**WIDECOMBE COMMUNITY HALL CIO**

(Charity registration number 1182621)

**Minutes of meeting No: 9 of the board of trustees**

**of Widecombe Community Hall CIO held at OLD WALLS, PONSWORTHY**

**on Monday 10th February 2020 at 7.30 pm.**

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| PRESENT: | NAME | POSITION |
|  | **Yvette Elliott (YE)** | Chair |
|  | **Sarah Reeve (SR)** | Secretary |
|  | **Chris Elliott (CE)** | Treasurer |
|  | **Lloyd Mortimore (LM)** | Trustee |
|  | **Kris Blood (KB)** | Vice-chair |
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|  |  |  |
| IN ATTENDANCE: |  |  |
| APOLOGIES FOR ABSENCE: | **Alan Peake (AP)****Evelyn Edworthy (EE)** | TrusteeTrustee |
| 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 (13th January) were approved and signed.

4. MATTERS ARISING

* (EE) – explore community engagement event ideas. Nothing to report yet.
* (YE): HMRC and VAT. Can't register until we make taxable supplies. Costings sheet includes VAT (KB) to adjust. As we are a Registered Charity doing a new build construction and associated works materials & builders invoices = VAT exempt. Might be easier to use single contractor, but not essential. Equipment might be able to be claimed for after completion, can back-date up to 6 months. We have an HMRC Reference no. we can give to suppliers. Smaller firms might find this more difficult to deal with as invoices would be zero rated and suppliers would be cash flowing the VAT for a while. Applies to main contractors and sub contractors. Architects fees and services are charged with VAT. As soon as we are operating we can decide if we want to be VAT registered or not.
* (SR): Thank you letter to Gail Fursdon - done.

5. PLANNING APPLICATION update

* Waiting for answer from Ben Gilpin. (CE) spoke to him, (BG) said he has all the information needed to make a decision.
* (CE) asked for a timescale a week ago. It won’t necessarily go to committee. (BG) would like to make his own decision. We should know his recommendation in about 10 days time.
* 6 March-Next planning committee meeting, if this route is required.
* Get ready to announce the planning permission decision if/when successful. Put information to the Widecombe website and our website.
* Produce another Newsletter and get the messageut beyond just the local area. Widecombe website gets interest from a wider area. Also: Press Release to Western Morning News & Advertiser.

6. PARISH COUNCIL UPDATE

* Informal lobbying worked well. More positive response.
* At their February meeting, the Parish Council formally gave their support to the Community Hall.
* The PC held a vote; "are we in support of a new hall?" result was YES, by a majority.
1 abstention.
* We received a confidential and anonymous letter in the days after the vote result. A local couple are prepared to give £50,000 to the project on the condition that this is match-funded by the Parish Council. This is a phenomenal gesture of goodwill and support and the Trustees consider this to be a lifeline for the success of the project.
* The Parish Council voted unanimously in favour of 'applying for a loan from the PWLB to help fund this, so long as there is a plan to do so without raising the precept and there is a proposal for security of the loan repayments that satisfies the Parish Council prior to the loan being applied for.’
* The criteria: Repayments must be guaranteed, and PC must be satisfied – No precept increase required. PC need to get approval from PWLB and then will have 1 year to apply for funds. When approved, money arrives in account within 7 days. Repayments made twice yearly. An Interest-only loan: only in exceptional circumstances. Loan is to the PC not to us directly. PWLB – Want to see PC accounts to check they have sufficient funds. Other guarantee is between us and the PC.
* Could set up ESCROW Account – a neutral holding fund which could have 2 years payments held ready to draw down when needed. Could ask for this from supporters - 79 households voted ‘yes’ to the precept increase vote.
* (YE) to get advice from a solicitor and an accountant.
* Tim Hassell– PC chair is keen to get decisions made without needing additional meetings. We should provide information needed before April PC meeting so it can be included on Agenda.
* (KB) to look into creating an Escrow account.

7. FINANCIAL UPDATE

* Income: £600 from Quiz Night. Now reached 50% of Community target.
* Bright Ideas Grant was to be spent by 31 December. (YE) spoke to them to extend deadline for 6 months to end June 2020.
* Plunkett Foundation membership – was recommended to us previously. £240 annual membership. Possibly not suitable for us at the moment as we are not up and running as a 'Community Business'. Payment not authorised at this stage.

8. FORWARD PLANNING

* Next newsletter – plan general content (SR) to set out and oversee.
* (KB) – Project costings spreadsheet – added more details, but this is an ongoing job for the committee. Will probably need a Project Manager to oversee project and keep finances on target.
* (SR) – to send through to (KB) Tables & chairs costing info.
* We have 1 day of the Bid Writer's time left. We have 5 draft applications to work with.
* BUSINESS PLAN – Updates required that we are moving forward (YE). PC will want to see it.

9. FUNDRAISING

* CHILLI COOK OFF – (YE) has booked Buckland Village Hall as Leusdon is busy. It’s an unusual event so will need to be explained – Can be competitor by making a chilli and bringing it to the event. Or can come to the event and sample the chilli for £10 a ticket – We supply salads, sides and jacket potatoes. Also have chilli’s judged by volunteers – Judy Southcombe would be interested. Kirsty Peak to contact South Devon Chilli Farm – sponsor? judge? Prize for winner? Mostly a social evening. Set up a ‘Mexican photo booth'. Get it in the press. Start at 7pm. Sat 21st March. Make flyers to hand out and spread the word.
* DUCK RACE – 19th APRIL-nothing needed at the moment. Tea & Cakes as refreshments.
* BONFIRE & FIREWORKS – with WPS Friends. They are pleased to hear we want to do a joint event. (LM) to talk to Mark Hutchings to ask if he would be able to do the display. Possibly use LM’s barn, exact location not decided yet.
* (SR) to approach Jane Bibby about a better way to market and publicise the event.
* FUTURE PLANS; not at the moment.

10. A.O.B

* (KB) – Sewing Group (quilt project) have brought some material and will be beginning the quilt. Will be ready for Widecombe Fair 2021. Get some photos on Facebook to start promoting the event. Get ready to sell Raffle Tickets soon.

11. D.O.N.M. – Monday March 9th at 7:30pm, Old Walls.

13. CLOSE: There was no further business and therefore the chairman declared that the meeting was closed. 9:28 pm

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Chairman

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Date

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