



MORETONHAMPSTEAD DEVELOPMENT TRUST

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Registered in England & Wales

Company No. 5133939

Registered Charity No. 1105114

Directors' Meeting 20 MAY 2021 7 pm at Green Hill (and on Zoom)

MINUTES

1. In attendance

John Willis, Cameron Caverhill, Andrea Foxwell, Liz Prince, Emily Dooley, Nina Bailey, Camilla Rooney (Minutes) (Green Hill)

Jenny Bates, Richard Foxwell, Liz Gavrilenko (Zoom)

2. Apologies

Bob Small, Alastair Wimberley, Frank Loft, Penny Simpson

3. Declarations of interest

John Willis and Jenny Bates: Members of NEDCare Board, tenant of the Trust

Liz Gavrilenko: a tenant of the Trust

4. Minutes of Jan meeting (attached) and Matters Arising

The minutes were proposed and accepted, with the following matters arising:

4a. Georgie Lingard and Margaret Spittles have been working on updating the site and sourcing new photography for the Visit Moretonhampstead site. The Events and Calendar sections of the site have been updated and will continue to be. Georgie has put a note in the June News in Moreton asking for copy and images for any forthcoming local events in the hope the site will become a useful source of information again for both visitors to the town and local residents.

4b. The replacement flag poles have been completed and a successful installation was held in the sentry over May bank holiday weekend. Around 250 messages were attached to the poles by members of the community which have been kept for future use. The Flag Festival has been moved from June to August to coincide with Carnival week.

4c. NiM have confirmed they will not be returning to Green Hill for printing. Camilla will focus on promoting Green Hill's photocopying service to increase income.

4d. Bob Small submitted a letter to Mel Stride highlighting the barrier of set-up costs in establishing a Post Office. We are not aware of any response or any Government decision to reinstate the funding for these.

5. Hospital Feasibility Study

A constructive meeting was held with the Clinical Commissioning Group last month who have drafted a paper supporting a feasibility study. Richard suggested that the next step would be for MDT to put forward a set of quotes from consultants willing and able to take on the work. Cameron has done some research looking primarily at accountants but has not identified a firm offering this kind of service. It was suggested that accountants may not advertise this work but would have the relevant expertise of be able to signpost relevant agencies. Cameron also suggested a surveyor friend who has background knowledge in business, financial appraisals and buildings who may be willing to undertake the work.

Action: Cameron to approach Griffin Chartered Accountants. Liz P to pass on contacts there and at Francis Clark to Cameron. John pass on contact details for Peter Jones at Locality to Cameron. Richard to go back to GPs.

6. Strategic Plan: final changes

John, Liz G and Camilla have been working on a draft strategic plan for 2021-2023 which included objectives and current priorities under the themes of:

- Health and Wellbeing
- Supporting Local Business and Facilities
- Environmental Sustainability
- Arts
- Affordable Housing
- Engaging Wider

Objective statements are included to focus our strategic outlook and set goals to aim towards. Current priorities include things the Trust is already doing under the themes. The document includes a set of questions to provide a practical way of assessing new opportunities or ideas when they come along.

Liz G suggested that Affordable Housing would sit better under a theme as it was a means to an end rather than a theme in itself. Trustees agreed it could be amalgamated under several of the other themes, but it was agreed to leave it in place and review in a year.

Jenny suggested a Communication Strategy should be included to underpin the strategy and it was decided to include that as a priority under Engaging Wider. It was agreed that the theme Engaging Wider should be changed to Wider Engagement.

Richard suggested that Moretonhampstead Hospital should be separated from Health and Wellbeing and it was agreed to put it under Supporting Local Business and Facilities. It was also agreed that Green Hill should be added to this theme.

Liz G said there were too many items in our current priorities, and it was agreed to change the heading to Current Projects and asterisk the most important ones (priorities).

Nina suggested adding contact details of the lead person connected to each theme to allow members of the public to make direct contact when the document is shared publicly.

All Trustees were happy to adopt the Strategic Plan as a working document with the above amendments.

Action: Trustees to email Camilla with any further suggestions. Camilla to update document and circulate.

Cameron said we should not lose sight of the future resilience of the charity and need to consider succession planning. This was reflected in the Wider Engagement theme which included looking for new Trustees as a current priority. Liz P said awareness of the Trust had declined over the years and it was important to stimulate interest. Camilla proposed holding another Trustee and staff meeting in the summer to reflect on the work that was done at last summer's Strategic Planning meeting and think specifically about future planning. This could possibly be followed by a public awareness-raising event. This was supported by Trustees.

7. Staffing: Kick Start programme (apprenticeships) and temporary appointment for September

7a. MDT has joined a consortium under Teignbridge District Council (TDC) to offer Kickstart placements: job placements for 16- to 24-year-olds on Universal Credit. The role of Administration and Project Assistant was advertised in March and John, Camilla and Georgie conducted interviews. The role was given to Isla Richardson-Newell who started on 26th March with Camilla acting as her line manager. She has settled in well and is enjoying the role. Another applicant interviewed for the role, Lucy Connolly, was felt to have a lot to offer the Trust, including a BA in Media Production, marketing and editorial experience and an interest in environmental sustainability. The proposal of applying for a second Kickstart placement was approved by the Finance and Staffing Committee; Camilla drafted a new job description, Climate Sustainability Project Assistant, which focuses on furthering the Trust's Environmental Sustainability priority, and coordinating with local community groups to develop and put in action the local Carbon Reduction Action Plan. The application for a second placement was approved by TDC and Lucy started in early May with Peter acting as mentor / line manager. Both placements are 25 hours a week for six months and are fully funded by the government paying national minimum wage. MDT also receive a grant of up to £1500 for any necessary equipment, training and materials.

7b. Camilla is pregnant and due in late-September and has been in discussions with John about the best approach for maternity cover.

Action: Camilla, John and Liz G to discuss how to go through Camilla's job description and decide how to advertise the role

8. Green Hill: update on reopening of Gallery/ shop and maintenance works

8a. Green Hill gallery and shop opened to the public today and received good footfall. The current exhibition, Nature Unlocked, is a series of nature photography by Paul Moody. The exhibition has been well received and Carol Harvey and Georgie have done an excellent job of hanging the exhibition and setting up the shop. The exhibition will run for 6 weeks and will be followed by Sarah Gillespie and the Winter Show.

The Green Hill Arts group have been considering next year's programme and considering succession planning. Henry has stepped down as a Trustee and Andrea said the arts group would need to look for new members, and potentially have a new Trustee stepping up to help support GHA. Liz P took the opportunity to thank Henry for his hard work over the past 5 years supporting the financial side of the arts and expressed gratitude for all his support on financial matters. Trustees extended their thanks to Henry for his work for the Trust.

There has been no news from the Arts Council England yet for the near £60K submitted on the 26 March. The application could take up to 16 weeks to go through. The application is based over two years and through a vibrant Gallery programme, artist-led participatory art and research, it reconnects and animates the Gallery and the community it serves. The bid builds on the success of Dartmoor Vision, aiming at all ages and social groups. If successful it will

revise Green Hill Arts back-office systems and organisational structure to better sustain and develop creative work.

8b. Camilla has updated the Coronavirus Risk Assessment for Green Hill following the return of staff to work and reopening to the public. She is coordinating with Frank to carry out a building audit in the next few weeks. The external works to the front elevation have been delayed due to a contractor dropping out and wet weather. The current contractor hopes to start work in late- June.

Action: Camilla to ask Owen to wash paintwork in porch entrance area in interim.

9. Finance Cttee report

Liz P presented the Core and Centre Management forecast and actuals for the first quarter. Income has been better than expected due to tenant's income remaining steady, three Covid grants (two totalling £4,097 and the third for £4,000 paid to the arts) and the delay in external works. As a result, the working balance is much higher than usual. However, MDT owes a charge of at least £16,500 for historical non-payment of service charges at the hospital. Peter Nottingham is in ongoing negotiations with NHS Property Services over the total amount. The income and expenditure in the Arts is around the same at £15,500, plus £3,200 for Art Raft. Wellmoor has raised around £25,000 due to successful bidding for grants. The restricted funds include a statutory reserve of £7,600 and a building fund of £7,000 which will be called upon for the external painting.

The Community Orchard Group has requested MDT to become their host organisation, look after their financial records, bank balances and provide reports when needed. 5% of income be claimed to cover the expenses of handling their finances. All Trustees agreed to the proposal, and to a policy that 5% of income we subsequently receive for a group be claimed to cover the expenses of handling their finances.

The legacy leaflet for the Trust has been completed, and includes an information sheet with suggested wording, including the option to leave money to support a specific area of the Trust. The leaflets will be left at the front desk. Liz G suggested they could also be left in the Information Centre and Cameron suggested the Mann Jenkins office.

Action: Liz P to distribute leaflets. Camilla to include on MDT website.

10. Climate Emergency – report from joint group on reducing carbon with Parish Council

The Parish Council/MDT group has continued to meet. A suggestion to rename the group 'Moretonhampstead Green Alliance' has not been adopted. John welcomes suggestions from Trustees on an alternative. The Green Tips continue to be included in the News in Moreton. Nina is working on a Carbon Buddies scheme for businesses in town. Local wildlife wardens are looking for volunteers to carry out river quality tests. There will be a plant swap on Saturday morning in the community club. The Biodiversity Group have offered to make gardens in the local area more wildlife friendly. Some members are looking into buying a piece of 20–30 acre piece of land and would seek to set up a partnership with MDT if funds are raised. They are promoting the idea in the News in Moreton.

Nina and Liz G are exploring potential for setting up a Community Fridge but are still seeking a suitable location as TDC is not keen on using the public loos in Court Street car park. The Parish

Hall and Community Club were both considered as potential locations. Liz G welcomed any further suggestions.

The group have also been looking at setting up solar panels on a piece of land behind the Thompsons yard currently owned by Devon County Council. Baker Estates are also interested in the land as part of their nearby development and John will meet them next week with Mick Warner to discuss further. Cameron offered to attend the meeting also.

A survey exploring potential for an electric car club in Moretonhampstead have come back with reasonably positive results. John and Alastair have been waiting to talk to Co Cars to decide what to do next.

11. Wray Valley Trail extension: the Greenway

The Wray Valley Trail extension working group have successfully raised money to employ Sustrans to carry out a feasibility study. They are currently looking into different options for a route. There are many variables to consider, but overall the project is looking promising.

12. Post Office and Library developments

12a. The owner of the old Post Office building has not agreed to selling the building and has instead put the property up for rent. The Information Centre is not willing to enter a rental agreement and have decided to stay at their current location. Camilla has not heard anything back from LUL about their previous interest in establishing a Post Office in the ground floor of Bowring Library.

Action: Camilla to go back to LUL and Co-op.

12b. Devon County Council has been in touch with the Bowring Library Charitable Trust to say they approve the business case in principle, but that an asset transfer would be delayed until after elections and allow a period of induction for new elected officeholders.

13. Wellmoor projects

Wellmoor will be running a digital social and activity group for older, isolated people starting in early June, and Richard asked Trustees to let Wellmoor know of anyone who might be interested in joining. Wellmoor will also potentially be trialling an app developed by Nottingham Trent University which helps users track and improve their wellbeing which would be running in Autumn 2021. Wellmoor has been working with Teign CVS, South Hams CVS and Devon Community Together to develop a Digital Champions pilot, training volunteers to provide tailored technical support and advice alongside a befriending service. Wellmoor is hosting virtual placements two MA students from Derby University studying Music Therapy who are delivering weekly sessions to Coppelia residents.

The community allotment has been going well with several workshops and events taking place and more planned for spring, including a wild food foraging, a bug hotel workshop with Proper Job, mindfulness sessions and a photography workshop with Paul Moody.

Jude Saunders, a volunteer from the local baby and toddler group Bumps and Beyond, has approached Wellmoor for support reinstating the group after lockdown. The Health Centre has supported the proposal, highlighting concerns about potential isolation of new parents and social, emotional and language development of under-2s. Jude would like Bumps to come under the MDT umbrella via Wellmoor in order to benefit from fundraising opportunities, as well as receive supervision and oversight to the running of the group. Trustees were supportive in principle but raised concerns about the liability of taking on a service of this kind

and suggested the Moretonhampstead Pre-School would have much more relevant expertise and connections with external agencies. Richard suggested putting together a more detailed proposal for the board and Jenny offered to support. The Trustees were supportive of fundraising for the group in the short-term.

14. Housing project (Live Work Units)

Planning for the site has been established and the next step would be to negotiate a price with the owner. An officer from Dartmoor National Park has offered to help with negotiations. John is approaching a quantity surveyor to estimate the cost of development.

15. Next meeting date

Thursday 26th August 7 pm