

WIDECOMBE COMMUNITY HALL CIO
(Charity registration number 1182621)

Minutes of meeting No: 21 of the board of trustees
of Widecombe Community Hall CIO held from OLD WALLS, PONSWORTHY
(virtual online meeting with members using Zoom)
on Monday 17th February 2022 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 |
| | Polly McAfee (PM) | Trustee |
| | Sophie Mount (SM) | Trustee |
| | Lloyd Mortimore (LM) | Trustee |
| IN ATTENDANCE: | Gail Fursdon | Finance Administrator |
| APOLOGIES FOR ABSENCE: | | |
| 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 (17th January 2022) were approved and signed.

4. MATTERS ARISING

- CE – Old Noticeboard replacement is still in progress.

- **YE – ADVICE ON VAT:** CIO not registered for VAT, but construction phase incurs 20% on items. We can create a certificate approved by HMRC, then suppliers don't have to charge VAT because of the nature of the build and our charitable status. If there is a large period of time between stages this can cause issues with HMRC, so no gaps preferred. In this early stage will need to discuss with suppliers re: VAT.
If we are VAT Registered can claim back all VAT, but this has disadvantages in the future as we would have to add VAT to all hall hire charges. Best if not VAT Reg. **Enquire as to what other new halls have done (YE)**. Some suppliers will be used to this situation (e.g. self-build). Get email confirmation that we can get the VAT back.
Quotes for access work so far – some include VAT. Go with that for now.

NEW TRUSTEE: Chris Mayhead has stepped forward. He is well known to people locally. Used to manage property at Seale Hayne and has experience in buildings project management. Would like to get involved in the near future.

SR propose, LM second. Vote to Co-Opt. Unanimous. Approved. **Arrange for official form completion for Charity Commission and website (YE)**.

5. SUB-COMMITTEE UPDATES & NEXT STEPS

- **Design:** Ongoing discharge of planning conditions – nearly ready. **Organise meeting with Chris Hart possibly in early March (CE)**. Need more drawings for access. Moving forward – Roger Farrow can help development of tender. Agreed a meeting with RF on Tuesday 22nd February, 10am at the field location. Specification work done – condense into a document for a contractor. RF has contacts with useful people to help move forward.
- **Fundraising:**
- **Awards 4 All:** – application for £10k was successful which is great news. Thanks to PM and YE.
- **Peoples Postcode Lottery:** – application for C. £25k made on 2nd February. Awaiting response.
- **Other Applications:** – Working on 2 more applications for access works, including field drainage works and mains power connection, which will cost approximately £64k. **'Norman Family Trust' YE is applying for £4k (10th March deadline)**. **'Bernard Sunley Foundation' PM is applying** with details of our funding gap – they determine the grant amount if successful. CIO financial year ends in June, and there are different deadlines for spending for each grant funder – **GF to support Fundraising Sub-Ctte in recording and monitoring spend**.
- **Duck Race:** – 24th April. **YE – Share jobs list from previous event**. See who's available. Also have a list of other local volunteers. **SM to advertise on Facebook**.
- **Platinum Jubilee Event:** – Event being planned, LM & YE are involved, could it be a fundraising opportunity for the CIO? Should we name the access bridge? 'Jubilee Bridge'?

6. FINANCIAL UPDATE (Finance Administrator: Gail Fursdon)

- Total in Accounts: – £79,184.72
Petty Cash: £168.43
PayPal: zero
- Local Fundraising Target has reached £31,476 (= 63 % of total £50k)
- Restricted funds: Elm Grant Trust 2.5k & Awards for All £10k = £12,500
Unrestricted: the rest.
- Increase in general funds due to Gift Aid coming through: £4,623 now received, which includes money from Charity Auction, some of the £50k donation and Sponsored walk event.

We'll publicise this to encourage people to do Gift Aid (YE) when they make a donation as it is very worthwhile. Also received a donation of £75 from a felting workshop run by Di Weymouth.

- No bills outstanding.
- Paperwork to add Gail as Finance Admin. has been completed but still awaiting a response from Lloyds Bank.
- CHARITY COMMISSION ANNUAL RETURN 2020-2021 – completed.

7. MARKETING & PR UPDATE

- SM to become FB admin, but some initial support required (YE). Keep a regular post to keep interest in events, how to make a donation etc.
- Website has been updated. Thanks given to Evie Edworthy. PM has now made contact to look at taking over the ongoing running of the website.

8. NEXT STEPS

- As discussed above.

9. A.O.B.

- None.

10. D.O.N.M. – Thursday 24th March 2022, 7:30pm, Zoom.

- Design Sub-Committee Meeting with Roger Farrow, 10am, Tuesday 22nd February, at the Field.
- Finance Sub-Committee Meeting TBA early March, prior to application deadline.

11. CLOSE: There was no further business and therefore the chairman declared that the meeting was closed. 8:15 pm

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Chairman

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Date

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Date

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