

Meare and Westhay Village Hall CIO No. 1200097

Meare and Westhay Village Hall and Playing Field No. 1063258

Minutes of meeting 19th April 2023.

Present Paul Bradley, Tim Hoskins, Hazel Degregorio and Rosie Lander

1. Officer roles:

Chairman Paul Bradley
Vice Chairman Tim Hoskins
Treasurer Hazel Degregorio
Secretary Rosie Lander

We will need more members as we go on. Ideally 5-9 trustees suggested by NCVO (National Council Voluntary Organisations) due to the task ahead.

2. Reports from Meetings

P.C. meeting

The P.C have agreed to take back the running and bookings of the playing field, leaving us just the hall to work on. The P.C. have agreed to provide us with a dedicated email account, so we don't use our own personal ones. R.L. will change all the account contact details when we have this. The P.C. are having a site meeting to assess the hole in the ground and fencing and to look at installing a new gate so there is vehicular access to the field

3. Handover

The handover of documentation is complete apart from assets in the container which will be collected soon. HMRC and bank to be completed.

4. Correspondence

The architects have contacted R.L. and have suggested an initial meeting on Wednesday 3rd May R.L and ?T.H. to attend.

H.D. contacted Batheaston Hall to ask how they raised the necessary capital

All assets from the charity were signed over to the C.I.O. on the 10th January 2023

H.D. emailing A.W. for missing documents ie, there are no accounts, no profit and loss statement and no Business Plan.

5. Treasury

The bank account is being changed from Barclays to NatWest, this is in progress, all 4 trustees will be signatories.

Current balance as at 3rd April is £9189.77

The outstanding invoice of £1682.77 to the architect we inherited will be paid as soon as we have the mandate changed on the current bank account.

No balance sheets or profit and loss accounts have been provided.

The contract with xero accounting will be stopped as soon as we are able, currently it is £33.60 a month, plus the cost of a separate book keeper. This will all be done in house. We will only need to provide an accountant with the cashbook details annually.

H.D. has applied for a new CIO Bank account, this comes with free accounting software, thus saving £33.60 a month. Account not yet opened, awaiting to hear.

H.D. to contact accountant to ask for more information on accounting procedures.

The Bernard Sunley grant is valid for 2 years from 21/03/22 however the grant conditions are that it is only valid once the majority of other funds have been raised and it is ready to be built. Realistically is null and void. But a letter will be sent explaining the situation to see if this can be extended.

No previous monies raised were safeguarded and have been spent.

We plan to safeguard all monies raised until we are ready to build, this includes the buy a brick scheme donations, when we are in a position to do so.

6. The way forwards

The fundraising group have offered us a table at their table top sale. P.B and J.B. will man this and donations of items to sell can be dropped at any committee members house.

T.H. will attend the next community breakfast to raise our profile

We have been offered stewarding on Herbie's Field for the Extravaganza 5th August T.H and P.B will attend but we need some more volunteers

Open garden event – July

Jumble trail – Aug

Cake sale.

Fork 'n Ale night –September

Soup Club

Grant writing to be organised. H.D. Correspondence is in progress with Spark.

7. A.O.B.

NO Business plan appears to exist – we need to write one.

Plans are for physical building 35 x 25m. We will look to get shell quoted only at this time to see if this particular build is feasible.

Heather Shearer county councillor to be invited to our next meeting.

We are not in a position yet to have an open meeting, until everything is dealt with and we fully understand the transition between unincorporated charity and the CIO.

Meeting closed 10.12pm

Next Meeting 9th May 7.30pm at Steps Farm