

WIDECOMBE COMMUNITY HALL CIO
(Charity registration number 1182621)

Minutes of meeting No: 27 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 15th August 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

- All Trustees as we discuss Trustee remuneration/reimbursement.

3. MINUTES OF LAST MEETING

- The Minutes of the last meeting (18th July 2022) were approved and signed.

4. MATTERS ARISING

- (YE) **spoken to** Sports Group, Parish Council and delivered fliers to local residents to inform them of Access works construction start date.
- **Quote from Matt Irish** – done by WhatsApp but need more formal one in writing. (LM).

- **Ponies** have been moved. (KB)
- **Risk Assessments** for access works. Not done as work has started. **Will do a generic one for future reference.** (KB & YE)
- Gambling licence – need a date for the draw; next Widecombe Fair, September 12th 2023. **(YE) to apply to Teignbridge DC.**
- **Quilt** at next stage for photos and display at Widecombe Fair.
- **Fair Catalogue** – Double page spread has kindly been offered to us with possible further space in the catalogue – Fair meeting, Geoffrey keen to get items send in for layout. (YE) to email to confirm. Need images & text to supply. Quilt, Stones, Build, Hall. **(SR) to get everything together and email to Geoffrey before end of August.**
- **Charity Commission** Page updated re Gift Aid (YE)

5. SUB-COMMITTEE UPDATES & NEXT STEPS

DESIGN:

- ACCESS:
- Update on progress since last meeting:
- Great start to the project, culverts in position and covered, cattle grid in position and concreted in place. Survey work and test pits to establish soil depth carried out.
- **Stonework** / Michael Smerdon (“MS”) – (LM) fed back (MS) wants to start asap but juggling different jobs, will probably start WC 15th Aug using larger stones for lower levels. May not go straight through to completion. (CE) will leave pump running until next week at least, and keep checking weather. (LM) to give (CE) a list of materials for committee to get from Civil Solutions (sand vol and type, cement vol, lime details and vol.) to be delivered to site container.
- **Water** WCH to ask WADSG formally to have a temporary connection to allow (MS) to have water. **(CE) to install.**
- **SW Water** – Quote of £2,958.60, to connect to mains to meter (4.5m) for potable water. Quote includes VAT. Kier are doing work, traffic lights etc. We pay first & then wait to find out when they can do work. SWW are putting in connection for Teign Housing, could both jobs be co-ordinated? Both parties have to ask SW Water. Potable water only. Sewage later – also co-ordinate? (CE) to speak to Teign about this.
Trustees approved this full expenditure - maybe done sooner if it can be co-ordinated. Housing construction starting soon.
- **Container** – (LM) has located a second hand container and proposed to hire it to WCH at £10 / month. *Committee agreed* this was ideal as it avoided purchase cost, delivery etc., and made it available at far below commercial rate (probably c. £100 / month), and that we needed it ASAP anyway so (MS) had a store. Expect to keep on site for the duration of the project. Will have temporary water and electric supply soon.
- **Drainage/Access Track materials & design:**
- Following a discussion it was agreed to start the access track with the expectation of removing topsoil and setting aside on site, and removing all the underlying peat down to the gravel below. A potential design is to use 200mm of clean recycled 75 – 40 stone as the base on the natural gravel to give free draining base, Terram over, with LM’s aggregate filling variable amount and then 803 over to finished level.
- **Local stone** is available but will need to apply for a U1 Waste Exemption Permit for moving topsoil to Northway for the short term. **WCH will need to get a U1 Waste Exemption Permit for hardcore to be delivered (YE).** Strip topsoil off & stockpile it. Get vehicles on site and

- move both materials at same time, cheaper use of contractors. Matt Irish can hire us a 14 ton swing shovel. LM, PM, & MF have tickets to use. Available 2 weeks today, 29th August.
- **Timing:** All agreed current ground conditions are ideal and wanted to press ahead. It will be hard to do with (MS) doing building works concurrently. Target W/C 22 or 29 Aug. Whilst a lot of material, this may be done in a week – possibly. **Meet onsite 7pm Wednesday 17th August to make calculations.**
 - **Drainage issues:** We have a drainage design for the surface water run off which we will follow and (AP) has detailed the levels and gullies for this to work. All surface water would be treated as per the surface water management plan.
 - **Review project plan.** (KB) – All going fine. Key date 24th September for Open Day. Field needs to be tidied and fenced. **(YE) to speak to Sports Group** if we can use their area too. Marquee – go onto soil base? Want to make sure area is safe. Marquee might go in same area as hall, & mark out size of hall. **(KB) – jobs for open day; fence, field topping etc to encourage volunteers. List onto FB.** Make access area to sports field.
 - **Alastair needs 4 trial holes dug Covered before open day.** For foundation design.
 - **End point** of this phase of work: Getting the road facing part of the site tidy ASAP was noted as being an important neighbourly aim.
 - **Spending record & Trustees hours/contribution record:** (CE) has set up a Google Form for individual time logging, very easy to use, info stored on central database. Start from beginning of Access works start.
 - **Reimburse sports group** £100 for electric (from A4A grant).
 - **Spending agreements:** *Trustees approved the following costs:* SW Water as discussed above. Aggregate £330 for 20 ton load x 10 loads. 14T excavator hire from Matt.
 - Matt can get cheap pea gravel for drainage ducts.

FUNDRAISING:

- **Quiz night** raised £488.66. Well attended.
- **Widecombe Fair** Quilt raffle tickets will go on sale, £2 each, £10 for book of 5. Craft items on our stall. WiFi available on site for stallholders. Could have our hall website open on our laptop. Take cash also. PayPal. **(YE) send out email for volunteers etc.**
- **Open day 24th Sept.** 2–6pm (YE + PM organising) – Use sports group space too if possible. Budget for marquee. (A4A). There will be 30min taster sessions; fitness classes, music etc 5 sessions in the afternoon. BBQ + tea & cakes. Budget to pay for food & sell for profit. Borrow chairs & tables locally. Also some giant games for entertainment; kids craft table; Tombola. **Poetry competition** – Write a poem about Widecombe community. Prize is a £60 Ullacombe Farm Voucher. Funding to deliver fliers too. Use as an opportunity for doing another survey. Sending an invite to some of our sponsors and local dignitaries. **Need volunteers for setting up, catering etc.**
- **“Supporting Wall” stones sponsorship:** Might be too early to launch stones sponsorship at Widecombe Fair but could make it known now & launch later on nearer to main construction date. Already mentioned in Parish Link. (LM) doing display piece for photo, 1m sq. CE has created an online Google form to get names and order details first and then collect payment (forms generate a user number for payment reference). Payment by BACS preferred. Printed forms will be required too.

6. FINANCIAL UPDATE (Finance Administrator: Gail Fursdon)

- Total in Bank: – £69,880.5
Petty Cash: £146.74

(NB: £459 transferred into bank account, cash proceeds from Quiz)

PayPal: £NIL (all transferred into bank account minus fees £0.89)

Total in Accounts: £70,027.24

- Invoices paid since last meeting:
 - a. G suite £4.14 – website
 - b. Quickbooks £14.40 – accounts
 - c. Widecombe & District Sports Group – £50 contribution to electric use
 - d. Devon Communities Together – £50 subscription
 - e. Civil Solutions – £1,747.25 – Access works
 - f. Precise Accountants Ltd £600 – preparation of accounts
- Refund: from DNPA re discharge of planning conditions – £32.20
- Local Fundraising Target at 66.38% of 50k – £33,192.26
- **Restricted funds: £8,594.81**
 - Elm Grant Trust £2,500 – used for access works*
 - Lottery Community Fund (A4A) £8,594.81 *£1,705.19 spent on access work*
 - Norman Family Charitable £2,000 – used towards culvert costs*
- Unrestricted: £61,432.43
- Donations
 - a. £25 through PayPal
 - b. £20 direct payment
- June bank statement was presented and signed by the Secretary.
- **Draft accounts for review 21/22 end 30th June.** All appears correct. Spending less than we have received.
- **AGM to be arranged after open day (YE) to formally approve accounts.**

7. AGREEMENT FOR TRUSTEE REMUNERATION/REIMBURSEMENT

- **Reimbursing** of Trustees/volunteers/equipment use charge. This is a long project and we need to ensure we do not exhaust goodwill. Committee need to have ability to pay expenses incurred if requested. All present agreed that any plant or material made available at below commercial rate was a welcome donation and were happy to pay such expenses. Whether a donor wanted no payment, direct out-of-pocket expenses paid (say fuel), or something which roughly covered fuel and wear and tear would be for a donor to decide, and donation of appropriate equipment on all of these bases would be welcomed. We should consider if we think it is a conflict of interest, but since any donation is below market rate it should not cause a problem. We do need to be clear what we will be charged prior to a charge being made. A good starting point would be a commercial hire price list as a guide to a ceiling of what might be reasonable. eg Hire of container, at £10 per month to (LM). Fuel for machinery. Share out standard hire rates for equipment and each volunteer can choose what to charge. Cover costs of machinery & fuel, labour costs waived. Each person to invoice us for each payment.

8. A.O.B.

- Cattle grid side rails incorrectly delivered but should be arriving soon.
- (CE) has possible access to some folding tables and chairs for event use.

9. D.O.N.M. – After Widecombe Fair (13/09) and Open Day (24/09). Trustee meeting after AGM sometime in October. Communicate by email in the meantime.

10. CLOSE: There was no further business and therefore the chairman declared that the meeting was closed. 9:18 pm

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Chairman

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Date

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Date

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