

WIDECOMBE COMMUNITY HALL CIO
(Charity registration number 1182621)

Minutes of meeting No: 26 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 18th July 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
	Gail Fursdon (GF)	Finance Administrator
IN ATTENDANCE:		
APOLOGIES FOR ABSENCE:	Polly McAfee (PM) Chris Mayhead (CM)	Trustee 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 (20th June 2022) were approved and signed.

4. MATTERS ARISING

- **Kenmart stone** (LM) checked sizing & prices for engraving. They will do a deal when we're ready, stones £1 each.
- **Paving quotes** sought by (CM) but figures have not been supplied perhaps too small a job? (CM) to try Derek Guppy. (AP) suggests that the laying of the paving is relatively easy once

base layer is correctly prepared. Could do ourselves? Finish with brushing a dry mix between stones. Continue to try getting quotes and consider doing it ourselves with advice from (AP) who has done it before.

- **Facebook Posts** (SR) Increased number of posts and with more personalized photos including the Widecombe Sewing Group.
- **Purchase Order Forms** (YE) has made a template, numbered and with plenty of info for future records. Also the VAT exempt forms suppliers are happy with and we have saved a lot so far. Need a check to see if VAT exemption is needed for each order.
- **Policies** have been checked and updated where necessary and up on website.

5. SUB-COMMITTEE UPDATES & NEXT STEPS

DESIGN:

ACCESS WORKS:

- Application to discharge planning conditions – Documents are with the DNPA and they have been informed of our start date on site (Monday 25th July). Chris Hart has advised *“It may be prudent for you to let the PC know of your plans to start work so that they can manage any local concerns during what is a busy time of the year in the village.”* (YE to contact).
- Matt Irish, (CE) met up with him onsite, ready to start on Monday 25th July. Has sent a price through which is very competitive for plant hire & labour. No transport charges. (LM) to help to keep costs down (Record of in-kind contributions to be kept). Spending on this Approved. **Quote from Matt in writing requested for our records (LM)**
- (YE) to do fliers to notify neighbours, Brooklane Cottages & Richard & Val Casey. Parking restrictions; need cones & signs. Fencing; CE has got some,
- PPE; CE has got hard hats & Hi-vis jackets.
- Signage; buy from Civil Solutions
- AP has a ‘Trail Camera’ on order. Will use as CCTV, has a range of 20m. Not to include nearby houses.
- Welfare of site workers; hand washing & toilet facilities – can use sports group facilities. Use pavilion as store for the PPE, Also has power. (YE) to liaise with sports group.
- Pollution Prevention – as per Land Drainage Consent.
- Plant (not supplied by MI) (LM) to supply a dump trailer for soil for diversion pipe & dumpy bags for temp. storage of river bed. Ponies need to be moved. (KB) to ask Margaret Rogers.
- (AP) has informed Scott Riddell (Devon Highways) that we are starting & he is happy for us to informally cone off parking on the roadside, in consultation with local residents.
- Pipe; (CE) has 18-20m. Stream will be sandbagged and ultimately diverted through the pipe. Aggregate needed before start date. Delivered to Northway ready. 4 Dumpy bags. 20mm.
- Geo textile – useful to have in hand? 1 roll.
- Concrete; Line up Glendinning ready + sand & cement for Mike Smerdon later on.
- **Order up urgent items. CE & AP to check materials list in detail on Wednesday.**
- Insurance; Brokers informed of start date.
- SW Water; missed meeting – some confusion. Quote initially is £350 for connecting to pipework, but this does not cover much of the required work. New meeting proposed.
- Risk Assessments; Always check these are being carried out for each stage. **Do one for the Access Bridge works. (YE & KB)**
- Method statement drawn up for this project - Give a copy to Matt. (YE)
- Spending; need to agree on a method and order limits as many items involved at this stage. Expenditure spreadsheet to be sent out to Trustees each week by (YE).
- Stone walls on bridge will be done by Mike Smerdon. We get the materials so we don't pay VAT.
- **DRAWINGS – CE to manage version control.**

- Alastair; just sent through new drawings: Outline roof plan – Steel cable ties-more aesthetically pleasing than timber if cost not too high.
- Richard Casey continues to have well-meaning concerns; can we ensure when we do the SAP calcs in the M&E design we consider high level windows on the hall, south side to see if it improves / worsens energy efficiency.

FUNDRAISING:

- No further grant applications submitted. Should be more applications after bridge completed.
- **Quiz & Supper Fundraiser:** 30 tickets sold so far event on 29th July. Lasagne & pudding. Volunteers making food.
- **Widecombe Fair**, September 13th. Quilt raffle launch. Need to get raffle tickets printed. Quotes x 3, similar. 2,000 tickets in books of 5, cost £42. We sell them @£2 each. **License needed from Teighbridge DC. (YE)** The Widecombe Fair Committee have offered us a double page spread in catalogue – Ideal opportunity for Photos of Culvert, Stones, Hall design and Quilt. + info. to order online through website. **(SR & LM) to create before end of August.**
- Name Stones: Also launch at Widecombe Fair. Suggested minimum donation of £40 per name? How many stones roughly? Per square meter= 50 stones @200x100mm each.

6. FINANCIAL UPDATE (Finance Administrator: Gail Fursdon)

- Total in Bank: – £70,794.35
Petty Cash: £124.74
PayPal: £9.66
Total in Accounts: **£70,919.09**
- Local Fundraising Target at 65% of 50k – £32,679
- Restricted funds: (£12,000)
Elm Grant Trust £2,500 – used for access works
Lottery Community Fund (A4A) £10,000
Norman Family Charitable Trust £2,000
Unrestricted: £58,919.09
- June bank statement was presented and signed by the Secretary.

7. NEXT STEPS

- As discussed above.
- Quilt raffle tickets and Name Stones could also be sold online. Tickets to mention Gift Aid. Payment by BACS preferred (not direct via site?) A reference will be essential for identifying receipts - Surname and Stone / Quilt.
- (CE) & (AP) to meet on Wednesday to discuss preparation for Monday 25th July. Friday & Saturday get area ready.

10. A.O.B.

- (YE) to update Charity Commission page to say we are eligible for Gift Aid

11. D.O.N.M. – Monday 15th August, 7:30pm, Old Walls & Zoom.

12. CLOSE: There was no further business and therefore the chairman declared that the meeting was closed. 9:26 pm

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Chairman

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Date

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Date

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