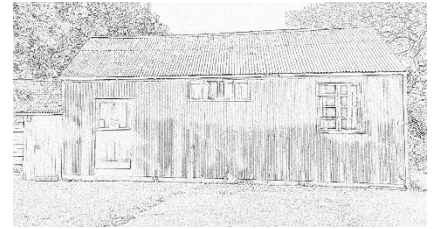


Yettington Hall
Yettington
East Budleigh
EX9 7BN



MEETING OF THE BICTON RECREATION ROOM COMMITTEE & TRUSTEES

held at

Bicton Park

at

2:00 pm on Friday 24 May 2019

and

Chaired by Valerie Lister, Trustee

Those invited to attend:

Committee:

Peter Barnard, Chair
Colin Yeats, Secretary
Roy Letten, Treasurer

Trustees:

Valerie Lister
Colin Bolt
Valerie Ellett

Others:

Terry Cantlon, Advisor
John Orchard, Solicitor

1. **APOLOGIES:** Apologies were received from Peter Barnard and John Orchard. John Orchard suggested that his attendance be requested for future meetings only when legal advice was required.

2. **MATTERS TO BE DISCUSSED**

Role of the Trustees

Committee Matters

Priority of work

Miscellaneous

3. **ROLE of the TRUSTEES**

VL Emphasised to the meeting that the Trustees held responsibility for any decisions that were taken regarding the Hall. If anything went wrong, the Trustees could be held accountable, including financial liability. The Trustees, therefore have a duty to be transparent and above board in all dealings they sanction and could not accept, for example, quotes that were not fully itemised or charges for work that were not submitted on a company invoice. This view was unanimously endorsed by those present. Valerie provided the meeting with a roofing quote with a detailed specification and pricing, to illustrate what was required to be accepted with confidence by the Trustees.

4. **COMMITTEE MATTERS**

RL Voiced the wish of himself and Colin Yeats to step down from the Committee as Treasurer and Secretary respectively when practical to do so. They were thanked for their work to date and it

was agreed to seek replacements from within the community. **TC** suggested he could approach Michelle Bycraft for the Treasurer's role, as she, in the past, had audited the Parish Council's accounts. In preparation for stepping down, Roy also passed on a Lloyds Bank mandate form to add additional signatories to the Hall's bank account.

VL Informed the meeting that Peter Barnard had been unable to attend the meeting due to ill health and suggested that, to maintain momentum, a project manager was required to oversee works whilst Peter was recuperating. **TC** volunteered to take on this responsibility with the proviso that the Trustees fully backed the project to restore the Hall and that the current Committee were prepared to support him with their collective experience. The attendees agreed on both points.

TC Indicated that Kevin Quant might be prepared to join the Committee and would approach him on return from his holiday.

5. PRIORITY OF WORK

VL Suggested the following as the first stage:

- a. Source additional quotes for the Electrics. **VE** to get updated costs for quote 179 from Baker Electrical. **VL** to request a quote from QES.
- b. Source an additional quote for the Windows. **TC** to get costings from MPS.
- c. Ordering a skip and clearing the Hall and its grounds of all non-essential items.
- d. Clean the Hall and sand down the floor.

6. MICELLANEOUS

- i) Following the meeting, the attendees visited the Hall and it was decided to ask the advice of an architect on how to best design the integration of the Hall and the donkey hut. **VL** to approach Paul Nickel and John Edmonds.
- ii) Establish whether VAT can be recuperated on invoiced work. **TC** to discuss with Judith Lumsden whether this can be achieved by billing through the Parish Council.
- iii) Source a logo for the Hall's promotional material. **TC** to approach Hanneke Coates to undertake a pen and ink drawing of the building.
- iv) Start a website for the Hall. **TC** to undertake.
- v) Establish if the Parish Council can take on the insurance of the Hall. **VL** to action.
- vi) Look at additional funding for the Hall. **VL** to follow up the CIL route. **TC** to contact the Norman Trust. **VL** to recontact CDE.
- vii) Ask 'Your Kitchen' if it can donate a decommissioned kitchen. **TC** to contact.
- viii) Address problem with water leak reported by Roy Letten. **TC** to contact Steve Pease, a water diviner on 07516 106542.
- ix) **VL** suggested kicking off community interest with a fund-raising raffle to coincide with the roof work commencing.

7. ANY OTHER BUSINESS

There being no other business the meeting was closed.

8. DATE OF NEXT MEETING

To be advised.