

WIDECOMBE COMMUNITY HALL CIO
(Charity registration number 1182621)

Minutes of meeting No: 43 of the board of trustees
of Widecombe Community Hall CIO held at Old Walls
on Monday 3rd June 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:		
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 (29th April 2024) were approved and signed.

4. MATTERS ARISING

- **Fun Run items:** Kirsty Peake has agreed to judge the Fun Dog Show, has some fun classes.
- Insurance cover – Yes, ours is ok and includes this event.

- Numbers or barcode system for runners. Barcode system complex and might be too expensive unless doing events regularly. (CE) has some printed numbers left over from previous event that can be used.
- Poster – done, need to share more.
- Marc Hoskins – medals (CE) has not spoken to him yet but will soon.
- Licence for piano concert – done & event held. Drinks for same – done
- (AK) – services kiosk plans – answer is that it should be ok and we can proceed.
- WPD – seek alternative quote. (CE) has gone back to them with amendments. No response so he will have to make a new application.
- Thank You letters – one sent to Parish Council but not to MM as we haven't received funds yet.
- Parish Council meeting to ask permission to use the Green for Pop-up cake stall – Monday afternoons only, permission given.
- Cafe on Green – can we use their WiFi for cake stalls? (IR) was going to ask them.

5. SUB-COMMITTEE UPDATES & NEXT STEPS

DESIGN:

- **Site Works:** Date proposed for doing works on site 29th 30th June. (LM) & (MF) are available, & (AP). List of tasks include; finishing swale & drainage, inspection chambers & pipes, power supply kiosk with weatherproof door – (MF) has kindly offered to build in his own time, power supply trenching. (WPD dependent). Outflow restriction-plate (CE). Banks to outline developed and undeveloped areas. Grading of hall footprint-finalised-(AK). Fencing adjacent to Hayes Car Park.
- **Kerbs:** Can't finish kerbs until consultation with WPD & BT. (AP, LM, & CE), to meet 10th June, 5pm to finalise details.. Put site work dates out on WhatsApp.
- (AK) sent quote £1,900 – Landscape & Ecology Management plan & Construction & Ecology management plan which is one of the DNA conditions. Can we talk to DNPA directly to discuss whether it is really needed? We submitted a document in our original application – can we add to this without paying such a large fee? (IR) might have some info on this – YE to ask.
- **Spending:** Materials for site work – approved.
- **Note:** (AK) recommended lower level PassivHaus construction initially, but now should be ok for full level without the cost increasing much. This will be better for funders and generally.

FUNDRAISING:

- **NPG update:** (YE) has been supplying huge amount of Info for NPG. Need to know approximate costs – added 20% onto feasibility study estimate. Info OK for now as a starting point – Need to raise £500k to add two what we have already raised.
- **Upcoming Event:** Pop Up Cake Stall – weekly on Monday afternoons during summer holidays on Widecombe Green. (GF) to co-ordinate. Hopefully use WiFi from Cafe on the Green. Need a rota of cake makers and helpers. (GF) in contact with Mary at the kiosk. 22nd July – first one. (SR) do FB post asking for volunteers & bakers. (GF) has her hygiene certificate.

- **Fun Run:** Food –(YE) suggested Hot Dogs – can be cooked at home and can just be reheated on a BBQ. Speak to Ali & Nicky again, invite to next meeting to see how plans are going.

6. FINANCIAL UPDATE (Finance Administrator: Gail Fursdon)

- **Piano Recital:** Made a small profit on the bar, partly due to early start time of the event and also most people didn't have cash. An additional donation was received from the Church, which was most welcome.
- Total in Bank (Current Account) available: – £15,452.15
- Instant Savings Account (including April interest: £27.63) – £25,884.68
- Charity Bank (3.6% 1 year fixed) £75,000.00
- United Trust Bank (5.25% base rate tracker, 120 day notice) £75,275.68
- Petty Cash: £405.06
- PayPal: Zero
- Zettle: Zero
- **Total in Bank Accounts: £192,612.51**
- **Total (inc Petty Cash): £193,017.57**
- Invoices:
 - a. Quick books and Gsuite regular payments.
 - b. Richard Tidball insurance £676.94
- Fundraising events:
 - a. Supporting Wall stone engraving total to date £4,208.
 - b. Piano recital bar profits £427.70 including £215.00 donation from WPC
- Funds:
 - a. Local Fundraising Target (£50K) – £54,030.00
 - b. Unrestricted funds available: £193,017.57
 - c. Restricted Funds: WPC grant for electricity connection £500
 - d. Restricted Funds: WPC grant for kerb stones £500
- **Donations/Interest:**
 - a. £10 – regular direct debit
 - b. OUTSTANDING from last month – £500 donation from Moorland Merrymakers (awaiting receipt but decision made at their AGM)
- April bank statement was presented and confirmed then signed by an officer.
- Lloyds Inst online account Aug2023 to May 2024 presented, confirmed, signed by an officer.

7. A.O.B.

- **Planning application for mobile phone mast** – bring signal to the village. Trustees unanimously agreed to support this application and should make a positive comment to DNPA. This will make a significant difference to the construction phase if there is mobile signal on site. (YE) to write a draft letter to be approved before it is submitted to DNPA.

- **Update** Local Fundraising Target 'thermometer' in field on sign needs updating.
- **End of June** is our end of Financial Year.
- **Insurance** renewed successfully via our Broker.
- **Savings Account with Charity Bank (YE) to seek renewal terms** for comparison when we end our 1 year fixed term on 15th July. Investigate alternatives for best rates.

8. D.O.N.M

- Monday 8th July 7:30pm, Old Walls

9. CLOSE: There was no further business and therefore the chair declared that the meeting was closed. 9.05pm.

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Chairman

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Date

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