**WIDECOME VILLAGE HALL STEERING GROUP**

**MINUTES OF THE 15th MEETING HELD ON Monday 3rd September 2018**

**OLD WALLS, 8pm.**

**PRESENT:**, Yvette Elliott, Sarah Reeve, Chris Elliott, Kris Blood, Alan Peake, Lloyd Mortimore, Sue Jones & Alison Thomas.

**APOLOGIES**: Richard Casey, Evie Edworthy, Tim Hassell (WPC).

**APPROVE MINUTES OF LAST MEETING** (6th August): Approved.

New member Alison Thomas welcomed to the Steering Group.

*Initials in brackets indicate tasks completed*

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

**MATTERS ARISING**:

* (SR) sent letters of thanks to John Amery (Cornish Mutual) and Ian Mayhew (PSB Scaffolding).
* (YE) Charity Commission & VAT: (SJ) has looked into this and thought it might be best to ask an Accountant who deals with Charities. Main build will be Zero rated anyway. (SJ) will ask someone she knows at Francis Clark and ask about CIO’s as well. (YE) to ask Broadhempston Treasurer to see what they did.
* CIO and Charities rules have changed in recent years. Might need to consider some training in order to fulfil Trustee roles correctly.
* (YE) emailed DWA to let them know we are considering other design options.
* (SR) spoke to John Lambert about acoustic treatment of main hall. Will wait until we have next set of designs and then approach him for comments regarding acoustics.
* (CE) spoke to Barry Marmott and he will look at next set of designs.
* (YE) completed a grant application to ‘Bright Ideas’. 4–6 weeks to hear. Looking to get advice and help with grant funding.
* (SJ) Regarding getting other quotes for CIO registration: after researching ‘Tozers’ came out best. Not much price difference and ‘Tozers’ have been recommended and are experts in this field. ‘Michelmores’ offer similar service. Cost would be around £2,400 inc VAT. (RC/YE) wrote an application (email) to the Parish Council for a grant to help towards the cost of becoming a CIO. Awaiting a response after their next meeting on the 6th September.
* Henry Bruce the local sculptor had offered to help. (SR) to contact (RC) about sending him a letter to prompt further action.

**CORRESPONDENCE**:

* (SR) shared a letter from Kitsons Solicitors sent to Yvette. (The information in this letter should be kept confidential within the Committee.)

**REGISTERING AS A ‘CHARITABLE INCORPORATED ORGANISATION’ (CIO)**

* Committee decided to move forward with the recommended company for reasons mentioned in Matters Arising.
* (YE) to go ahead and set the process in motion.

**DESIGN DECISIONS:**

* Sub Committee met with Alistair Denholm a Structural Designer who had worked on local projects. The summary of this meeting is appended to these minutes.
* The biggest decisions to consider:
* **Should we turn the building 90º** (better sightlines from Casey house, could have solar panels on roof and not on the ground, noise would be away from the village etc). When new plans are ready (CE) to create simple 3D computer model of hall in situ so we can rotate to get a better idea of angle in relation to site.
* **Should we allow for/go for a second floor** (would give considerable space upstairs, consider uses: storage? History Group digitizing/archive?) Would HAVE to have two staircases and lift access even if only for storage. Smaller second floor area would only need one staircase and lift. *Possible* added cost: 30sqm @£1,500 m sq = £45,000. (not including cost of staircases and lift.)
* AD design has a smaller footprint but has symmetrical roof (asymmetrical from main hall) and allows for second floor.
* AP design has a slightly larger footprint but has asymmetrical roof (symmetrical from within hall) with allowance for small second floor storage area.
* Moving forward: Wait for new drawings from AD. Produce some elevations and (CE) some 3D layouts which are easier for people to visualize what the hall might look like. With dimensions we could begin to estimate possible costs. Ideally have drawings etc ready for Widecombe Fair? And the Love Devon event on 16th.
* Original design from DWA considered what DNPA might find acceptable design wise. We haven’t been in touch with the DNPA since the Feasibility Study. Will ask Barry Marmott his opinion with new plans. Postbridge are building a new visitor center. Look on DNPA website to see if plans are in.
* 4 members of the Group went to visit Rattery Hall with a view to looking at the Kitchen/Bar facilities which had been recommended by a professional caterer. **Please see (CE) email of 4th September for details and photos.** It was similar in size to the one we propose but access to Bar is only through kitchen. Stainless steel equipment re-fit cost £25,000. Bar is also used for chair storage. Rattery Hall committee were very helpful and have offered to come on 16th with a video and could give a presentation. We could ask them more questions then.

**LOVE DEVON EVENT** – ‘Walk for Widecombe’

* DATE OF EVENT: Sunday 16th September 2018. Walk 10–12, Field events 12–5pm.
* LD have got 200 people registered so far for the sponsored walk. Walkers will be transported to start by shuttle bus.
* Horse ride has been dropped by LD.
* Pony rides still happening in the field.
* LD have changed their mind on some things: we will now have to organize and pay for the PA system. Needed for announcements etc (Lloyd is Compere). Choirs in the bar area will have to manage without any PA. (Tedburn Choir, Widecombe Singers).
* Shuttle buses will take people from Widecombe to the start point at Warren House Inn.
* Got licence for the bar
* Café on the Green: burger bbq in the field, cream teas in the Café, have had substantial donation of clotted cream from Langage Farm.
* Cake stall in bar marquee: (ALL) Donations of cakes needed. Serve teas & coffees here too. Borrow hot water urns from Church House and elsewhere. Power from generator. Trestle tables.
* Q&A with Bryony – LD sorting medals to be presented to walkers.
* Steering Group will have a stand hopefully with new drawings on view.
* ‘Guess the Number of Balloons in a car’ Prizes needed.
* More details of the day discussed following Yvette’s email sent out on 19/08/18.
* (ALL): **FRIDAY 14TH FROM 9.30AM** SET UP IN FAIR FIELD. **SUNDAY 16TH FROM 8AM** FOR FINAL SET UP AND EVENT. (POSSIBLE EXTRA TIME NEEDED ON SATURDAY)

**GENERAL FUNDRAISING CALENDAR:**

* (YE) has put together a spreadsheet with suggestions for future events. Regular events through to 2019. Ideas include:
* ‘Crazy Golf’ on Hayes Field. Sort our access first.
* ‘Barn Dance’ in the summer of 2019. (SJ) offered her barn. (SR) offered her Ceilidh band to provide music and calling.

**TREASURER’S REPORT**:

* (RC) sent the following report:

Recent transactions:

DCT final bill £883 for Catalyst Programme report paid in full.

No more debts remaining  from 2017/18.

Chris Hoban concert bar service raised £164 in cash plus a residue of £70 stock kept over for 16th Sept; a total of over £230; very worth while!

We have prepaid £65 for the Bouncy Castle on 16th Sept - refundable if cancelled.

Currently the balance stands at £5985 comprising:-

* Bank £4,849
* Paypal £5
* Cash in hand £1,130 -   
  this large amount of cash is held for cash floats for the 12 stalls at Love Devon event on 16th Sept. Chief amount is £700 change held on advice of Richard Palmer to service the bar.   
  We are on target to convert about £200 more by 14th Sept to meet our planned needs for 16th Sept; this is being gathered from the small change generated in Church collection boxes, thanks to Marion Constant.

Until received, the donations to the crowdfunder W4W account are not included above.   
As of 29August, the crowdfunding account had achieved £1,310. An important milestone is £2,500 raised by 20th Sept to attract match funding.

We have applied for the advertised Parish Council Grant to be considered at 6th Sept Meeting. We are seeking support for the budgeted £2,400 for fees required to establish our WVH project as a Charity by creating a CIO (Charitable Incorporated Organisation). We have no grant support to date for this essential step (Gift Aid, a Legal entity to acquire land and undertake deign and construction).

Forward budgeting is on hold until the building costs and programme can be established in the next month or so.    
We start from £6,000 positive in assets which would cover the A4A grant liabilities if the project were to collapse now and a DNPA Planning Application in the short term.

**MEMBERSHIP REPORT**:

* (EE not present)

**RECORD OF HOURS**:

* (ALL) continue to keep updated.

**NEXT STEPS**:

* (YE, AP &KB) to attend next Parish Council meeting on 6th September.
* Walk For Widecombe Event set up on Friday 14th Sept from 9.30am.
* Widecombe Fair – WVHSG display area in History Group Tent. (AP & KB) who represent HG have kindly offered to be on hand to answer questions about new hall. Other members requested to help out too as much as possible.

**AOB**:

**DONM**: Monday September 24th, 8pm, Old Walls.

Meeting closed at 10:15pm.