

Broadhempston Village Hall & Playing Field Trust CIO
Minutes of Meeting of Trustees on Tuesday 2 February 2021
(On-line meeting at 10.30am via Zoom during coronavirus lockdown)

Present: Roger Acton, Dave Howard (Treasurer), David Heath, Peter Sheridan (Chair), Joe Wegrzyn (Facilities Manager).

In Attendance: Andrea Dobson - Bookings Secretary, Simon Sutcliffe - Observer for Parish Council.

Note: A second National Lockdown due to the Covid-19 outbreak started on Thursday 4 November 2020, just after the previous regular trustees' meeting. A third Lockdown commenced on 5 January 2021 and an end date has not been set.

1. Minutes of meeting Tuesday 3 November and matters arising:

The amended minutes were accepted as a true and accurate record.

Items arising are dealt with under the headings below.

2. Treasurers Report:

DWH reported on the financial snapshot dated 31 January 2021. The Trust is 50% into the financial year. The hall shows a surplus to date of £3702. There has been almost no income, as expected during Lockdown. The outgoings have been regular expenses such as electricity, some annual servicing (alarms, etc) and the PRS Music Licence, which were all included in the budget. The only extra item has been the deposit paid to Southfield Windows towards replacement of the fire doors in the main hall (as in the Village Hall Report).

Headlands, recently in receipt of the Parish Council grant, shows a surplus to date of £2247. The overall CIO surplus is £6010 and a healthy bank and cash balance of £37,286.

An application has been made for the next round of support grants from Teignbridge and the government, totalling possibly £6000, which are available from early Feb - the "Local Restrictions Support Grant (Closed Addendum)". If awarded, they will help to get the CIO through the year without digging into the reserves.

(Note: on 5 February, a total of £6001 was paid by TDC into the CIO bank account)

The draft annual accounts for 2019/20 were due from Ian Fraser this week *(Note: the draft 2019/20 accounts were received by DWH on 8 February)*

3. Headlands and Headlands Project:

RA submitted a written report on Headlands, attached.

Points raised at meeting:

- **Parish Council Funding:** The full grant as requested was paid this year, but Simon Sutcliffe as BPC observer pointed out that the PC will be restricted in the future in its ability to give revenue grants. The Chair asked that Headlands should be given priority by the PC, if limited funding is available.
- **Activity during Covid-19 lockdown:** The field continues to be a popular venue for dog walkers. A charge is now being paid for collection every two weeks, previously it was once a month. However, it is still filling up so fast that the Committee is monitoring the situation. It would be difficult to move to weekly collections due to cost and budget. An additional sign has been posted by the bin, asking people to take their poo bags home if the bin is full. The Committee is doubtful that this will make a difference, but the results will be carefully watched. **Action: RA/Headlands Committee.** The lockdown requires the football club to cease games and the tennis court and skate ramp to be closed.
- **Possible hire of Pavilion:** A trial will start at the appropriate time.
- **Maintenance and minor improvements:** Pavilion painting will be carried out by the Community Payback team when pandemic situation improves. Some £500 needs to be spent on extending the hard standing and this will be a revenue item, not part of the capital project.

- **Headlands Project:** A working party from the Headlands Committee is examining the feasibility of installing a MUGA on the existing tennis court. RA would like to consult the community, when a public meeting is allowed, to get views on this and other aspects of the Headlands project. **Action: RA/Headlands Committee**
- **Solar panels project:** An application has been made to Stuart Barker, DCC councillor, for funding which is intended for climate change related investments. The PC is keen to see PV panels installed. There is a question over the size of the installation allowed by Western Power. Also match funding could be a problem, so in the first instance the PC would be approached. **Action: RA/Headlands Committee**
- **Football:** DAH raised the question of the possible decline or even demise of the football club as a result of the continued lockdowns. Simon Sutcliffe stated that in his view there was sufficient support within the village, particularly from the White family and John Ellis, to keep the club going and expressed hope that the club would still be able to enter a team in the South Devon League when it restarts in the autumn.
- **Sport England New 10-Year Strategy:** RA will circulate this important document affecting individuals and communities and urged all to read. **Action: All trustees**

4. Village Hall and grounds:

PS submitted a written report which is attached. Further points raised at the meeting:

- **UPVC fire doors in Main Hall:** The deposit for the new doors has been paid and installation is due sometime in March.
- **Faulty water boiler above male WCs:** a water leak has caused minor damage in the WC and the boiler is being replaced.
- **5-yearly Wiring Check:** Now complete and the bollard lights in car park are working again.
- **Grounds Maintenance:** The failed hedge between the playing field and the upper grassed area is due to be replaced by B-Wild, who have already acquired the whips from The Woodland Trust. The PC will maintain the top and the playing field side of the hedge once planted.
- **Drapes:** JW and AD to wash and hang the drapes in a spell of warmer weather. **Action: JW/AD**
- **Weekly Checks:** As the hall is in very limited use, including that by the school, the weekly checks of the premises will be reinstated. **Action: JW/PS**
- **Hall Bookings:** National Childbirth Trust wishes to use the main hall rather than LMR, if social distancing has to continue once the hall reopens. Its bookings may clash with short mat bowls. AD is to check on the intentions of the short mat bowls group. **Action: AD**
- **5th anniversary of opening of new hall:** PS suggested that as the 5th anniversary had been in December 2020 just past, some form of celebration could be planned, once pandemic restrictions are lifted, perhaps as part of a programme to 'reawaken' social activity in the village. This may be more appropriate to discuss at the May meeting, when the vaccination of the population is well under way. **Action: Agenda item for May trustees' meeting.**

5. Fete Committee possible link with CIO

- **Changes in Constitution:** PS informed the meeting that he and Helen Bray had attended the Broadhempston Parish Council meeting on 14 January and had briefed the councillors, as representatives of the CIO's beneficiaries, of the intended change of the CIO to incorporate the Fete Committee. The BPC minutes of that meeting state that 'The Parish Council resolved to support the proposed merger'.
With the support of the beneficiaries now given, the application can now be made to the Charities Commission for its approval to the revised Constitution dated 2 February 2021. **Action: PS**
The CIO trustees at this meeting approved unanimously the following motion:
'Agreed changes to the existing Constitution in Section 3: 'Object' and Section 14: 'Delegation by Charity Trustees' should now be incorporated into a revised DRAFT Constitution dated 2

February 2021 and forwarded to the Charities Commission for approval. On approval being received, the revised Constitution will be adopted formally by the Trust.'

- **Other parts of Heads of Agreement still outstanding:**

- **Trustee:** The conversation with Mark Moorley, Vice Chair of the FC, is ongoing. **Action: PS**

- **Financial:** We are still awaiting a clear written statement, including sight of the bank account, of the current financial state of the FC. PS to write to Helen Bray. **Action: PS**

6. CIO Trustees and Structure:

PS as Chair stated that after the departures of KE and JC there are now 5 trustees remaining, with the constitutional minimum being 4. All existing trustees including the officers are due to rotate out of their roles in another two years, so it is urgent and important, for the continuation of the CIO, that new trustees are sought out and appointed.

A discussion ensued which highlighted possible sources of new trustees:

- **Members of the Headlands Committee.**
- **Members of the Parish Council or their contacts.** Simon Sutcliffe would raise the matter at the next Parish Council meeting. **Action: SS**
- **Members of other groups in village – societies, Community Orchard, BBTG, young empty nesters in the 50s/early 60s age groups.**
- **Members of the wider community who use the hall – in the outlying villages, hamlets e.g., Hemsford.**

RA stated that contacts can be most usefully made by networking as well as by publicity.

PS suggested that the incorporation of the Fete Committee, if successful, could open the hall and Headlands to wider events and entertainments, the organisation of which may be of interest to potential trustees.

PS will place an article in the March/ April Parish News to attempt to stimulate interest. **Action: PS**

As Chair, PS asked all trustees to network around for potential new trustees. It is suggested that each trustee pinpoint and approach at least one person who would be an asset to the CIO and possibly interested in the role: **Action: All trustees.**

7. Dates of next meetings:

- **Tuesday 4 May 2021**
- **Tuesday 3 August 2021**

These will commence at 10.00am by Zoom unless otherwise notified.

The Large Meeting Room also will be booked provisionally for these times. **Action: AD**

There being no other business the Zoom meeting finished at 11.35am