

WIDECOMBE COMMUNITY HALL CIO
(Charity registration number 1182621)

Minutes of meeting No: 41 of the board of trustees
of Widecombe Community Hall CIO held at Old Walls
on Monday 29th April 2024 at 7:30 pm.

PRESENT:	NAME	POSITION
	Yvette Elliott (YE)	Chair
	Chris Mayhead (CM)	Trustee
	Sarah Reeve (SR)	Secretary
	Iain Russell (IR)	Trustee
	Chris Elliott (CE)	Trustee
	Gail Fursdon (GF)	Finance Administrator
IN ATTENDANCE:		
APOLOGIES FOR ABSENCE:	Polly McAfee (PM) Alan Peake (AP) Lloyd Mortimore (LM)	Vice Chair Trustee 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 (18th March 2024) were approved and signed.

4. MATTERS ARISING

- **Leaflets to new Brook Lane houses:** (YE) Wrote an introduction to who we are and delivered them to each new house.

5. SUB-COMMITTEE UPDATES & NEXT STEPS

FUNDRAISING:

- **FUN RUN:**
- Ali Whale & Nicky Nendick are organising the event. Family day event on Sunday 25th August, on Hollwell Lawn (South Devon pony club). Enclosed and safe.
- Fiona Froy (SDPC) gave permission - £1 per runner donation requested. Georgie Nendick (Personal Fitness Instructor) helping as a sponsor and providing course & warm up. Main run around course 3k and 5k routes with shorter course for under 8s. Hopefully get 100 runners. £10 per runner (£12 on the day) Refreshments – tea and cake with possible additional refreshments for lunch, plus other stalls, tombola & raffle. Also fun dog show (**Ask Kirsty Peake if she will be a judge**).
- Time: 10am registration, running 11am onwards. Medal (possible wooden) for all finishers. Mark Hoskins makes wooden celebration coasters or medals. Has done some for a running race before. £1 or less cost price.
- Most entries in advance hopefully.
- Marshalls needed. Insurance will be under the CIOs cover. First Aiders – should have some qualified people within the volunteers, but a list will be required.
- Sponsorship? This will be voluntary, but invited.
- Start altogether or in stages? Send in groups depending on number of runners. (**GF**) offered to get numbers for each runner. Or barcode system? (**CM**)
- Course will be marked out. All to be viewed by spectators. Borrow Widecombe Fair flags? Maximum number? 100-150.
- Refreshments – Tea & cakes and savoury. Generator for hot drinks. Portaloos needed. Volunteers required to man stalls, serve refreshments and marshall. Top area is flat.
- Dog Show. Fun categories only - £1 entry, small dog treat prizes. Dogs must be on leads at all times.
- Event timings 11-4pm Registration from 10am. Gazebos we can borrow would be useful.
- (**SR**) do a poster – email to Ali & Nicky. Get everything decided by June – publicise then. Get into Parish Link before 12th May to 'save the date'.
- (**YE**) check insurance details. (**CE**) will approach Mark Hoskins-re-medals.

PIANO RECITAL, 25th May

- Michael Brown has now asked us to run the bar at this event and we can keep the proceeds.
- SR, CM, GF and YE to run the bar. (**SR**) to apply for an alcohol licence. (**YE**) to purchase wine and elderflower bubbly.

DESIGN:

- **On site work** possibly in a month's time. Email round for volunteers to agree date/time.
- **Planning Permission response** – small amendments all granted. Application didn't include kiosk. **Chris to speak to (AK)** - should be ok as essential to connect services safely.
- **Electricity connection** Original estimate was around £5k but actual quote is now £16k (some of this is contestable). Might have to ask for another quote for alternative options.
- **Kerb laying** – no quotes as yet. IR could get one. Parish Council have given us £500 towards this work.
- No spending at the moment – but will be some with site work.

6. FINANCIAL UPDATE (Finance Administrator: Gail Fursdon)

- Total in Bank (Current Account) available: – £16,329.89
- Instant Savings Account (including April interest: £26.68) – £25,857.05
- 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: £193,462.62**
- **Total (inc Petty Cash): £193,867.68**

- Invoices:
 - a. Quick books and Gsuite regular payments.
 - b. £5k paid to NPG for grant writing support contract

- Fundraising events:
 - a. Supporting Wall stone engraving total to date (+£100) £4,208.
 - b. Duck Race profit £827.92

- Funds:
 - a. Local Fundraising Target (50K) – £53,582.33
 - b. Unrestricted funds available: £193,367.68
 - c. Restricted Funds: WPC grant for electricity connection £500

- **Donations/Interest:**
 - a. £10 – regular direct debit
 - b. £500 grant received from Widecombe PC (for kerb stones)
 - c. Donation £100
 - d. £500 donation from Moorland Merrymakers (funds still to be received but decision made at the AGM)

- March bank statement were presented and confirmed then signed by an officer.
- **(YE) to send thank you letters** to Widecombe PC and Moorland Merrymakers for their grants.

7. A.O.B.

- Website: Dylan is doing his DofE which includes 3 months voluntary work, 1 hour a week. He has offered to do our website. Need an adult assessor. (IR) volunteered. Trustees agreed that this would be a great idea.
- Invitation to Widecombe PC's annual meeting for local groups. Need a volunteer - CE.
- Gail has offered to run a pop-up cake sale on the green in the summer. **(YE) to ask PC if we can use the green** – or outside cafe on the green? On a Monday when its closed. **(IR) to ask them.** We could use their WiFi too maybe.

8. D.O.N.M

- Monday 3rd June 7:30pm, Old Walls
- Meet separately with Ali Whale and Nicky Nendick to discuss Fun Run.

9. CLOSE: There was no further business and therefore the chair declared that the meeting was closed. 8.58pm.

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Chairman

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Date

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