**WIDECOME VILLAGE HALL STEERING GROUP**

**MINUTES OF THE 14th MEETING HELD ON Monday 6th August 2018**

**OLD WALLS, 8pm.**

**PRESENT:**, Yvette Elliott, Sarah Reeve, Chris Elliott, Kris Blood, Alan Peake, Tim Hassell (WPC), Lloyd Mortimore & Sue Jones.

**APOLOGIES**: Richard Casey, Evie Edworthy, Ali Thomas.

**APPROVE MINUTES OF LAST MEETING** (2nd July): Approved. (AGM) tba.

New committee member Sue Jones welcomed to the Steering Group. Ali Thomas has indicated her interest in joining the committee and email correspondence with other members prior to the meeting suggested agreement – the committee unanimously agreed to co-opt Ali. (YE) to confirm to AT.

*Initials in brackets indicate tasks completed*

*Initials and text in red indicate tasks to be done…*

**MATTERS ARISING**:

* PARISH COUNCIL MEETING: (YE/CE) attended the last Parish Council meeting. Feasibility Study had been sent to each member the day before but this was not enough time for many members to have read it. The Vicar, Geoffrey Fenton had read the report and asked questions. P/C not able to offer their full support until the result of the vote is known. (TH) in his report for the next meeting will try to encourage more support from the Council. (YE/CE) to attend another meeting and discuss further when hopefully Council members have looked at the Feasibility Study.
* OPEN DAY INSURANCE: (LM) organised insurance cover at no extra cost through the Cornish Mutual Insurance Brokers. (SR) to write a letter of thanks to Mr J. Amery of the CM.
* (AP/RC) Marked out a 400 sq m area on Hayes Field for the Open Day which proved very useful for people to get a feel for the size/location of the proposed hall.
* (ALL) Spread the word about voting. The A5 leaflets sent out to every household helped prompt community members to vote. Small cost for photocopying to come from Widecombe Primary Schoool.
* (CE) Sent out new layout ideas from Alan Peake’s layout created from Architects drawings generated using 3D design software.
* OPEN DAY & AGM FEEDBACK: Group felt that Yvette had given a very professional presentation, with no set ideas, welcoming feedback. Open Day was well attended. Felt that the group had offered the community an opportunity to secure their future. Use of leaflets and Parish Link to publicise events had been successful, though not everyone responded.
* (SR) to send out letters of thanks to Ian Mayhew who constructed a pedestrian bridge over the stream for access to the site. Also to John Amery, of Cornish Mutual Insurance for organising insurance cover for the event.

**CORRESPONDENCE**:

* (SR) read out the following statement sent by email from the Widecombe History Group:

“*This statement has been prepared to clarify the position taken by the Widecombe History Group Committee, in respect of the proposal to build a new village hall.*

*The committee welcome the proposal to investigate the possibility of constructing a new facility for the village and will support efforts to achieve the aims of those involved where the plans do not conflict with the aims and well being of the History Group. Currently the committee do not see where or how material support can be offered, especially having in mind the age profile of the History Group members. The History Group has a number of options it will investigate with regard to future functioning of the group and these will include; where future meetings of the group will take place, where current and future activities will be undertaken and how artefacts and other important donations to the group will be accessed and stored.*

*The committee is aware of the timescale of any proposed new building and is unwilling to commit the History Group’s existing or new members to financial undertakings which it may not be able to meet in the future.*

*It is our intention to continue to liaise with the Village Hall Steering Group, the Church House committee, Dunstone Chapel and other interested parties to try to achieve the best possible outcome for the village without irreparably harming the group we currently enjoy.”*

**REGISTERING AS A ‘CHARITABLE INCORPORATED ORGANISATION’**

**A Charitable Incorporated Organisation** is: a new form of legal entity designed for non-profit organisations in the UK. The main benefits are that it has legal personality, the ability to conduct business in its own name and limited liability so that its members and trustees will not have to contribute in the event of financial loss. The CIO registers with the Charity Commission.

* Martin (DCT) has sent a draft constitution for a Village Hall CIO but recommends that we use a solicitor to set it up.
* A company called TOZERS has been recommended by DCT and an estimate has been provided to YE for this work. As we already have a draft constitution to work from the final total may be less.
* Sue Jones suggested looking for quotes from two other companies. She will ask her colleague and will look at getting a quote from another firm.
* The process would possibly be completed by Christmas 2018.
* (RC) has seen a copy of the draft constitution to check that the terms are compatible with the sale of land conditions.
* After becoming a CIO we might be able to claim back VAT but can only backdate up to 6 months and would have to be VAT registered first.
* (YE) to contact the Charity Commission for more information on VAT.
* The new build of a community building – suppliers and materials should be zero rated.

**DESIGN DECISIONS:**

* We have used DWA so far and A4A award covered the cost.
* (AP) has looked at sketches and layouts with (CE).
* Architect Barry Marmot came to the AGM and expressed an interest in the project. Would be happy to advise as an Architect but not to actually design the building itself.
* (LM) had approached Structural Designer Alastair Denholm who produced some initial layouts based on new comments and on original plans from DWA. These are based on a simple design with a steel structure. Would need an Architect for detail.
* (LM) suggested consulting with a professional caterer he knows to check that our ideas for a kitchen/bar area are going to be practical and in the right place.
* Discussed how to proceed with creating a building that is within a reasonable price range, practical and simple in design and construction but also with an aesthetic appeal to sit well within the village.
* Discussed whether to proceed with DWA. It was not felt appropriate at this time.
* A combination of Structural Designer, Architect and other specialised consultants eg in the area of Acoustic Treatment to all be involved in the design.
* Also have to consider what the DNPA would approve. Local examples of new buildings include the visitor center in Haytor Car Park and Postbridge Visitor Center is about to be rebuilt.
* (CE) tried to contact SW Water to see where the nearest supply is. £25 fee to use their software. He will pursue the matter. Important to find out water supply and sewage access.
* Required Ecological Survey can only be carried out at certain times of year.
* DNPA have a Pre–Application process but it could be better to go straight for a Planning Application when the time comes.
* Nils White is the DNPA Conservation Officer. Contact prior to Pre–Application process.
* Licensing: Consider at the design stage – where alcohol is to be served. If a premises has more than 14 events selling alcohol per year then a permanent licence is needed.
* Performing Rights Licence will also be needed.
* Look at Alastair Denholm’s other projects and which Architects he has worked with.

DESIGN ACTION PLAN:

* (LM) Speak to Alastair; look at other projects, which Architects he has worked with, arrange to meet him in the near future.
* (YE) to contact DWA and let them know we are exploring other options.
* (LM) to contact Sue the Caterer to look at kitchen/bar design
* (SR) to contact John Lambert with a view to design in relation to Acoustics
* Group will arrange a separate meeting to discuss design.
* Rough ideas to be sent to Barry Marmot for his input.

**LOVE DEVON EVENT** – UPDATE:

* DATE OF EVENT: Sunday 16th September 2018. 10am–6pm
* Love Devon have done a lot of publicity for the event with sponsorship forms for the Walk for Widecombe and Horse Ride going out at Country Fairs etc.
* These events will have a 10am start with a view to arriving at the Fair Field by lunchtime, other entertainments/events will happen in the afternoon from 12noon.
* Love Devon – organizing Stewards etc
* Kirsty Peake has kindly offered to run a Dog Show with Tuckers offering Sponsorship.
* Rugglestone Inn has kindly offered to provide a bar. WE must run it ourselves.
* Café on the Green has kindly offered to do some catering including cream teas.
* Outside catering needed for the fair field.
* (TH) to investigate Hog Roast possibilities.
* Village Fete type events for the afternoon: egg tossing, childrens races etc.
* Frosts providing pony rides in the fair field.
* PA system is being provided. Gives us an opportunity to talk/publicise the Hall plan.
* Choirs have been invited to perform including the Widecombe Singers.
* (SJ) to ask Daf about Shanty Groups
* (LM) to ask Will Dracup if he could bring a Pets Corner from Shallowford.
* Insurance – covered by Love Devon
* Parking: if dry in Great Close. (KB) still waiting to hear from her insurers. Her field suitable for 4x4’s Other parking area ideas needed. There will be cars from participants and horse boxes etc.
* (YE) to email to ask for volunteers on the day.

**GENERAL FUNDRAISING PLAN:**

* Daf Edwards is holding an event on 18th August at Widecombe Church. She has been let down by people running the bar. She will organise the drinks – if we run the bar we can keep the profits. Several members of the committee offered their help.
* (YE) Has looked at grants. One called ‘Bright Ideas’, deadline in 10 days. (YE) is happy to fill in application. Offers of help rather than money. 12 month spend limit.
* (YE) Has been looking at Charitable Trusts. 150 of them offering varying amounts of money. Can be a source of funds to other charitable causes. (SJ) has some experience with Charitable Trusts, some have criteria – go for obvious ones first.
* (LM) Suggested approaching local people who might want to donate.
* (KP) spoke to the local sculptor Henry Bruce who is interested in making something for us.
* (KB) is involved with the local sewing group who are making a wall hanging – a map with panels round the edge with local scenes – are looking for sponsors for each of the squares. Will hang in the new hall.
* (YE) Suggested putting a fundraising calendar together to organise regular events.

**TREASURER’S REPORT**:

* (RC) sent the following report:

Confirming Income this FY to 5th Aug 18 is:

* Membership Fees - Cash £70
* Membership Fees - BACS £40
* **Balances**:-
* Bank - £6583.36
* Cash - £70
* Paypal - £5.63
* **Total in hand:- £6,658.99**
* Outstanding - an invoice from DCT for Item 5 anticipated £864
* Discussion as to whether to continue using QR Codes. Cost of £75 per year. Decided against.

**MEMBERSHIP REPORT**:

* (EE not present) 26 paid up members. Chasing previous members to renew.
* How long should we keep membership contacts on mailing list if membership is not renewed. Leave for 2 months before removing.

**RECORD OF HOURS**:

* (ALL) Needs updating by committee members.

**NEXT STEPS**:

* (YE) to attend next Parish Council meeting on 6th September. New Hall is on the Agenda. Will encourage them to be on board. 5/10 members cast a vote. Martin (DCT) has spoken to Rod (Chair) on the phone. (YE) to ask Martin to speak to him again before the meeting. (YE) to draft a statement to encourage involvement.
* Resurrect the ‘Project Plan’ to give an idea of timescale of each stage.

**AOB**: None

**DONM**: Monday September 3rd, 8pm, Old Walls.

Meeting closed at 10:10pm.