**WIDECOMBE VILLAGE HALL STEERING GROUP**

**MINUTES OF THE 21st MEETING HELD ON Monday 25th February 2019**

**OLD WALLS, 8pm.**

**PRESENT:**, Yvette Elliott, Chris Elliott, Richard Casey, Kris Blood, Evie Edworthy, Sarah Reeve, Lloyd Mortimore, Alan Peake (via Skype from Yellowstone National Park) & Alison Whale.

**APOLOGIES**:, Sue Jones, & Tim Hassell (WPC).

**APPROVE MINUTES OF LAST MEETING** (21st January 2019): Approved.

Steering Group committee member Sue Jones has unfortunately had to step down due to personal circumstances but would like to still be involved in fundraising events.

*Initials in brackets indicate tasks completed*

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

**ALISON WHALE**:

* Has kindly offered to help organize/co-ordinate the Barn Dance on 29th June.
* A barn has been offered by Sue Jones. Maximum number of people should not exceed 499.
* The ‘Cotton Mill Ceilidh Band’ have offered their services to provide live music and call the dances free of charge.
* LICENCE from Teignbridge Council will be needed to run a bar. Beer, Wine & soft drinks. Ask RUGGLESTONE if they would be willing to help us set up a bar area.
* BAR; will need HMRC regulation plastic glasses. Bookers or online order.
* SECURITY recommended for a potentially large event. Public safety and security for the takings. (EE) to ask which company the Young Farmers use.
* FOOD; Hog Roast, BBQ, vegetarian options. Tuck Shop for the children. DESSERTS: could ask for donations of cakes etc to sell on the evening.
* TEAM OF VOLUNTEERS NEEDED: clearing the barn, organizing the event, running the event – each volunteer perhaps doing 1 hour of help and then able to enjoy the evening. (YE) to put out a call to advertise for volunteers and assign roles.
* TABLES & CHAIRS; chairs came from Ilsington Hotel for event in September. (YE) to Ask Tim Hassell. Hay bales also for seating or are they a fire hazard?
* **Start advertising** the event soon. **Ticket price** will INCLUDE first meal (price will depend on cost of food). Sell extra food. We have checked there are no other major events on that date. Use Parish Link, Facebook, school newsletter, posters etc to promote.
* TICKET SALES; online availability, perhaps at a discount rate to encourage booking in advance and give us an idea of how many to cater for.
* BOUNCY CASTLE/RODEO for children to play on. FACE PAINTING?
* Areas partitioned off for safety.
* TIMES; could start at 6pm for families with young children. Early dancing session followed by another later on to give people a chance to eat. Need more live music? Or use pre-recorded through PA?
* INSURANCE Ask Mark Jones first if he can add to event to his insurance or (LM) to ask Cornish Mutual again.
* First Aiders needed? Fire Extinguishers? Outside; cigarette buckets filled with sand.
* Decide on a price and open Ticket Sales.

**MATTERS ARISING**:

* (CE) **Hayes Field noticeboard** – has put up latest architect drawings and directed people to the website to see them in more detail. (CE) to send to (EE) to put on website.
* **Bright Ideas**: have followed guidelines and have now formally announced receipt of funding grant. Now on FB and website.
* (KB) **Project Plan** – detailed plan of whole project outlining when things will/should/could happen to assist with planning and to keep on track. Positive look at the structure of the project. KB will need to be kept informed of any changes to keep the plan updated. KB will manage the plan. To be seen and used by committee only as this is so subject to change. Keep PP on agenda for ongoing development.
* **Purchase of Land**: now dependent on planning permission, becoming a CIO and AGM.
* **BI** – Debbie suggesting using the Project Plan to create a spend profile – a ‘shopping list’ of needs eg: purchase of land) in the coming months and keep it updated as we progress. (KB) to create. Spend profile for the build at a later stage.
* **Design Team task**; to come up with a list of future costs/ideas for next steps. (KB) to start a spreadsheet and send round for ideas. Refer to Architects comments.
* **CIO CV Template**: profile of each member of the Committee. (YE) sent out to each member to complete. Debbie (BI) will include in the Business Plan. (ALL) Check completed and returned to YE.
* Land Purchase: (YE) explored match funding options but none forthcoming as yet. Jo Rumble DNPA, Community Officer will be invited to a meeting to discuss as she may be able to help with funding ideas. (CE) to invite to meeting.

**CORRESPONDENCE**:

* (SR) none reported.

**PARISH COUNCIL UPDATE**:

* (TH) PC AGM is coming up on March 21st, 7pm. And would like formal feedback from the Steering Group.
* TH hoping to step into position as Chair
* ‘Referendum’ – vote to ascertain Parish views on taking out a Public Works Loan. PC and Steering Group will be involved to create ‘neutral’ wording for the vote. 55% needed to sway, no limit on turnout.
* If & when PLB loan has been approved, funds released within 2 weeks. PC could then hold in their account until needed. BI: Debbie & Bid writer said that money secured early on can encourage other funders & may be a prerequisite for some.
* Polling station vote at Leusdon Memorial Hall and Church House. This spring after the AGM.
* Before any vote: Steering group to have an Open Day so community can come and ask questions and see how project is progressing. Campaign and spread the word and see if there is any opposition.
* Parish Council to send out an unbiased leaflet explaining the situation.

**DESIGN SUB COMMITTEE: (ALL)**

* Agreed with Architect design (option 1) and now sent to DNPA for Pre-App. Early stage to get their initial comments. External conforms to what we asked for. DNPA slight delay as they were waiting for a fee which was not applicable for Community Pre-App.
* Internal design/layout still needs adjusting.
* DNPA has: site selection report, layout in field plan, elevations and internal plans. All our work to date.
* Need to correct some errors in form completed by Architect. When it has been assigned an officer.
* Haven’t decided on external materials.
* Parking: currently allows for 10 spaces by hedgeline to make less visible. Could be on both sides. Some tarmacked area and some hard standing.
* Heating method and costs to be explored.
* On website: show how we’ve moved forward and changed our ideas and development of plans. Show work with Alastair Denholm and how we returned to Architects (DWP) and have come up with a scaled down and refined design. (CE) to write and show drawings for EE to put on website.
* Idea for construction of main hall: NUDURA. Structured polystyrene blocks filled with concrete make an air tight waterproof insulated structure. Design committee to go and see a house being made of this product in Princetown and to meet with Nick Fell who works with and supplies product.
* Continue to refer to our original Requirements documents to make sure we are meeting our original needs.
* Design must balance need for light with need for heat. (RC) has looked into heat/kw needs.

**‘BRIGHT IDEAS’** **UPDATE**

* (YE) met with Debbie (BI) last week to discuss: Business Plan – first draft should be ready by 8th March. Focus on financial element, all the figures used/estimated are already 1 year old. BP will be an estimate of what would be appropriate for 2021. Debbie considered our proposed hire rates were too cheap, but we need to balance with other halls in area – cover costs but still be accessible to the community.
* Look at estimate of running costs etc. Different rates for local (within Parish) domestic and commercial etc
* BP will be shared with Bid Writer. We have signed a contract for 8 days of her time paid for in the grant. Have until end December this year to use the 8 days. To apply for most funds we need to be a CIO. She can put together a ‘Case for Support’ document – info needed for most funding applications – a ‘crib sheet’ which can be used for different applications. We could use this if she wasn’t available. She is very pleased with the work we have done so far.
* Debbie will also update our Capital Investment Plan.
* Process of moving from Steering Group to Charitable Incorporated Organisation: need new bank account (RC) to look into this. Wind up Steering Group. List of Steering Group contracts eg DWP, should be contacted regarding the process of transferring work to the CIO. Contract with Bid Writer has both groups on. Must inform Alastair Denholm and DNPA.
* BI cash Grant – need to request adjustments; Training option to run session locally rather than send several people to London is a much cheaper option, can we use money saved for something else? Eg: Tozers handling land sale? (YE) to amend form.
* We will need to sign to say we will be Trustees. (Trustee Declaration form passed round and signed during meeting). Not signed by RC on Tozers advice, so as to avoid conflict of interest. After sale of land he could be co-opted on as a Trustee of the new CIO. **Committee will need a new Treasurer**.
* CIO registration form: (YE) to clarify paragraph with regard to Bar takings not being regarded separately as we are not running a drinking establishment.
* Discuss who is/will be entitled to local vote – Widecombe Parish. Look at what is suggested in BP.
* Value of the Land: RC has asked two valuers to assess the land for valuation. Steering Group will also get a valuation from a land agent and then come to an agreement.
* (YE) to go back to Tozers and submit application (CIO) after adjustments.
* Request CIO is completed by our AGM date, end June/July.

**FUNDRAISING**

* RACE NIGHT held on 9th February. 48 people attended and had a great evening. There were 6 tables and tickets were £5. Raffle held. Meat was donated. Event raised £609.30. (Gambling: £276, Raffle just under £100. Thanks to (EE) for organizing this event.
* We have now raised 20% of our Community Fundraising target.
* DUCK RACE & BBQ to be held in Easter holidays on 7th April at Waterleat Lodge, 2.30pm. Event kindly hosted by Gail & Miles Fursdon. (YE) to consult with Lu Curnock who has experience with duck racing. Need volunteers on the day – race & refreshments. Tea/coffee/soft drinks/BBQ. Donations of cakes needed for sale. (YE) put volunteer rota together. Event will be free. Pre-sell Ducks (numbered) for races.
* GRAND CHARITY AUCTION: No update from (SN). (SR) has booked bands ‘Wild Goose’ (free) and ‘Go Tell Alice’ (reduced fee of £220). (YE) to send out a list of jobs to do to help. Need to secure more Auction items. Awaiting Widecombe Fair response regarding use of Fair Field for this event.
* Live Internet availability at Auction could be too complex and liable to go wrong. Suggestion of making it possible to send in a maximum bid if customer can’t come on the evening instead.
* Silent Auction items available too – to suit all pockets.
* SUTTONS SEEDS: have a fundraising scheme – seed packets for £1 each, sell them on for a profit. £30 cost. (YE) to investigate further.
* ‘POP UP PLANT SALES’: Gail Fursdon has volunteered to sell if people supply small plants.
* BINGO and QUIZ/SUPPER: Planned for the spring. Dates TBC by (YE & CE).
* ‘RUGGLE REGATTA’: Sunday 9th June. We have been invited to do the Raffle again. Also the bar at the next Sailing Club event in Widecombe Church.
* AWARDS 4 ALL: We can apply for another £10,000. Might wait until we know what we are asking for and wait until we are a CIO.
* CO-OP COMMUNITY FUND: (RC) looking into this. Widecombe Pre-School have been awarded a grant of just over £8,000 for a Sensory Garden project. (EE) to find out who made the application on behalf of WPS. Local Co-Ops in Ashburton and Bovey. Widecombe Primary school might be applying – go for a different store to them.

**TREASURER’S REPORT**:

* Current bank balance £10,321.77
* Paypal still £5.63
* Petty Cash is £nil.
* A4A Grant £10,000 received 8 Dec 17
* Spent £8,976.47
* To spend £1,023.53 - (overdue, deadline 8 Feb 19) Need to spend this quickly due to an accounting error. (CE) to direct it Alastair Denholm’s way as we will consult him again and he hasn’t charged us anything yet for the extensive work he has done for us with regard to design ideas.
* Bright Ideas fund £12,500,
* Received £nil
* Spent £114
* Deadline for expenditure  31 Dec 19.
* DCT renewal due in April. £50 – could come from BI money.

**MEMBERSHIP REPORT**:

* (EE) reports that we have no new members. When we become a CIO there won’t be a need for ‘members’.

**RECORD OF HOURS**:

* (ALL) continue to keep updated. Most have updated.

**NEXT STEPS**:

* Mostly covered above – Design Sub-Committee, CIO Reg. Paperwork, fundraisers planned.

**AOB**:

* (EE) website name change to ‘Community Hall’ from ‘Village Hall’. Has found a domain site with 1 year free. Will change the domain name. WIX also offer domains. Will go for the free year. This will be for when we are a CIO.
* EMAIL: Gmail is free but not so professional. Or pay a small amount for our own ‘widecombehall’ – ‘widecombehall.org’. Looking for a shorter site name.

**DONM**: Monday 25th March 2019, 8pm, Old Walls.

Meeting closed at 10.15 pm.