

WIDECOMBE COMMUNITY HALL CIO
(Charity registration number 1182621)

Minutes of meeting No: 24 of the board of trustees
of Widecombe Community Hall CIO held from OLD WALLS, PONSWORTHY
(meeting in person with some members using Zoom)
on Tuesday 24th May 2022 at 7:30 pm.

PRESENT:	NAME	POSITION
	Yvette Elliott (YE)	Chair
	Kris Blood (KB)	Vice-Chair
	Sarah Reeve (SR)	Secretary
	Chris Elliott (CE)	Treasurer
	Alan Peake (AP)	Trustee
	Polly McAfee (PM)	Trustee
	Chris Mayhead (CM)	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 (25th April 2022) were approved and signed.

4. MATTERS ARISING

- Update Charity Commission of Sophie’s resignation (YE) has been done.
- **‘Meet the Trustees’ updates** – check details and inform Polly if changes needed. (ALL)

- **Publicise Gift Aid receipts:** Message about the benefits has gone in Parish Link & Facebook.
- **Noticeboard** is printed up but only a draft one at the moment (due to error at the printers). New one coming soon.
- **Meeting with Chris Hart:** Re: Discharging the Conditions – eg: window changes are a 'non material amendment'. Meeting might not be with him. 'Discharging the conditions' need to be sorted soon – cost £75. Change the plan to match land management & drainage updates. (CE) to check.
- **VAT exemption certificate:** (YE) found exact wording and created a certificate. So we can fill in for each supplier at the point we place an order.
- **Land Drainage Consent:** (CE) applied for but awaiting invoice. Hoping for works to commence in late July. 2 month determination period, but conversations have taken place so hopefully a decision will come in less time.
- **RNLI sponsorship:** (CM) sponsorship suggestion from RNLI idea of sponsors for a lifeboat. We could have sponsored stones for new hall with sponsors name on. (CM) to find out how much people paid (RNLI). Want to make it accessible but a worthwhile amount. WCH CIO to pay for stones and (LM) would engrave for free. A great fundraising opportunity. Limit to 2 words per stone. Get publicity such as BBC Spotlight etc
- **A4A grant:** for timings of our event – we have a 12 month spend period from March so plenty of time for event after access works, maybe late September.

5. SUB-COMMITTEE UPDATES & NEXT STEPS

DESIGN: Update on meetings held: committee has had several meetings and beginning the access project is getting close. (AP) had meeting with Scott Riddell, Highways:

(AP):

"I confirm the following points were discussed:

- 1. We propose to carry out the works from the stream side of the road encroaching half way across the road for installation of the temporary stream diversion and the culvert units. We will maintain traffic flow on the other side of the road and will therefore not require a road closure.*
- 2. Chapter 8 standard barriers and signage will be provided for the work. "Men at Work" and "Road Narrows" to be provided either side of the works.*
- 3. We have initial agreement for the culvert works and are awaiting final approval from the DCC flood prevention officer. We will not proceed until this approval is issued.*
- 4. We do not intend to disturb the existing double yellow lines across the new entrance to the hall site.*

On the basis of the above intentions you are happy for us to proceed without the requirement for a formal application process. We will, of course, advise you in good time when we intend to carry out the work.

In order to keep single track road access we shall have to prevent parking on that side of the road. I understand this is not within your responsibilities and would ask if you are able to provide contact details to us to make an application for a temporary parking control order. I understand this will take up to one month."

Scott Riddell replied: "I can see no issues with what is proposed in terms of T&M and how it affects the highway".

- Apply 1 month in advance for parking restriction.
- Met Matt Irish, he will provide appropriate machinery, risk assessment. etc. Will only charge at cost. Has done similar work before. We would still be in charge. (CE) and (CM) volunteered. When culverts are available we can let him know. For drainage works he will supply machines for us to use. He also mentioned contractors we could use for this.

We don't have to get multiple quotes as policy, so cost price is hard to beat. In other circumstances multiple quotes might be required.

- Hedge has been cut with Ecologist supervision. 2 old pipes found. One possibly an old supply to North Hall Cafe (where the tennis courts are).
- Project Plan: (KB) has done a project plan for the culvert/access works. Based on dependencies. (see attached) Waiting for information from SW water. Plan needs fine tuning but gives a rough idea. Possibly 1 month for main build, plus 2 weeks for stonework. Quote for block paving needed. Other work can be done by ourselves/ local contractors. Michael Smerdon needs sketches & detail and to be booked in. After Jubilee weekend.
- Main Building: – (CE) Following meetings with George Guppy it was evident that we should take design forward a bit if we are not exclude smaller builders. We will need to do some detailed M&E design, formal ground investigation, structural design. Re this last point, we need to make sure we're agreed on layout before we can do this, hence design team have tried to iron out these points.

Details finalized:

- Room requirement sheets as per Roger Farrow requirements

Items for full committee decision:

- Toilet layout revision: Rotating the toilets by 90 degrees uses the space better – two options are presented – committee looked at drawings and reached a decision. Layout to be changed.
 - Steel vs Timber trusses: Design committee favoured timber if possible for aesthetic and accoustic reasons. This was confirmed even if it costs a little more. Quotes should be sought for both with a figure for steel for reference. There would be stainless steel supports – wires.
 - Windows schedule: trustees to look at back elevation. One single large window to view with opening doors at each end. Retained; full length windows in meeting room. End small windows mirrored to protect bats. Porch; smaller than original footprint but making full height spacious lobby with glass and easy access with automatic sliding doors. This is where engraved stones will go, on inside of porch, seen by everyone.
- AP to make an appt. with Alastair to discuss changes. Lots of progress made.

FUNDRAISING:

- **Grant Applications** – 2 in process currently. 25k hear by end of week and the other will take longer. Postcode lottery & B.F. (see previous minutes). (PM) & (YE) discussed other options.
- **Quiz & Supper night** proposed for July at LMH, Fri or Sat.
- **Widecombe Fair** – (CE) has secured a pitch, could also have a craft shop selling items donated by John Vickery's family, items made by him we can sell, other Tradecraft items donated too we can sell. Also advertise Quilt project and Stones Sponsorship and Gary's legacy. Need good display to draw people in.
- **Event in Field** after Culvert/access bridge project: we have funding from A4A, hold after Widecombe Fair. (PM) & (YE) are organising.
- **A Christmas Event** ~ Christmas film with refreshments. LMH
- **Fireworks**: Friends of Widecombe school asked if we would like to do a joint fireworks event this year? Would be better next year so more time for planning – 2023.

6. FINANCIAL UPDATE (Finance Administrator: Gail Fursdon)

- Total in Bank: – £82,079.39
Petty Cash: £146.74
PayPal: zero
Total in Accounts: **£82,226.13**
- Local Fundraising Target at 65% of 50k
- Restricted funds:
Elm Grant Trust £2,500
Lottery Community Fund (A4A) £10,000
Norman Family Charitable £2,000
Unrestricted: £67,726.13
- Payments to be discussed:
 1. £50 annual membership to Devon Communities Together, due August. Approved.
 2. £906.33 Liability Insurance (Public, Employer's, Property inc. Events Cover) due June. Approved.
- April bank statement was presented and signed by the Secretary.

8. DROPBOX CHANGES

- (YE) has sorted it out as it was getting cluttered. (YE) is now administrator. Re-uploaded on Friday.

9. NEXT STEPS

- As discussed above.

10. A.O.B.

- Margaret Rogers has asked if her ponies can graze the field. Committee agreed if it is before work commences. (KB) to confirm.
- (KB) has 'Procedures for Complaints' policy to circulate with the Trustees. Must take a look at our policies and procedures and update as required.
- (SR) volunteered to take on our Facebook page now that Sophie has resigned. (YE) to send invitation to become an administrator of the page.

11. D.O.N.M. – Monday 20th June, 7:30pm, Old Walls & Zoom.

12. CLOSE: There was no further business and therefore the chairman declared that the meeting was closed. 9:14 pm

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Chairman

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Date

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Date

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