

WIDECOMBE COMMUNITY HALL CIO
(Charity registration number 1182621)

Minutes of meeting No: 44 of the board of trustees
of Widecombe Community Hall CIO held at Old Walls
on Monday 8th July 2024 at 7:30 pm.

| PRESENT: | NAME | POSITION |
|-------------------------|--|-----------------------|
| | Yvette Elliott (YE) | Chair |
| | Chris Mayhead (CM) | Trustee |
| | Sarah Reeve (SR) | Secretary |
| | Lloyd Mortimore (LM) | Trustee |
| | Chris Elliott (CE) | Trustee |
| | Alan Peake (AP) | Trustee |
| | Gail Fursdon (GF) | Finance Administrator |
| IN ATTENDANCE: | Alison Whale | Fun Run Organiser |
| APOLOGIES FOR ABSENCE: | Polly McAfee (PM) Iain Russell (IR) | Vice 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

- None

3. MINUTES OF LAST MEETING

- The Minutes of the last meeting (3rd June 2024) were approved and signed.

4. MATTERS ARISING

- **Fun Run Medals** – (CE) Spoke to Marc who has got some designs & can we suggest words. "Widecombe Community Hall 25 August 2024"
- **Thank you letter** for MM donation which has been received. (YE) sent email to MM.
- **WiFi for Cake stall** – Cafe on Green said we can use their WiFi.
- **Templates** for LEMP/CEMP documents – (AK) said he will help us avoid spending too much.

- **Phone Mast Application** – Supportive response – submitted.
- **Local fundraising thermometer** – Update in hand.

5. SUB-COMMITTEE UPDATES & NEXT STEPS

FUNDRAISING:

- **Fun Run** – Posters distributed including: into school newsletter, running clubs, Park Run groups, local gyms etc. More on FaceBook eg Ashburton page, WhatsApp groups too & Parish Link. Gail to do floats. **Registration** open. **Raffle** – Approach people for donations, using our headed paper. We have already been given a 'fit-bit' style sports watch and one or two other items.
On the day/day before: Marshalling, food stalls, pegging out the course. Chairs for stalls (Church House). Need more portable toilets, one already there. **Generator** for teas & coffees. Take our own water, need large containers. Bottled water for runners. Cooked hot dogs – reheated on a BBQ + rolls. Squash & elderflower bottles. Use M&G clean **cattle trailer** for storage. Garden games – who has got some? **Dog show** – (KP) happy to run & judge. No rosettes but maybe prizes could be Dog treats or similar. Need area to cordon off. Need long rope (electric fencing tape LM) & stakes – to mark out. Small flags (from WFC?) to mark out running course. (LM) To ask WFC. Use our Insurance. **Volunteers** to set up field the day before. Dog show sponsor? Whiskers@ Mole Valley?
On the day Ali & Nicky & Georgie co-ordinating. **Loud-Hailers** for announcing. (Ask Widecombe Primary School if they have some?) **Wooden medals** will need ribbon (GF has some) Volunteers to arrive by 9am, registration from 10am, for 11am event start,.
(SR-see if there is reception in the field) (YE) & (AW) to keep in touch.
- **NPG – Completed paperwork** for Grant writing support. Now 80% through first set of draft grant applications. We can check them and then we can send them off to apply. Proposals are tailored to each individual funder. Us to review each bid. We submit at our own pace. 8 to start with. Contract is for up to 25 bids. No specific quotes asked for yet, but might be needed with certain applications.
- NFU Mutual – Email received from Newton Abbot branch of NFU Mutual who have a charitable area – each branch can suggest a charity – and we have been put forward- Recommended by members of our local farming community. Already received £6,509.00.
FB post – check with NFU Mutual Giving Fund for wording/graphics etc.
- Pop Up Cake Stalls – (YE) has organised our volunteer team of cake makers. Kirsty Peake & Val Tame to help Gail on stalls. Gazebo to protect cakes from sun/rain and to display posters etc. Encourage people to go and look at noticeboard in field for further information. Access to WiFi will be very useful. We are not in competition with cafe or with History Group coffee morning & day event.

DESIGN:

- **Architect** – No architect update but (CE) will chase soon.
- **Site Work** – Volunteers on site work for 2 weekends in July. Got lots done on the Swale and field tidying, weeding, strimming. Still a few jobs to do. (LM) Moved container. Kerbs to be laid soon – Will mark out parking area etc. Kerbs & channels, with gulley covers. (AP) to provide a drawing to show precise placing of elements. (AP) can be on site to confirm.
- **Electric Connection** has been paid for £9,768.58 (no VAT) Partly paid for with £500 grant from Widecombe Parish Council and the funds received from NFU Mutual. National Grid– We will need kiosk in place (MF to build) We will do trenching/ducts for cables with sweeping

bends to allow for E.charging, sewage plant, etc, incoming & outgoing (ducts for cables).
(AP) to look at temporary electrical connection – ‘System Electrical SW’ to advise.

- **Kerbstones** – Once kerbstones are in place, we can landscape some of the area a bit more. Swale can be maintained by pony grazing once it is completed.
- No spending needs to be authorized. (LM) to invoice for gate, cement etc.
- **Next volunteer session** after Kerb laying has been completed.
- **Volunteer Hours** – (YE) has kept records of volunteer hours. Next session –August.

6. FINANCIAL UPDATE (Finance Administrator: Gail Fursdon)

- Total in Bank (Current Account) available: – £14,209.86
- Instant Savings Account – £25,914.18
(including May & June interest: £27.63 & £29.50)
- Charity Bank (3.6% 1 year fixed) £75,000.00
NB: Interest due on 15/07/24 = £2,700.00
- United Trust Bank (5.25% base rate tracker, 120 day notice) £76,275.68
- Petty Cash: £405.06
- PayPal: Zero
- Zettle: Zero

- **Total in Bank Accounts: £191,399.72**
- **Total (inc Petty Cash): £191,804.78**

- Invoices:
 - a. Quick books and Gsuite regular payments.
 - b. Civil Solutions £806.10
 - c. Glendinning £735.93 (goods received, invoice yet to be paid)
 - d. National Grid £9,768.58
 - e. NB future work agreed to: Hutchings Groundworks – £3,390.50 – kerb laying

- Fundraising events:
 - a. Supporting Wall stone engraving total to date + £500 = £4,748.
 - b. NFU Mutual’s Agency Giving Fund – £6,509.
- Other Income
 - a. 2023–2024 Gift Aid Claim – £1,331.92

- Funds:
 - a. Local Fundraising (Target £50K) – £56,371.95
 - b. Unrestricted funds available: £191,804.78
 - c. Restricted Funds: WPC grant for electricity connection £500 – *(used)*
 - d. Restricted Funds: WPC grant for kerb stones £500
 - e. NFU Mutual’s Agency Giving Fund – £6,509. *(used) – Electricity connection*

- Donations:
 - a. £10 Welby – regular direct debit

- Charity Bank fixed term ending in July (estimated interest £2,700). YE has investigated reinvestment options and it was agreed unanimously to leave it with Charity Bank, where it will be transferred into an ‘Ethical 40 days notice savings account’ @ 3.1% as opposed to

3.6% we get now. Formally approved.

- June bank statement was presented and confirmed then signed by an officer.

7. A.O.B.

- (YE) has records of what we have raised since the very beginning when the Steering Group was formed: £303k to date. We have spent £99k. A huge achievement from a small rural community.
- Put something about this and what we are doing into 'Rolling Along' newsletter.

8. D.O.N.M

- Monday 5th August 7:30pm, Old Walls

9. CLOSE: There was no further business and therefore the chair declared that the meeting was closed. 9.06pm.

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Chairman

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Date

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