**WIDECOMBE COMMUNITY HALL CIO**

(Charity registration number 1182621)

**Minutes of meeting No: 10 of the board of trustees**

**of Widecombe Community Hall CIO held at OLD WALLS, PONSWORTHY**

**on Monday 9th 2020 at 7.30 pm.**

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| PRESENT: | NAME | POSITION |
|  | **Yvette Elliott (YE)** | Chair |
|  | **Alan Peake (AP)** | Trustee |
|  | **Chris Elliott (CE)** | Treasurer |
|  | **Lloyd Mortimore (LM)** | Trustee |
|  | **Kris Blood (KB)** | Vice-chair |
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|  |  |  |
| IN ATTENDANCE: |  |  |
| APOLOGIES FOR ABSENCE: | **Evelyn Edworthy (EE)****Sarah Reeve (SR)** | TrusteeSecretary |
| 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 (9th February) were approved and signed.

4. MATTERS ARISING

*EE - Explore community engagement event ideas*

 ongoing

*KB - Investigate Escrow account options*

Escrow accounts tend to be for £500k minimum deposits. An alternative would be a Solicitor’s client account. This would incur regular administrative costs.

However, the third party guarantees (one per guarantor) should be sufficient for the Parish Council.

*YE - Seek advice from Solicitor / accountant re loan guarantee*

A template exists on SimplyDocs. We will pass it by the Solicitors for verification in our situation.

**YE** to explain our proposal to our supporters and request their involvement as guarantors.

A discussion ensued on the amount of Guarantee; various necessary clauses probably required; and loan repayment options.

*ALL - share updated costing research for spreadsheet*

More figures have been included. VAT has been restricted to non-new build items / services only. Labour costs are a significant missing element, along with services, flooring, drainage.

**AP** to provide concrete / hardcore figures to take to a meeting with Glendinning to discuss possible costs and at zero VAT.

**LM** to provide contact details, and also local contacts at engineering firms.

LM has a tipping license, and may be able to provide hardcore.

*YE - update Business Plan*

Undergoing updates.

5. PLANNING APPLICATION update

* Ben Gilpin, our assigned planning officer, has left at the end of his contract. Subsequently the decision date was missed.
* CE and AP met with head of planning Chris Hart, who will now be our case officer. A productive meeting bringing Chris up to date and discussing a few minor alterations. The bridge needs aesthetic alterations; lighting must be reduced; cladding and roofing materials will require further discussions; proposed timber rather than granite entrance pillars – likely to be determined as part of a planning condition. No additional costs incurred.
* The new decision date has been extended to April 3rd if the submission needs to be referred to Committee, but it may be sooner if Committee decision is not required.
* AP has drawn up detailed bridge and culvert drawings taking into account Chris Hart’s comments.
* **CE** will convert to CAD and send to Chris Hart.

6. PARISH COUNCIL UPDATE

* We will try to provide the Council with a guarantee proposal for their April meeting on 6th.

7. FINANCIAL UPDATE

* Balance = £63,800; £62,150 of which is unrestricted
* Recent receipts include £50,000 from our confidential donor; £1,200 from Gail’s 119 Challenge; £600 from the Quiz night; £200 from our Teignbridge councillor and £500 from local business On Stream Energy
* Local fundraising figure stands at £25,700. Last 7 months raised £7,200
* A further £19,500 is anticipated including gift-aid, donations, and from councillors’ budgets.
* The following payments were authorised
* Website upgrade is required to continue receiving payments online. Committee agreed the increased monthly cost
* Committee agreed the renewal of SimplyDocs.
* Sewing Group quilt costs refund
* Once planning has been approved, it is expected that significant expenditure will be incurred (£36k+) during Quarters 2 & 3. Unrestricted funds should be safeguarded as far as possible, and we must start looking for new grant funding for our next steps.
* As we move into our building phase, with significant financial transactions occurring, CE proposed that the Charity now seeks a professional accountant and auditor. The committee agreed to this proposal. **YE & CE** to seek 3 quotes for consideration at next meeting.

8. FORWARD PLANNING

* Once planning has been approved we need to produce our next newsletter and widely publicise the good news in newspapers, radio & other publications. **SR** to oversee newsletter.
* Project Costings - **ALL** to review and research further elements
* Business Plan – **YE** updating.

9. FUNDRAISING

* DUCK RACE – 19th APRIL. Our next event. **ALL** provide a food item for hamper prize
* CHILLI COOK OFF – has been moved to May 2nd due to clash with a significant other event. Still at Buckland Village Hall.
* VE Day celebrations at Leusdon Hall - we have been offered the evening slot to organise. Discussion ensued as to what could be organised with such a short lead time, and just as we are anticipating organising our first construction phase. It would appear doubtful that something can be organised in time, but **YE** will look at how much a film showing might cost to put on
* BONFIRE & FIREWORKS – Mark Hutchings is happy to act as pyrotechnician. He and LM have scouted a venue for both fireworks and barn for music and food. Mark can also advise us on how to set up and run the evening. **YE** to organise a joint meeting with Friends of Widecombe School and Mark.
* The sewing group has started work on the Quilt

10. A.O.B

* YE proposed the creation of a finance and fundraising sub-committee. **YE** will draw up ToRs.

11. D.O.N.M. – Monday April 6th at 7:30pm, Old Walls.

13. CLOSE: There was no further business and therefore the chairman declared that the meeting was closed. 9:50 pm

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Chairman

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Date

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