

MINUTES OF THE UMBORNE INSTITUTE TRUSTEES

Meeting at Little Yardbury

Tuesday, 9 December 2008 at 7.30pm

Apologies: Eleanor Wood

Minutes of the previous meeting were agreed and signed by the chairman.

Matters Arising:

1 Insurance: SG reported three quotes she had received for all-in insurance, including indemnity for trustees. The present insurers Aon wanted more than £500. Zurich, through Community First, quoted £411 and Village Guard, Allied Westminster £332. Indemnity cover would be £500,000. It was felt that the Zurich might be the more secure, and SG was instructed to accept this quote to run from 8 January, unless on further inquiry she concluded in favour of Allied Westminster.

2 New floor: RS reported that he had acquired hardwood timber for the job at £499.35 (ie £586.74 with VAT). He now needed to spend £75/£100 on sealant. PR said that the parish council intended to make a donation towards these costs.

3 Keyholders: RS had still to ask Suzette Sprague if she wished to continue being a keyholder and admitting inspectors and other officials to the hall. GE said he had most signatures he needed showing who were our keyholders.

4 Hallmark rating: SG said she would inquire in the new year about seeking a Hallmark rating.

5 Website: GE said that Ruhi Bowman had withdrawn her offer to design a website for the valley. KE asked whether we could work with what we had. SG said she might be able to help using her own IT skills and those of colleagues.

6 New treasurer: A number of possible candidates were discussed. It was agreed that RS would speak to Neil Shepherd, GE to Paul Galloway and KE to Janet Coman

Correspondence: GE referred to a letter he had received from the local authority asking volunteers to offer up their experiences in a scheme called *Count Me In*. Copies were circulated.

Chairman's Report: None

Reports from sub-committees:

Finance and General Purposes: SG passed around copies of Income and Expenditure for the year ended 31 October 2008. The returns had yet to be audited. They would then be submitted to the AGM.

SG said that she had discovered that since a new electricity meter had been fitted the hall had been on Economy 7, which meant that we were paying a premium for daytime power and not enjoying the benefit of night-time discounts. Electricity was now costing £327 a year. She would request a different tariff structure so that we were paying less for the power we used.

SG said that the Community Council of Devon was refunding an £18 subscription.

She said that we had £481.33 in our Lloyds account, £89.81 in the building account and £37,436.13 in the COIF account, with £750 pledged for new flooring. There would be interest of about £2,000 in the year.

Entertainment and Fund-raising: No report.

GE said that the new vicar had been invited with his wife to attend the Twelfth Night party.

Dates were proposed for a 2009 calendar: Grizzly marshalling 15 March, Theme Night 28 March, Ug 2 or 9 May, Steam-Up 20 June, summer barbecue 25 July, duck races 6 September, Autumn Supper 17 October, children's party 5 December and Twelfth Night 9 January 2010. These dates would be put to EW for confirmation.

A thank-you gift would be presented to Gill Pearce and Angela Pearce at the Twelfth Night party in recognition of their efforts in running the children's party.

New Hall Development: PF said that by the end of next year it was likely we should have £40,000 in a rebuilding fund in addition to several thousand more already spent on planning permissions and the like. So altogether we should have raised in the order of £50,000. Ideally, he said, we should like a new hall, of the log cabin type we had chosen. But we had to have a contingency plan. And this was to renovate the existing hall, which had been declared sound by a structural engineer. PF said that time had taken its toll on the hall's finishes. He said that the present building would have to have external cladding and insulation. It would have to have new gable walls, kitchen and toilets. There would then have to be internal boarding, rewiring, some new brick piers and disabled toilets. While a new build would cost us in the region of £100,000, renovation would cost about £50,000 to £60,000.

RS said that renovation was not what we wanted, but it was a sensible alternative plan should we not succeed in raising enough money for a rebuild. SG said she would be disappointed if we failed to have a new hall. She was reluctant to opt for renovation. KE said we should stay focused on rebuilding. A whole series of rejected grant applications may have discouraged us but we should continue to seek funding for a new hall.

It was decided to continue applying for grants. GE would write to the Community Council of Devon explaining why we were not competing in the first round of

applications for money from the sale of Exeter Airport, but saying that we should certainly do so in the second round. RS would meet PF to apply a plan he had drawn up to the log cabin we now wanted. PF would seek three quotes for the same plan and the necessary planning permissions.

GE said that in applying for future grants we had to ensure that we provided all the information required and all the documentation demanded of us. He was not sure we had always done this.

Hall Maintenance: The hall lights had failed and it seemed likely that the cause was a faulty light over the sink in the kitchen. As a result, a fuse had blown. RS would replace the light fitting.

RS said that he and KE had cleared out many unwanted items from the hall.

AGM Organisation: The AGM was to take place on Wednesday, 21 January, at 7.30pm. RS said that under the new constitution the four most senior members of the trust would stand down. These were: Peter Rugg, Chris Solway, Liz Gosling and Sue Gush. CS said that he did not intend to seek re-election and was thanked for all that he had done as a trustee over many years. The other three indicated they intended to stand for re-election.

GE would put posters announcing the AGM outside the hall, at Shute and under the bridge at Umborne. SG would add details of the AGM to Twelfth Night posters. Further publicity would be sought from the parish magazine and on the email network we had established. Notice of two weeks had to be given of the AGM.

RS said that because of vacancies and Chris Solway's decision we would be seeking up to seven trustees, including a treasurer. He said that he hoped to attract someone with fundraising skills.

GE said he would prepare voting slips if more than seven candidates had told him a fortnight before the AGM that they were standing for election. These would permit everyone attending the AGM to indicate their seven preferences.

It was decided that cheese and wine would be served at the AGM.

A gift of wine would be made to John Buse for auditing the hall's accounts.

Any Other Business: PR said that he was preparing a parish plan, which would show that no other meeting place was available in Umborne or Shute. We should focus on this when applying for public grants.

GE asked if the meeting wanted to raise hire charges for 2009. PR warned against discouraging people from using the hall and its amenities. It was decided not to increase charges.

Next Meeting: The AGM as above.

The meeting closed at 10.15 with thanks to RS and his wife for entertaining us at this Christmas meeting.