

## **MINUTES OF THE UMBORNE INSTITUTE TRUSTEES**

Meeting at Little Yardbury

Wednesday, 16 December, 2009, at 8pm

Attended: Rob Summers (chairman), Geoff Elliott (secretary), Paul Galloway (treasurer), Kimmo Evans, Neil Shepherd, Liz Gosling, Peter Rugg, Eleanor Wood, Janet Coman, Paul Forster and Sue Gush.

**Apologies:** None

**Minutes** of the previous meeting were approved and were signed by the chairman

**Matters Arising:** SG reported that a second run of 2010 calendars had been printed. Of the total of 120, 112 had been sold. Profit was likely to be in the region of £350 and £400.

**Correspondence:** None

### **Sub-Committee Reports:**

*Finance and General Purposes:* PG reported that £80 had been banked. The children's party had cost £197.

*Entertainment and Fundraising:* The Twelfth Night party was arranged for January 9. EW appealed for volunteers to set up the hall the previous evening at 6.30.

The Theme Night would now take place on March 20. The theme would be 'Cavemen.'

EW sent thanks to Ann Shepherd for organising the children's party.

*New Hall Development:* PF said he had redrawn the plans in the light of comments at the previous meeting. The design now accommodated a Velux window over the foyer to increase the level of light and storage space over the kitchen and toilets. There would be double-doors into the main hall space and this would enable short-mat bowls to take place. The hall space was now fully rectangular.

PF said that Harris Timber had now repriced the building at £52,500. This included the hire of a crane and scaffolding.

The new hall would have an 18m x 7m main meeting space, so it would be larger than the present hall. It would also have perpendicular walls which would afford more space still. It could be extended, say, for a stage if this was ever required, or for storage space on the side. It would have a vaulted ceiling, making the space seem larger. It was agreed to go ahead with the size of hall now proposed.

The plans had been sent to planners, who had said the decision was being delegated to officials. They wanted to influence the colour of roof tiles and external walls. It was agreed to accept whatever preferences they had. On the question of the septic tank, we were asked to consult the building regulations people.

RS said that he had started to gather in prices for materials. He thought the footings and base would cost us £5,800.

PF proposed a start date of March 1, and this was agreed. He said we should expect one week for demolition, two weeks for foundations and four weeks for the shell of the new building. Altogether, he estimated a building programme of 16 weeks. He said that we should need insurance while the building went ahead. It would need to cover theft as well as other risks. PG said he would arrange this.

GE asked how we might reduce the risks to our money in the event of the timber company going bust. The meeting heard that only diligence could help us. We would need to pay a deposit in advance of a quarter. Another quarter would be due when the work started, and the rest would have to be paid within 30 days of completion.

NS said that he could run credit reference checks and find out whether Harris paid its suppliers on time. He said that we should use the grant money first to minimise risk to the money we had raised with our own efforts.

PR asked what we could get for the present hall. RS said that we could expect only scrap value.

GE said we could go public with the whole scheme. It might attract interest that could benefit us. He volunteered to arrange publicity when trustees felt the time was right. He also said that we should make sure we took video and still pictures of the demolition and rebuilding.

JC said that, subject to confirmation, we were to be given another £3,000 in grants, this time from the East Devon District Council. The amount was determined by a formula based on the £24,000 grant we already had from the Community Council of Devon. Again, the money had to be spent by September.

RS confirmed that Ted Townsend would be responsible for the financial planning. A meeting would now take place to set out the project. PF said that he would be inputting all the building information. ET would frame a budget, cash flows and sources of funding.

JC said that she had been looking into whether an Acres loan would be appropriate for us. The interest rate would be 8%. Repayments would be over five or eight years. There would be no penalty for early repayment. It was agreed to apply for a £10,000 loan so

that this was in place should we need it. We should be able to repay the loan from income.

KE said that there were two other local grants that might help us for specific parts of the rebuilding.

SG said that individual loans could be sought from people in the valley, but she was not sure whom to approach.

PG proposed a variant of the 100 Club idea. He said people could be asked to make loans that entitled them to take part in a draw. He said that their money could be repaid whenever the individuals wanted it. If we were to obtain 100 loans of £100 (and people could make more than one if they wanted to), we could attract £10,000. It would cost us less money than going to a commercial lender and local people would have involvement in the hall's redevelopment.

The idea was greeted with acclaim. EW thought it fabulous but wondered who would undertake the administration. PG said that he would agree to do so.

GE asked if the idea could be set down on paper so that we could all study it. Again, PG agreed to do so.

*Hall Maintenance:* LG reported a leaking roof, which RS said he would mend.

NS said that the gents' toilet door had been left open and had been damaged by the weather. It would no longer fit. The culvert in the stream was also blocked. PR undertook to raise this at a parish council meeting.

**Website:** RS called the website 'brilliant' and thanked NS for his work on it. Others echoed the praise for what had been created. NS said that the site was being continually updated.

**Annual General Meeting:** GE said that preparations had to be made. Notices had to be put out in time to allow returns sooner than 14 days before the meeting on January 26.

He said that RS, EW, PF and KE were due to retire. He asked them to send him emails informing the trust whether they wanted to seek re-election. RS had already done so. He would seek re-election.

GE said that arrangements had to match the standards set by the Charity Commission and the Community Council of Devon, to whom we should subsequently apply for a Hallmark rating.

**Any Other Business:** NS suggested we installed broadband in the new hall. It would enable users to access the internet and would be attractive to hirers. The hall could also be used to teach people how to use computers. The disadvantage, he said, was that we should need to pay a monthly subscription. KE said there were attractive rates available for community halls.

Thanks were expressed to RS for hosting the meeting and providing food and wine.

**Next Meeting:** The AGM on Tuesday, 26 January, in the hall at 7.45pm. There would be a pre-meeting for trustees at 7pm. Wine and cheese would be served.

The following meeting would take place on 16 February at 8pm.