

WIDECOMBE COMMUNITY HALL CIO
(Charity registration number 1182621)

Minutes of meeting No: 32 of the board of trustees
of Widecombe Community Hall CIO held using Zoom
on Monday 13th March at 7:30 pm.

PRESENT:	NAME	POSITION
	Polly McAfee (PM)	Vice-Chair
	Chris Mayhead (CM)	Trustee
	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:	Yvette Elliott (YE) Iain Russell (IR)	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 (6th February 2023) were approved and signed.

4. MATTERS ARISING

- (CM & YE) Spreadsheet for project costs. Spreadsheet of total project budget from feasibility study shared on screen. Professional fees section shows an overspend during the feasibility stage, but there is a £65k budget so we've only spent a fraction of that. Will keep this updated as a live document from now on.

- Shared fundraiser – (YE) met with Flash. Decided that we should do High Tea in April ourselves. Was useful to ask and include them if they wished.
- (CM) – Winter Ball. CM spoke with Andrew at Old Inn. Yes, depending on dates. Dinner & live music with a posh frocks ball like years ago. Lovely idea to go upmarket as a Fundraiser. After Christmas? New Year? Before Phyll's Follies. Buffet or Dinner? (buffet might be easier). **(CM) to discuss with Old Inn and explore dates.**
- FB posts done & quilt raffle tickets now available on website.
- Savings Account (CM) has been looking at best rates available. Stick to max. £75k per bank to meet Government guarantee.
'Smart save' have best interest 4.33% but with 90 days notice. The more interest the longer the notice required. We've got nearly £200k but should spread it in different accounts, both for safety and access. Another thing to consider is if interest rates go up. Also are they suitable for charities?
Possible plan: £75k into 90 day, £75k into 1 year, All online. Need to work with Quick Books **(CM) to look into.**
- (CE) resent link for recording Trustee & volunteer hours.

5. SUB-COMMITTEE UPDATES & NEXT STEPS

DESIGN:

- Practical works – slow due to winter, but materials on site. Fencing and concreting later in March possibly. After main fencing complete we can remove Heras Fencing. (LM) proposed 25-26 March if weather is good. (LM & CE) to meet and discuss plan & open to Design Sub committee.
- Temporary fencing will be ok for now. (AP) setting out for the swale.
- Iain a valuable new member. Need to get an architect back in place. Have been engaging with Alistair. Iain has worked with Andrew Kirby and arranged a meeting for next stages – useful experience. Supplied a quote. (CE) pleased to have spoken to him. We need professional project management. (AK) charges £600 per day which is standard.
- Have a review of where we are. Get design ready to go to tender. Quote shared for consideration. We have done some things already. We will need this level of advice.
- How much control will we have in a 'design & build' scenario? Not always much. Don't have to use single contractor, could split project into different parts overseen by Architect as Project Manager. People in community might really want to be involved in making the hall; benefits all round. Also go back to original architects too for alternative quote. Also get one other quote to comply as a CIO. **(CE) get together & discuss quote and one from original architect.** Come back to committee for a decision. Will be needed for Grant applications. Be good to get things moving.
- Packaged sewage plant – no need for pump main over the road. Produces waste clean enough to go into stream £10k, £13k or £21k. Alternative to a pumping station or sewage rates to SWW. Once a year the tank is emptied of sludge, much cheaper than water rates. Large tank with aerator, relatively simple system. Low maintenance. Reduced initial set up costs. Unfortunately not able to synchronise with new build project at Brook Lane.
- Spending – building control quote – 90 day valid – **(CE) to ask architect's advice.**

FUNDRAISING:

- (PM & YE) Sent off A4A Application- 'Field to Fork' in July. Gather together to prepare and cook. For £10k. Includes £4k to connect to mains electricity, outdoor seating etc. £1,600, fencing & wild flowers. Wait 3 months to hear.
- Local events:
- 2nd April – **Duck Race**.
- 21 April – **High Tea**. Book in advance £5. Cakes etc.
- 4 June **Tombola & Duck Race** at the Picnic in Park (River Dart Country Park) event. Need good prizes.
- Rose Mortimore – **Lunch Pyramid** has raised £150 so far.
- **Quilt sales** so far £1,200 inc. corporate donation. Kirsty- SWQ Meeting & AGM – April 29th we can sell raffle tickets in the morning only =1.5 hour morning & lunchtime. Take it to River Dart event too. Big event which we can join too.
Also suggested; SW Quilters in Launceston but too many costs involved and too far.
- **Local events** – need volunteers for doing, making and prizes. Word of mouth to get more volunteers. Create a 'supporters list'?
- Parish Council grant for electricity connection awarded of £500. (SR) sent letter of thanks and FB post.

6. FINANCIAL UPDATE (Finance Administrator: Gail Fursdon)

- Total in Bank (Current Account) available: – £43,387.14
- Instant Savings Account (including interest): – £150,242.00
- Petty Cash: £367.52
- PayPal: Zero – fees 54p on £10
- Zettle: Zero – fees 76p on £42

Total in Bank Accounts: £193,629.14

- Invoices:
 - a. Historic £45.00 – yet to clear bank
 - b. Regular monthly ones; including Gsuite has increased to £4.60/month from £4.14
- Income yet to clear bank:
 - a. Quilt raffle cash sales £486.80 (total profit from SW Quilt show £528.04)
 - b. 'Supporting Wall' stone engraving £50.00
- Local Fundraising Target at 74.81% of £50k – £37,405.29
- Unrestricted funds available: £193,665.94
- Restricted Funds: WPC grant for electricity connection £500
- **Donations:**
 - a. £10 Welby – regular direct debit
 - b. 'Supporting Wall' stone engraving income total so far: £963.00
 - c. Quilt raffle sales/donations total to date £1,240.00
 - d. Widecombe Parish Council Grant £500.00
- January & February bank statements were presented, confirmed and then signed by an officer.

7. A.O.B.

- (AP) spoke to Alastair on roof design but he has been unwell.

8. D.O.N.M

- Monday 17th April, 7:30pm, Old Walls/Zoom
- Design Sub Committee – 27th March, 7.30pm, Old Walls.

9. CLOSE: There was no further business and therefore (PM) vice-chairman declared that the meeting was closed. 8:58pm

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Chairman

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Date

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