

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 5th August 2024 at 7:30 pm.

PRESENT:	NAME	POSITION
	Yvette Elliott (YE)	Chair
	Polly McAfee (PM)	Vice Chair
	Chris Mayhead (CM)	Trustee
	Lloyd Mortimore (LM)	Trustee
	Chris Elliott (CE)	Trustee
	Alan Peake (AP)	Trustee
	Gail Fursdon (GF)	Finance Administrator
IN ATTENDANCE:	Alison Whale Nicky Nendick	Fun Run Organisers
APOLOGIES FOR ABSENCE:	Sarah Reeve (SR)	Secretary
ABSENT WITHOUT APOLOGY:	Iain Russell (IR)	Trustee

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 (8th July 2024) were approved and signed.

4. MATTERS ARISING

- **Templates** for LEMP/CEMP documents – (AK) said he will help us avoid spending too much.
- **Local fundraising thermometer** – Filled in for Local Fundraising Target on noticeboard

5. SUB-COMMITTEE UPDATES & NEXT STEPS

FUNDRAISING:

Fun Run – Sunday 25th August (Ali Whale & Nicky Nendick)

- **Holwell** – slightly overgrown area, but the running route is clear.
- **Carpark** – 1 marshall needed at gate, extra roped off area in case of overflow requirements.
- **Ali & Nicky on site 9am Sunday** – 12 marshalls for route required in hi-vis.
- **3pm set-up on Saturday 24th** – anyone who can to attend and help.
- 11am main run, 1pm for children's fun run, 2pm dog show – SR to advertise this
- Ali & Nicky managing entries on the day and getting marshalls in place.
- Georgie doing warmup with music. Plan to set runners off in groups of 10. *No dogs on the running route.*
- Lloyd to borrow small flags from Widecombe Fair.
- Runner numbers and pins in hand.
- Luke F & Simon P as additional first aiders in addition to Georgie? YE to ask.
- Potential microphone needed if it's compatible with Georgie's speaker. Chris M to investigate. Loud hailer to be purchased for under £20 if simpler.
- Kirsty asking Moorgate Vets to be on call – need their number on display on posters.
- 100 wooden medals to be ordered from Marc (CE) and Ali to buy ribbons.
- YE to buy 100 bottles of water, cups for tea/coffee & folding cake boxes from Bookers.
- Chris M providing tennis balls for dog races
- Free drink (and food?) for marshalls – Ali to make a voucher.
- Dog poo bins (GF) and signs to be set up. Nicky providing bags.
- Kirsty will need a helper with cash takings and helping.
- Nicky bringing cleaning products, loo roll and hand sanitizer for loo.
- Raffle – £1/strip. Ali gathering prizes. Chris E to provide Fair Trade craft items. YE to share tickets.
- Tables – 4 in container, Lloyd to collect 4 more from Church House.
- Keep advertising online and locally
- Gazebos – set up as many as needed from anyone who has them.
- BBQs – either Alans or Gails.
- Information displays to be attached to fences on site with info about the project.
- Kirsty providing rosettes, Ali getting small dog treats.
- Work out how many extra volunteers are needed and recruit helpers.
- Fun Run signs at key junctions on Saturday to direct people to Holwell.

NPG – Grant applications

- 8 draft applications received from NPG. PM & YE have reviewed and are making amendments and asking questions of NPG where required.
- Supporting document list for additional paperwork before we can submit includes Project Budget, Project Plan/Timeline, Fundraising Plan, Business Plan and various others that we have in-hand (accounts, constitution, planning permission etc).
- **YE to update and CM to review Business plan before submitting.**
- Architect working to provide project budget and project plan.

Fundraising Events

- Pop Up Cake Stall sales going well – over £200 profit each week so far, with a rota of bakers. 3 more sales to do.
- Japanese Night – Miho has offered to cater a 3-course Japanese menu for up to 30 people as a fundraiser. **YE to liaise over suitable date at end of September & book Leusdon Hall.** Volunteers are needed to help serve. **Agree ticket price with Miho and get advert in Parish Link** and start advertising on posters and at Fun Run (include the menu) – first come first served with tickets.

DESIGN:

- Lloyd, Alan & Miles met on site to discuss the electric cabinet requirements. Miles building a watertight blockwork cabinet with slate roof, Chris E doing steel doors. Sterling backboard to be mounted on wall for electrics.
- National Grid connection work commences 12th September – trenches need to be dug and sanded, and cabinet needs to be ready with curved ducting up through the slab by this date.
- **CE to order electrical warning tape, ducting curves & metal door material.**
- Kerbing – first part complete down access track from cattlegrid to car park area. Additional quote now received for extra £6,200 to complete the carpark perimeter. **Invite IR to discuss this with them, in conjunction with AP, LM and CM** – a few small issues that need sorting in addition to cost. **MOT material required on road surface to protect the new kerbing.**
- **Next volunteer session** after Widecombe Fair (but prep for electrical connection first as a standalone job).
- **Architect** – project costings ongoing, inc. bill of quantities – nearly complete (awaiting timber elements). Wants to meet Design Sub-committee before end of August. **CE to arrange convenient date and invite sub-committee members to attend.**
- **BT** – **conversation needed to confirm their requirements to get phone line onto site.** 3 ducts under new bridge available for use.

6. FINANCIAL UPDATE (Finance Administrator: Gail Fursdon)

Bank	£13,554.47
Instant Savings @ 1%	£25,940.95
Charity Bank (@3.26% 40 day notice account)	£77,657.81
NB (temporary "Gone Away Account")	
United Trust Bank (@5% base rate tracker, 120 day notice)	£76,275.68
Bank Total	£193,428.91

Petty Cash £800.61

Total **£194,229.52**

PayPal & Zettle – zero

Invoices:

Quick books and Gsuite regular payments

NB future work agreed to - Hutchings Groundworks will be £3,390.50 for the kerb laying

Fund raising events:

Supporting wall stone engraving total to date £4,748

Cake stall 1st - £216.50 & 2nd - £207.55 = so far £424.05

Funds:

Local Fund-raising £57,165.10

Unrestricted Funds available - £193,729.52

Restricted Funds for future use

- WPC grant for kerb stones - £500 (used but not paid)

Donations:

£10 regular direct debit

Luke & Hannah Fursdon - £310 donations in lieu of 40th birthday presents

J Boswell - £50 in lieu of work done by Miles Fursdon

(YE) to formalize new Charity Bank account with necessary paperwork.

End of Year accounts with Precise Accountants – working through paperwork. Need our TAR – (YE) to write.

7. A.O.B.

- Recognition of funders – it was agreed that engraved stones will be kept for individuals & local groups who purchase these specifically. Commercial and charitable grant funders will be listed separately on a plaque to be displayed in the hall.
- Our website has now been revamped by Dylan as part of his Bronze DofE work.
- Widecombe Fair have invited us to have a page in their 2024 programme to provide an update on the project. YE to complete.

8. D.O.N.M

- Monday 16th September 7:30pm, Old Walls

9. CLOSE: There was no further business and therefore the chair declared that the meeting was closed at 9.10pm.

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Chairman

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Date

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