

WIDECOMBE COMMUNITY HALL CIO  
(Charity registration number 1182621)

Minutes of meeting No: 46 of the board of trustees  
of Widecombe Community Hall CIO held at Old Walls  
on Monday 16<sup>th</sup> September 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
	Iain Russell (IR)	Trustee
	Polly McAfee (PM)	Vice Chair
IN ATTENDANCE:		
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 (5<sup>th</sup> August 2024) were approved and signed.

4. MATTERS ARISING

- **LEMP/CEMP Templates:** Document templates from (AK) still ongoing. They are part of the planning requirements, a pre-commencement condition to satisfy DNPA. (IR) to consult with (AK) to see what he can provide and get things moving.

- **BUSINESS PLAN:** (YE) found original one and updated it. (CM) has had an initial look. This would be one of the supporting documents needed for any grant application. Format relates to an earlier one for a successful grant application. **(YE) & (CM) to work on this.**
- **KERB LAYING CONTRACTORS:** Quote turned out to only be for the area from cattle grid to start of the car park. This has been done. We could possibly do the rest? (LM) has worked out some costings including labour for up to 6 days work. C. £3.5k would be the cost which is half of what Hutchings Groundworks have quoted for the rest of the work. Kerb laying is not an easy job but we have the expertise. (LM) and his son have offered to do the work with help. (AP) could set levels and lines. Timescale: leave this to those doing the work. Materials to come from Civil Solutions. Expense: Approved by Trustees as cost savings will be made.
- **MOT MATERIAL:** to protect new kerbing. Geo-grid which will cost about £1k – with stone filler as a final surface. Will be suitable for heavy vehicles. Area from cattle grid to start of the car park. Roller and digger needed. This will protect kerbs but is quite a big extra job. Design meeting first before deciding when to do this and get the material on site. Cable and ducting is in.
- **BT PHONE LINE:** **Ongoing (CE).**
- **CHARITY BANK ACCOUNT:** **Formalise – ongoing (YE)**
- **Share TAR with ACCOUNTANTS:** 2023/2024 Financial Year Accounts should be ready for the next meeting which could also be our AGM
- **WIDECOMBE FAIR:** Had a page in the Widecombe Fair Programme and thanked them for being their Charity of the Year last year.

## 5. SUB-COMMITTEE UPDATES & NEXT STEPS

### FUNDRAISING:

- **NPG UPDATE:** They have put together 8 draft applications for different grant amounts. These vary from £115k for four of them, up to £50k, from £5k to £20k and £10k to £100k. It will be our first go at applying to funders. Some are reviewed on application, some quarterly and some half yearly. 'Valencia' (formerly Viridor) which give grants of up to £50k state that you must have a third party business as a 10% contributor. Will get more guidance from NPG. Grant applications require supporting documents. **(YE) & (PM) are getting these together with (AK) helping.** Things moving forward.
- **JAPANESE MEAL:** Miho has kindly offered to make a 3 course Japanese meal for 30 people. Venue to be LMH and date is set for 19<sup>th</sup> October with tickets at £30 each. (SR) has done a **poster which will be sent out to local groups and our WhatsApp volunteer group** to start with. We anticipate there being good demand for tickets. (CM) has been liaising with her. LMH has been booked and they have given us a good rate. **(SR) & (PM) have volunteered to help serve on the evening.** WCH/CIO will pay for the ingredients. Hall needs decorating with runners, candles etc. People are asked to bring their own drinks. **(CM) doing the ticket sales.**
- **EVENTS HELD:** Fun Run was a success despite the extreme winds! A lot of work but a good profit made. Pop Up Cake Stalls over the summer were a great success and thanks were proposed to all of the bakers and stall holders. Thanks also to the Café on the Green for letting us use their WiFi.

### DESIGN:

- **Architect** – Meeting planned hasn't happened yet but **(CE) will chase.**

- **Site Work** – National Grid cable has gone in today, should get connected on Wednesday. Cabinet will be finished and watertight by then. (Miles and Chris working on this). We have paid for Grid connection. No meter yet so we can't use it. At the moment we borrow electricity from the sports group using an extension lead and give them money. This seems to be working fine and (CM) reports that the group have been happy to continue with this, but will confirm definitely with them. At a later date we will look for an energy supplier. Can get cheaper tariffs as a Charity and a Village Hall but have to ask for this.
- **Volunteers:** Next volunteer session planned, would be good to get some of our WhatsApp group involved with doing some of the smaller jobs. (CE) to put out a list.
- **BT:** Confirm with BT/Open Reach where cable is going and then we can finish the entrance properly. BT like their own colour ducting – do Civil Solutions stock it? (AP) to make a drawing plan of utilities cables and ducting.
- **Site Meeting:** Plan another one soon to discuss next jobs.
- **Spending:** Kerbing – Approved. Aggregate – (LM) & Glendinnings – Approved. BT Ducting and backfilling trenching – Approved.

## 6. FINANCIAL UPDATE (Finance Administrator: Gail Fursdon)

- |   |                           |
|---|---------------------------|
| • Total in Bank (Current Account) available: –                              | £8,113.08                 |
| • Instant Savings Account –<br>(@1% Aug £25.66, Sept £22.05)                | £25,988.66                |
| • Charity Bank (3.26% 40 day notice)<br>(NB: temporary 'Gone Away' Account) | £77,657.81                |
| • United Trust Bank (5.25% base rate tracker, 120 day notice)               | £76,275.68                |
| • Petty Cash:   | £485.00                   |
| • PayPal: Zero  |                           |
| • Zettle: Zero  |                           |
| <b>Total in Bank Accounts:</b>  | <b>£188,035.23</b>        |
| • <b>Total (inc Petty Cash):</b>  | <b><u>£188,520.23</u></b> |
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- Invoices:
    - a. Quick books and Gsuite regular payments.
    - b. Civil Solutions £19.10 (yet to be paid)
    - c. Andrew Kirby £7,200
    - d. NB future work agreed to: Hutchings Groundworks – £3,390.50 – kerb laying
  - Fundraising events:
    - a. Supporting Wall stone engraving total to date + £140 = £4,888.
    - b. Cake stalls total profit £1,260 (total costs £3.20 Zettle).
    - c. Fun Run profit £524.70 (total costs £211.40)
  - Other Income:
  - Funds:
    - a. Local Fundraising Target (50K) – £58,676.65
    - b. Unrestricted funds available: £188,020.23
    - c. Restricted Funds: WPC grant for kerb stones £500 (used but not paid)
  - Donations:
    - a. £10 – regular direct debit
  - July and August bank statement was presented and confirmed then signed by officers.

7. A.O.B.

- Future fundraising event ideas – keep variety. Barn Dance, Valentine’s Dinner etc. One big event a year and a few smaller ones.

8. D.O.N.M

- Monday 14<sup>th</sup> October 7:30pm, Old Walls

9. CLOSE: There was no further business and therefore the chair declared that the meeting was closed. 8.57pm.

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Chairman

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Date

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