

WIDECOMBE COMMUNITY HALL CIO
(Charity registration number 1182621)

Minutes of meeting No: 34 of the board of trustees
of Widecombe Community Hall CIO held at Old Walls & using Zoom
on Monday 15th May at 7:30 pm.

PRESENT:	NAME	POSITION
	Yvette Elliott (YE)	Chair
	Iain Russell (IR)	Trustee
	Sarah Reeve (SR)	Secretary
	Gail Fursdon (GF)	Finance Administrator
	Alan Peake (AP)	Trustee
	Lloyd Mortimore (LM)	Trustee
	Chris Elliott (CE)	Trustee
IN ATTENDANCE:		
APOLOGIES FOR ABSENCE:	Polly McAfee (PM) Chris Mayhead (CM)	Vice-Chair 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 (17th April 2023) were approved and signed.

4. MATTERS ARISING

- **Winter Ball**; – members have had discussions as to how it would be – not too formal, more relaxed. Buffet preferred. Willing to pay up to £30 for food and music. Maybe ask band 'Jar' – connected locally. Feedback to (CM).
- **2 Fundraising thermometers** to go on new board, hopefully near new bridge, across stream. Need to check where best position would be. Will have legs to be concreted in.

5. SUB-COMMITTEE UPDATES & NEXT STEPS

DESIGN:

- **Jobs to do**: – Upstream kerb line, marked out by (AP). Needs a little digging first, then concreting posts and fencing after kerb line done. Digger – level 803, remove bits of soil. Fit sign on right side of bridge. Hang pedestrian gate. Order manhole covers.
- Plan next work day - 10th June with some smaller jobs done first.
- Make site safe & ready for events – Remove peat where it overlies footprint – still soft, complete foot print excavation – drainage & top layer. Backfill open trenches. Restrictor plate. Form internal headplate etc.
- Site meeting first on morning of 28th May. 10am. (AP) & (CE) to do some smaller jobs first – 26-28th May.
- Spoil heap needs digging back again. Cover whole area with same fill. Tidy up site before winter. Should we hire in a contractor for this stage? Remove some material and keep some for the swale. Ask Porteous Groundworks if they have any base material we could use.
- Power kiosk for when the power is connected. Have discussed electric car charging, = 3 phase AC Chargers, 22kW. Not fast but useable. Phone APP to pay with using fixed line to charger and wifi at charger, can pay by phone. (Fast charging, DC, too expensive). Western Power application is ok. Looking for grant to help cover cost.
- **(IR) contacted Andrew Kirby for quotation**. – service & fees. If he got involved, need to review what we've done so far. Divide into stages – we are at stage 3. Stage 4 is more detailed drawings. Quote divided into detailed stages. Not necessarily aiming for 'Passive Haus' certification but could make an excellent building based on similar principles. Principal designer – should be the architect. Overall cost approx £21k plus Vat plus some other items.
- **Other Quotes**: Also looked at VESP, quoted £38k. Possibly end up with over designing.
- AK – up to date with green technology and community builds. Need to get final drawings to get 3 Tenders to quote before he can apply for main grant funders.
- Need one more quote – (IR) has approached someone else and waiting for quote. Kevin Davies 'RDJW Ltd'. Suggested by David Wilson Arch. Approached Barry Marmot but he's not able to take on any more work but glad to have been asked.
- Propose we go with AK once 3rd quote is in if still cheapest. Spending authorisation approved for AK.
- Building inspector/control will check site once groundworks is complete.

FUNDRAISING:

- **Field to Fork** now in August on our site. Funding application response will be in June.
- **Received invite from Daf Edwards-** (Widecombe Sailing Club) Holding music event in Widecombe Church on evening of 27th July - Would we like to do refreshments and keep the profits? Yes we would! **(SR) to get alcohol licence**.
- Working on general grant applications.

- **RDCP 'Picnic in the Park'** event we're doing Duck Races, June 4th. Plus Tombola.
- **Pop up stall on Widcombe Green** – 16th June, – bags of homemade fudge. Golden ticket in one of them for special prize. Celebrating 'National Fudge Day', 2–5pm.

6. FINANCIAL UPDATE (Finance Administrator: Gail Fursdon)

- Total in Bank (Current Account) available: – £46,185.46
- Instant Savings Account (including interest): – £150,422.55
- Petty Cash: £375.89
- PayPal: Zero
- Zettle: Zero

Total in Bank Accounts: £196,608.01

- Invoices:
 - a. Historic £45.00 – yet to clear bank
 - b. Quick books and Gsuite regular payments
- Fundraising events:
 - a. Pyramid lunches to date £310
 - b. Quilt raffle sales/donations to date £1,367 (inc. SW Quilters tickets and donations of £116)
 - c. Supporting Wall stone engraving total to date £1,543 (inc. promised £100)
- Funds:
 - a. Local Fundraising Target at 79.91% of £50k – £39,952.57
 - b. Unrestricted funds available: £196,483.90
 - c. Restricted Funds: WPC grant for electricity connection £500
- **Donations/Interest:**
 - a. £10 Welby – regular direct debit
 - b. £250 gift in lieu of work done by a local
 - c. Interest raised to date from £150k = £422.55
- April bank statement was presented, confirmed and then signed by an officer.
- **Proposed savings accounts**
Charity Bank 3.36% 1 year fixed
Unit Trust Bank 4.5% 120 day notice.
- Both were unanimously approved by Trustees. **(YE) to be in touch with each trustee to carry out application.**

7. A.O.B.

- **Engraved stones** – when someone has paid they get an automated email. Should we send a personal email to each individual too, confirming receipt of payment and include a general progress update? All agreed this would be worthwhile. (YE) to email all.

8. D.O.N.M

- Monday 12th June 7:30pm, Old Walls/Zoom

9. CLOSE: There was no further business and therefore the host (PM) vice-chairman declared that the meeting was closed. 9:02pm

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Chairman

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Date

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