roof. Then talk to local builders (particularly those with experience of Nudura) for a rough idea of costs. We should put a Tender Pack together.
- FINANCE & FUNDRAISING – Most grant funds are still closed to current applications or diverted elsewhere due to Covid-19. (YE) identified 'Tudor Trust' and 'Elmgrant Trust' – small, £1,500 – will apply anyway. Annual accounts required for application.
- 'Crowdfunder' will be called "Bridge over the Brook". Looking for a max. £30k. (EE) setting up. Facebook is now integrated with website.

#### 6. FINANCIAL UPDATE

- Accountant appointment – 'Precise Accountants' best quoted price so Trustees approved their appointment. Have access to our Quick Books Online. Should be done by end of September. They need photo ID of each Trustee. (ALL) Take a photo/scan and send to Yvette.

#### 7. A.O.B.

- Field purchase – Our solicitor (Tozers) contacted land solicitor Kitsons, but they haven't progressed during lockdown, should start again soon. We will need to authorise the balance of the legal fees payment and the £1 to Richard and Val Casey.
- Next steps – aim to start entrance in the spring (May) of 2021. Planning conditions to be discharged. Get a start date and go from there. Access can be done more locally and done 'in-house'. New build should be zero rated for VAT.
- 'Tender pack' put together by new year for firms to tender.
- Fundraising suggestion: (EE) suggested an online (Zoom) quiz, perhaps in November.

8. D.O.N.M. – Monday 28<sup>th</sup> September. Online meeting unless guidelines change.

9. CLOSE: There was no further business and therefore the chairman declared that the meeting was closed. 9:10 pm

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Chairman

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Date

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