

Avonwick and North Huish Community Hall Project

MINUTES

Tuesday 8th March 2016 at 7pm Venue: 5 Avonwick Green

Item No	Abbreviations used :- DCT: Devon Communities Together, TB: Tom Butt (from DCT), JB: Julie Boultbody (from Apse Architects) PF: Project Funds, A4A: Awards for All	Action By
1	Chairmans Welcome	
2	<p>MEETING ATTENDANCE:</p> <p>a) Present: Chairman - Paul Tyler (PT) Treasurer - Richard Blackwell (RB), Maureen Blackwell (MB) Tristram Grevatt (TG), Liz Rider (LR) taking minutes. Tom Butt (TB) was also present for part of the meeting.</p> <p>b) Acceptance of Apologies for Absence . Rachel Milford (RM) had sent in her resignation. A discussion followed regarding the reasons for this. It was deeply regretted that she felt she could no longer be a member of the Committee, she would be greatly missed as her contributions, thoughts and ideas had been invaluable.</p>	
3.	<p>CONSIDERATION OF COMMUNITY SURVEY BY PARISH COUNCIL</p> <p>The Parish Council (PC) had referenced concerns in the minutes of their last meeting, regarding the validity of the results of the Community Survey. The Project Committee discussed their concerns if this indicated the Hall Project did not have the support of the PC. TG reported that he would be temporarily leaving this meeting to attend a PC meeting and could ask for clarification of these concerns; he would also request that the minute, expressing concerns over the validity of the Survey results, could be removed. He would also seek to ascertain where the Council, as a body, stood in connection with a Community Hall. The Committee wished to build a positive working relationship with the PC and asked TG if he would extend an invitation to an open and informal meeting between PC members and members of the ANHCHP to discuss the Project. TG left the meeting and would return later and report on his discussions. [See Minute (6) below]</p>	
4	<p>MINUTES OF THE PREVIOUS MEETING</p> <p>To approve and sign the minutes of the meeting 9th February 2016 RM reported that, under 5(2) the money had not been refunded, so the minute should read ‘... and it <i>will be</i> refunded’. This change was made and the Minutes were approved and signed.</p>	
5	<p>MATTERS ARISING</p> <ul style="list-style-type: none"> • <u>Website:</u> RM reported that Rob Steer has agreed to support an application for grant funding of the Community Website costs and is sending the SHDC application form to RB. • <u>Project Stores and Papers</u> No place had yet been found for extra storage. Committee members continue to look out for this. • <u>Note Taking</u> This was the last meeting LR would attend. A vote of thanks was extended for all her work for the Committee since it began and particularly with the minutes in recent months. MB to take the minutes at the next meeting. • <u>Lord Lieutenant’s Lunch</u> No progress on this to date. 	<p>RB</p> <p>All</p> <p>MB</p> <p>PT</p>
6	<p>FEASIBILITY STUDY</p> <p>1) Review Progress</p> <ul style="list-style-type: none"> • <u>Community Survey.</u> This is covered in (3). • <u>Pre-App Meetings with Planning and Highways</u> PT and TG had met on site with Wendy Ormsby, Planning Case Officer, South Hams District Council (WO), Richard Jackson, Devon Highways Dept (SJ) and Julie Boultbody (JB). JB had prepared a draft Note of the Meeting which was shared with the Committee. She would amend and forward to SHDC/DCC. Matters discussed at the site meeting were: Suitability of the Road Junction between Black Hall Lane and the Ugborough road - SJ agreed this would not need alteration. 	JB
6		

continued

Access to the site from Black Hall Lane - SJ required a visibility splay.
Parking on site - 15 to 20 permanent parking spaces and 40 - 50 overflow spaces would be required.
A Turning Space for a delivery lorry on site was required to allow it to leave facing forward.
A further meeting with Planning and Highways will take place at a later date when scheme details have been taken further forward.

2) Preparation of Investment Ready Documents

- TB had sent details of all the different operational legal structures available. PT had studied these and had circulated a copy of the 6 types which could be applicable.

TB explained each possible structure to those present and they were discussed as follows:

- Registered Charity: This had no trading option (eg. Rent out the Hall).
- Registered Charity with Trading Arm: This was complicated as it was governed by 2 separate bodies (Charities Commission and Companies House) both of which would have to be reported to. Only really suitable for large organisations.
- Company Limited by Guarantee: No charitable status and therefore not eligible for many grant funding opportunities (eg Big Lottery)
- Community Interest Company: Although Social Enterprise status available, Charitable Status is not an option
- Charitable Incorporated Organisation: Would have Charitable Status, income generating is possible and has limited liability. It would need >£5,000 a year turnover to qualify - need to ascertain at what stage this condition would be required.
- Community Benefit Society: This is much more complex to set up and would only be used if there was a need to access Equity Investment.

It was unanimously agreed that the Charitable Incorporated Organisation (CIO) would be the structure most suited to the needs of the project. TB advised that it would not be necessary for a lawyer to be employed to set this up. He noted the importance of careful preparation of the charitable purposes.

The Committee thanked TB for his very helpful explanations and PT for preparation of the tabulated structures review.

- **Capital Funding Plan**
TB had circulated a draft CFP, just prior to the meeting, giving details of projected project costs and information on from where funds may be forthcoming. He took the Committee through this plan and requested comments and/or explanation on anything not clear. He informed that the local Council for Voluntary Service (CVS) could also help with the initial stages of setting up a community project.
- **Investment Ready Checklist**
There was no time at this meeting to discuss this in detail. Committee members who had found out information, based on the checklist agreed at the last meeting, should send their reports to PT.
PT reported that it was now necessary to concentrate on all items on the list which would involve using the remaining grant money before 23rd April (after which the grant money would not be available). He felt the Committee would be able to achieve this. After 23rd April the remaining work with the other items on the checklist. Additional help from TB and DCT would be needed on some aspects of this TB agreed that 2 days of time was allocated by DCT in the coming year to assist with this.
- **Communications Strategy**
TG had prepared an Action Plan regarding all types of Communications which would be necessary during the Community Hall development. This would be considered at the next meeting.
- **Parish Council/Community Survey**
TG returned from the PC meeting. He reported that it was not possible to remove the minute as described in (3) above. However, the PC would minute that this was not the view of the PC only reporting a view received. He also reported back that members of the PC would welcome the opportunity to meet informally to discuss Community Hall matters; he would liaise with PT on possible dates.

ALL

PT/TG

7	<p>FINANCE and ACCOUNTS Report of Treasurer (RB)</p> <p>Balance & Totals as at 25th January 2016: Treasurers Account: £949.28. Instant Access Account: £4,603.54. Petty Cash: £16.71 TOTAL: £5,569.53</p> <p><u>ANHCHP Bank Accounts Report</u></p> <p><u>Treasurers Account:</u></p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="width: 60%;"></th> <th style="text-align: center;"><u>Income</u></th> <th style="text-align: center;"><u>Expenditure</u></th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td style="text-align: right;">South Hams Council £ 360.00</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">Devon Communities M'ship £ 50.00</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">Create.Net Web Site £ 4.99</td> </tr> <tr> <td>TOTAL: _____</td> <td style="text-align: right;">£ 0.00</td> <td style="text-align: right;">£ 414.99</td> </tr> </tbody> </table> <p><u>Instant Access Account</u></p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="width: 60%;"></th> <th style="text-align: center;"><u>Income</u></th> <th style="text-align: center;"><u>Expenditure</u></th> </tr> </thead> <tbody> <tr> <td>Interest</td> <td style="text-align: right;">£ 0.16</td> <td></td> </tr> <tr> <td>TOTAL:</td> <td style="text-align: right;">£ 0.16</td> <td style="text-align: right;">£ 0.00</td> </tr> </tbody> </table> <p><u>Petty Cash</u></p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="width: 60%;"></th> <th style="text-align: center;"><u>Income</u></th> <th style="text-align: center;"><u>Expenditure</u></th> </tr> </thead> <tbody> <tr> <td>-</td> <td></td> <td></td> </tr> <tr> <td>TOTAL:</td> <td style="text-align: right;">£ 0.00</td> <td style="text-align: right;">£ 0.00</td> </tr> </tbody> </table> <p>New Balances and Totals as at 25th February 2016: Treasurers Account: £534.29. Instant Access Account: £4,603.70. Petty Cash: £16.71 TOTAL: £5,154.70</p> <p>Avonwick & North Huish Community Hall Project Fund Balance: £1,234.40</p> <p>Awards for All Grant Fund Balance: <u>£3,920.30</u></p> <p>TOTAL: <u>£5,154.70</u></p> <p>PT asked RB for a report on money outstanding committed expenditure. This would include payments owed to JB, SE and TB. This report to be available for the next meeting.</p> <p>Financial Matters Arising:</p> <ul style="list-style-type: none"> • A breakdown of the costs shown on the Apse Invoice for the Desktop Study was required. JB was on holiday at present but would be asked for this on her return. • Coodes Invoice update: Time sheets had been received. Coodes still had funds in hand to cover costs but another payment in advance would be needed shortly. <p>Expenditure Approval - none needed</p> <p>Volunteer Hours PT/LR/RM/MB/RB/TG</p>		<u>Income</u>	<u>Expenditure</u>			South Hams Council £ 360.00			Devon Communities M'ship £ 50.00			Create.Net Web Site £ 4.99	TOTAL: _____	£ 0.00	£ 414.99		<u>Income</u>	<u>Expenditure</u>	Interest	£ 0.16		TOTAL:	£ 0.16	£ 0.00		<u>Income</u>	<u>Expenditure</u>	-			TOTAL:	£ 0.00	£ 0.00	<p style="text-align: right;">JB</p> <p style="text-align: right;">ALL</p>
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8	<p>Apple Pie Fair 2016 It was agreed that the next Apple Pie Fair would take place on Sunday 18th September 2016. This would be discussed more fully at the next meeting. Before then, TG would prepare flyers which could be given out, for example, to Stall Holders at Craft Fairs.</p>	<p style="text-align: right;">TG</p>																																	
9	<p>CORRESPONDENCE</p> <ul style="list-style-type: none"> • DCT Membership Renewal. This had been renewed and the Membership Certificate had been received • DCT Training Hub - training opportunities available. To be considered by committee members. 	<p style="text-align: right;">ALL</p>																																	

10	<p>Appointment of Secretary A new Committee Secretary was required and MB volunteered for this post. Her appointment was proposed by TG, seconded by PT, and agreed. PT would contact the previous Secretary to arrange for the transfer to MB of any remaining paperwork.</p>	PT
10	<p>Any Other Business None was raised</p>	
11	<p>Next two Full Committee Meetings:</p> <p>Agreed: 1. Tuesday 12th April 2. Tuesday 10th May Both at 5 Avonwick Green.</p>	
12	<p>Close of Meeting: 10.45 p.m.</p>	