

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

Meeting at the Hall

Tuesday, 20 October 2009, at 8pm

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

**Apologies:** Eleanor Wood

**Matters Arising:** GE said that he had read the Hallmark documents and thought it wise to comply with all the requirements until after the AGM when we might apply for a rating.

**Correspondence:** None

### **Reports from sub-committees:**

*Finance and General Purposes:* PG said that water rates of £8 had been paid. He had banked £700 from the Autumn Supper.

*Entertainment and Fundraising:* Ann Shepherd was taking over the children's Christmas party with Janet Coman's help. It would be held on 5 December at 3pm.

*New Hall Development:* RS said that he would mark out the area for a new car park to show the present owners, the Bird family, who had indicated they would offer us the land for no charge. Our planning consent included the need for the car park.

He said that we were likely to be granted an amendment to the existing planning permission if we built on the footprint of the present hall. If we added 3m to the length of the hall, the extra cost was likely to be £9k.

He warned that the present poor exchange rate £/euro would add to our costs.

PF said that we should seek two more quotes. He thought it likely that we could negotiate a better price than the £60k we had been quoted if we made it clear that we were ready to proceed. He suggested Harris Timber Products at Whimble as one firm we should approach.

He said that we would get guidance on how to manage the project. We would certainly be required to form a plan for doing so.

NS said that the programme of works was likely to last 10/11 weeks, starting with the clearance of the present hall, laying down foundations and a base and then erecting a new hall.

PF said that we should be VAT zero-rated if we built a wholly new building. Other halls had attracted VAT because they were extensions to existing buildings. He would write to Revenue and Customs to seek exemption from VAT.

SG asked what effect there would be on our VAT status if we retained our present septic tank. PF said that it would probably pay us to have a new tank at the cost of about £1k to £2k instead of paying VAT at £15k.

On funding, RS said the first step was to establish our costs. JC and KE were forming a hit list of grant targets.

GE said that it was essential to form a business plan showing how we would overcome the shortfall and meet cashflow requirements. PF said that he would show what our costs would be and what cashflow we would require to meet those costs.

It was said that Ted Townsend would form the business plan, having agreed to do so.

PF said that kitchen cupboards had been donated by Alex and Richard Brain.

*Hall Maintenance:* RS said that he had finished strimming and clearing the hall grounds. LG reported a blocked sink, and mice droppings had been found.

**New Website:** NS reported considerable progress with the new website. He appealed for more content. RS thanked him for his efforts.

**Hall Bookings:** GE said that two bookings in addition to the regulars had been made. One was for an AONB meeting and the other for a New Year's Eve party.

**Any Other business:** SG said that she was creating 2010 calendars to be sold for £6 each. She would need to sell 50 to break even. In 2007 the calendar raised £400.

**Next Meeting:** Tuesday, 17 November, in the hall at 8pm.