

WIDECOMBE COMMUNITY HALL CIO
(Charity registration number 1182621)

Minutes of meeting No: 38 of the board of trustees
of Widecombe Community Hall CIO held at Old Walls
on Monday 6th November at 7:45pm.

PRESENT:	NAME	POSITION
	Yvette Elliott (YE)	Chair
	Polly McAfee (PM)	Vice Chair
	Sarah Reeve (SR)	Secretary
	Chris Elliott (CE)	Trustee
	Lloyd Mortimore (LM)	Trustee
	Chris Mayhead (CM)	Trustee
IN ATTENDANCE:	Gail Fursdon (GF)	Finance Administrator
APOLOGIES FOR ABSENCE:	Iain Russell (IR) Alan Peake (AP)	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 (2nd October 2023) were approved and signed.

4. MATTERS ARISING

- **Section N/Consult Architect:** (CE) passed on information to Architect. (AK) is most likely to already be aware of requirements.
- **Volunteer WhatsApp Group** is up and running (YE). 12 members so far. They will be kept up to date with events jobs and on-site work etc. Will be useful to engage others. (SR) do FB post to invite more members – make it clear that it will be a volunteer group specifically.
- **Notice in Parish Link & Facebook:** Notices inviting feedback from those with mobility issues accessing Church House (YE) & (SR) done. Not received any feedback yet. Perhaps make more personal approaches.
- **Spare Fliers:** 190 spare fliers went out with the Parish Link to Widecombe residents – thanks to the Link for supporting this request.

5. SUB-COMMITTEE UPDATES & NEXT STEPS

DESIGN:

- **Section 73** has been submitted to DNPA for proposed amendments. (AK) has done it but without specific calculations yet, this is still in progress for sewerage and drainage work. The amended document from DNPA will come back through Parish Council, who will have an opportunity to comment. We can continue with funding application in tandem. As soon as we are ready we can go out to Tender, on the understanding that funding hasn't been secured yet.
- **Site has been tidied** and ready for winter. Could get some ponies in to graze. Check they are ok with the site first. (CM) to ask M. Rogers.

FUNDRAISING:

- **Preparation for National Lottery bid:** Draft sent out by (PM) for comment. Lots of external input and comments from Ian Bentlett, Jodie Crook-Giles and Franny Armstrong (all of whom have previous funding experience) & also from Trustees. Thanks to (YE) & (PM) for all their work. Comments so far are positive. Ian Bentlett suggests making sure FB & Website are up to date. **Look at Website and check it out. [All]** Final version of Stage One Application should be ready by end of Nov.
- **'BREEAM Assessment'**: "uses recognised measures of performance, which are set against established benchmarks, to evaluate a building's specification, design, construction and use." Will 'Passivhaus' be sufficient? This is already a high-level specification for energy efficiency and thermal performance. May need to be considered later during application process.
- **Valentine's Dinner & Dance:** will be our next event in February 2024. After Christmas (CM) to put together email with poster and send out to local groups and interested parties. **(SR) email poster to (CM) & (YE) *update with corrected typo.** Closing date for tickets by end of January. Also put posters in Rugglestone Inn, Parish Link, Primary School Newsletter etc. At the event – hold a mini auction of a few valuable items. Maximum number in the Old Inn is around 70-90.

6. FINANCIAL UPDATE (Finance Administrator: Gail Fursdon)

- Total in Bank (Current Account) available: – £18,007.95
- Instant Savings Account (including Oct interest: £23.63) – £25,689.16
- Charity Bank (3.6% 1 year fixed) £75,000.00
- United Trust Bank (5.25% base rate tracker, 120 day notice) £75,000.00 (Statement received: Interest from July to October £1,275.68)
- Petty Cash: £405.06
- PayPal: Zero
- Zettle: Zero

Total in Bank Accounts: £194,102.17

- Invoices:
 - a. Quick books and Gsuite regular payments.
- Fundraising events:
 - a. Pyramid lunches to date – £785 (increase £60)

b. Supporting Wall stone engraving total to date £3,088 (increase of £245).

- Funds:
 - a. Local Fundraising Target at 91.68% – £45,841.11
 - b. Unrestricted funds available: £193,602.17
 - c. Restricted Funds: WPC grant for electricity connection £500
- **Donations/Interest:**
 - a. £10 – regular direct debit
 - b. £1,275.68 – United Trust Bank savings account interest (July-October '23)
- October bank statement not arrived yet. Will be signed at next meeting.
- Trustees agreed to make a financial contribution to the Parish Link of £100 as they have been very helpful and supportive of our project (GF) to arrange.

7. PROPOSAL FOR PARISH NEWSLETTER:

- There is a proposal (from the History Group) to produce a digital Parish Newsletter “Rolling Along”. Email would go out to people in Widecombe Parish who subscribe. Done using 'Substack'. Would be written by local groups (12 needed), with each group producing one newsletter per year. Discussion as to whether this would be useful for us. (PM) would be happy to do it once a year as long as the software is easy to use. We will express an interest and see how it develops.

8. SPORTS GROUP:

- (YE) of the Parish Council and (CM) from Sports Group gave some information to the Trustees regarding the lease of the Sports area land. Land is owned by DNPA, leased to the Parish Council, and sub-leased to the Sports Group. Lease is up for renewal and a solicitor's fee of £3,000 has been proposed which the group cannot afford and is not considered good value for money. SG would need more security as leaseholders so they could apply for grants. There was a suggestion that the Community Hall lease it instead (now or in future)? Would it be a liability? Area of land does not currently include car parking area, but this could be included. We feel that it would not be appropriate at this time, but the idea of bring two community spaces together under one management structure may be sensible in the future.

9. A.O.B.

- None

8. D.O.N.M

- No more meetings until the New Year but will communicate by email in the meantime.
- Monday 15th January 2024 7:30pm, Old Walls

9. CLOSE: There was no further business and therefore the chair declared that the meeting was closed. 9.10pm.

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Chairman

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Date

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