



## **MORETONHAMPSTEAD DEVELOPMENT TRUST**

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### **Directors' Meeting**

**THURSDAY 5<sup>th</sup> May 2022 – 7pm GreenHill**

### **MINUTES**

#### **1. In attendance**

John Willis, Liz Prince, Peter Turner, Jenny Bates, Emily Dooley, Nina Bailey Alastair Wimberley, Liz Gavrilenko, Catherine Fileman-Wright and Edmund Phillips -minutes.

#### **2. Apologies**

Bob Small, Andrea Foxwell, Richard Foxwell, and Cameron Caverhill.

#### **3. Minutes of Feb meeting and special March meeting (attached) and Matters Arising**

John Willis welcomed Catherine Fileman-Wright who has an interest in joining MDT as a trustee and is with us tonight to observe.

Post office - Colin from Baskervilles will be making ice cream, and some collection of Amazon parcels for example.

Community fridge - Liz Gavrilenko reported that funding has arrived, and Miles Thompson is doing the electrical work next week. The Community Club has been very supportive of the project. The fridge will be open and accessible to all for reducing food waste. Target date for "opening" is middle of June to allow promotion work of how it will work as a resource. Keen to again stress that this is not a food bank. There is a planned surplus soup kitchen, the primary school will have a competition to design a logo and there will be a coffee morning. Riverford are part of the South Devon food network – and will they give surplus food. Volunteers will be running the fridge.

Housing -"Live Work Units" land is being sold to someone else.

Catherine Fileman-Wright - Work is about to start on the housing survey; membership of the PC housing working group has been confirmed at their last meeting.

Minutes of 3/2/2022 approved

3/3/2022 Minutes (special meeting re Lucy Wills) approved

#### **4. Staffing Update**

John Willis - Edmund Phillips is no longer working for Wellmoor.

Jasmine Parker and Ruth Donaldson have joined the Wellmoor team. Update as part of the Wellmoor agenda item today.

#### **5. Succession planning and holidays**

John Willis - Hoped to get interest from people in joining as trustees/volunteers at the Parish Council meeting - but not much interest came from that. John Willis stated will be away for a month from mid-May to mid-June, and wishes to extend this into a sabbatical for 3 months to focus on NedCare when returning from holiday. Cameron Caverhill as vice chair, Liz Prince and Richard Foxwell as finance committee will be the point of decisions if required. John Willis will only pick up urgent items if specifically requested.

#### **6. Finance Cttee report**

Report tabled from Liz Prince - attached to minutes.

All figures provided by Peter Nottingham show that we are on target on P&L for 1st quarter of 2022

Liz Prince – The Finance committee meeting was brought forward due to a debt issue that needed to be addressed. We have a debt to the hospital (covered in next agenda item), and a repayment of our mortgage to address. We took a £75000 loan from SIB to help pay for the refurb of the building, and there is now £50000 balance left to pay on that loan. The bank has stated that debt is due Sept 2022 in full.

Liz stated that we have never had a reminder of the renewal date, and that she and John Willis had planned for it to be due by 2035. She has investigated refinancing, but every company asked are not happy to do unsecured loans at present and noted that this a big loan. Also interest rates are not as good as in 2011. She is still trying to get another loan ~~and~~ but anticipates she will have to write to SIB to ask them to do the refinancing themselves: she thinks that it would be difficult for a social investment bank to withdraw. We have actually been repaying our instalments regularly - £5500 a year, which has mostly covered the interest.

Noted that trustees are potentially all liable - and should all be aware of their responsibilities..

Liz Gavrilenko – Noted that there has been a misunderstanding on the terms of the loan, that needs to be resolved. Catherine Fileman-Wright – Suggested that we should ask Cameron Caverhill to check the original documents.

**ACTION** Liz Prince and John Willis to send documents to CC for review and feedback.

**ACTION** John Willis to remind everyone of their responsibility as trustees. [Attached: the Charity Commission guidance “The Essential Trustee” note pp. 20 & 32-33; Note reference to the CC not

pursuing trustees who have made “an honest mistake” which this would be. MDT Trustees also have limited liability as company directors, which means they would only be personally liable if they were shown to be fraudulent, corrupt, doing private deals etc. There is therefore no cause for concern here, just a problem that has to be sorted out. JW]

## **7. Hospital: debt negotiation and future potential**

The NHSPS have offered to reduce balance of the service charges owed by MDT to 50p in the pound. Our offer was 33p in the pound. The NHS are expecting £72,000, and we have made an offer of £24,000. At present the NHS are still rejecting this compromise. In theory they could sue to get the money but that is unlikely.

Peter Nottingham has gone through the accounts and has stated that we cannot go above 33p in the pound due to other debt commitments, as this would mean we are favouring one debt above another.

The finance committee have sent a letter of “final offer” to NHS property services in regard to the debt owed. John Willis read the letter to the board – attached. All supported the content of the letter.

It is important to note that we are not seeking a further lease.

The NHS still dismiss the idea of MDT buying the hospital building.

Liz Gavrilenko – Noted that none of the tenants now with NHSPS (NedCare, Knead to Connect and MedTheatre) have paid anything since start 2022. The building is still being maintained to hospital standards.

John Willis – Commented that the CCG are still trying to be helpful. Meeting with CCG and NHSPS tomorrow having received the letter.

**ACTION** John Willis to update board with outcomes of this meeting.

Liz Gavrilenko – Noted that the RDE have also disputed the service charges set by the NHSPS.

John Willis – Noted this makes plans for the community shed in the hospital harder, but once settled we are hopeful that the project can progress in another way.

## **8. Community Shed**

Peter Turner – Updated that last night he went to Parish Hall AGM and presented idea of using the space of the Community Shed. The Parish Hall committee and all those present were keen on the idea, but were all in agreement that this was not a good location for a community shed as it would make it impossible for some other activities such as Scouts. Therefore, not a way forward for the project.

John Willis - Barry Coath, who has an industrial unit at the old gas works, says that there may be an unused workshop or space at that location.

Peter Turner - Still thinking that the hospital could be a good site for the project - this would likely be separate from MDT.

The motor museum has also been mentioned as a site - but not a viable idea due to restraints on space.

**ACTION** Peter Turner and John Willis to investigate further the space at the Old Gasworks.

## **9. Wellmoor reports**

Report tabled – attached.

Liz Prince – Wished to add that Ruth Donaldson has contacted her to promote the “Flourish” event on 16th July.

Catherine Fileman-Wright - there is now a register of the people doing Green activities in Moretonhampstead, following the PC AGM.

**ACTION** Liz Prince - Flyer to be created for the Flourish event with the register.

A vote of thanks was passed to Katie Taylor and we congratulated the Wellmoor team on all done.

## **10. Arts update**

Report tabled – attached.

Catherine Fileman-Wright - There will be a Moretonhampstead music day 3rd July this year.

A vote of thanks was passed to Georgie Lingard and congratulations on all work done.

## **11. Carbon Reduction group**

Latest Plan attached

Home energy improvements were discussed in depth at last meeting, in particular schemes for solar panels, insulation etc. We would like to have a community project to promote and help people of Moretonhampstead.

It would be nice to have something together for the event in July.

No update on the charging points in Court Street

Liz Prince - MAPS meeting in the Union Snug - Monday 9th May 7.30pm

Interviewing for the Agricultural Plastic role in coming week.

**ACTION** Liz Prince to send reminder email to all of the MAPS meeting.

**ACTION** Edmund Phillips to change headings in the Plan to objectives

## **12. Parish Council Update**

Catherine Fileman-Wright - Latest PC meeting this week. Annual meeting agreed committee members. Penny Simpson is still the representative for MDT. Catherine Fileman-Wright will be the rep for Wellmoor. There is a housing working group ( see above).

The annual community Parish Council meeting was a great success, and a Register of Green groups in Moretonhampstead was created.

Letting contracts for open spaces management - some good measures to sustainable and sympathetic mowing for example. Audited the tender documents against the Wildlife Open space recommendations. Climate Committee have reached out to other Parish Councils to see what common ground there is in knowledge that could be shared. Green tips a little late this month.

Liz Prince - Only heard good feedback from the Parish Council meeting. Catherine will pass on to the Parish Council.

Nina Bailey - Noted that ACT are doing some work to support local councils. Liz Prince - Noted that more Wildlife action wardens needed in Moretonhampstead.

**ACTION** Liz Prince to promote the idea of ACT Wildlife wardens to include young people in Moretonhampstead.

## **13. GreenHill update**

Electrical work planned next week in Parish Council office. Awaiting updated quote for works in the meeting room.

Sadly, our long term studio tenant Sally Kirk has given notice on Studio 4, and will leave us on 1st June 2022. We have another tenant who is interested (painter) - who expects to join us around 1st of June. New to the area.

Studio 1 currently empty - but had interest today to rent half of the history room with a view to occupy studio 1 if still available.

History Society - looking to move into the MDT office and share the space with the MDT team

This will release the History room to be rented.

Youth Club have moved out chairs and want to remove the bench around edge. More chairs are needed for the space.

The Film club are returning on June 10th.

## **AOB**

Town Twining will be 16th -21st August 2022

## **DATE OF NEXT MEETING**

**Thursday 4<sup>th</sup> August 2022 – 7pm at GreenHill.**

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## **FINANCE MEETING MINUTES.**

21 April 2022. 9am. Meeting Room

Present – LP JW RF PN Cameron Caverhill

### **Priority – Debt Management**

- a) Hospital Service Charges – Discussion over the current position with NHSPS who had offered to compromise the debt at 50p in £. JW to draft a letter seeking 33p in £.

b) Repayment of SIB loan – Discussion over the repayment terms and nature of the debt. It is unsecured and there may have been a discussion in 2019 with SIB that it would be repayable in Sept 2022 but nothing can be found in writing. LP had spoken to one of the suggested refinance options – charity bank – but they indicated that they did not give unsecured loans. Perhaps this was the moment to approach the council to get the freehold?

LP was to reply to Claire advising that we cannot find funding alternatives and see how we can proceed.

### **1 Minutes of last meeting 27 Jan 2022 Matters arising**

JW had spoken to Mr Wilson (re Arts) and said he would increase contributions if every one else did.

Trackers – PN to update and circulate. RF suggested that as it was mostly Wellmoor that he and KT will do the update.

Photocopying - EP had issued new codes

EP had not provided his hours relating to the Christmas trees.

LP had spoken to David regarding Bidder and nothing needed to be done at present.

Rental service charges. That had now been agreed. The letter to Tenants as drafted by PN had been approved and will be issued by EP.

EP needs to move forward with the painting of the exterior of the building and perhaps get some other quotes. JW will chat to EP

CCTV contract – it should be cancelled as no longer useful. EP to check not needed for insurance purposes.

## 2 Core & Centre Management Financial forecast and performance

a) Core and CM Jan to end March 2022. Forecast compared with Actuals (PN/LP and see also PN report)) Briefly considered and content with performance

## 3 GreenHill Premises (report EP – Edmund Phillips)

Increase of Service Charges in 2022 – letter to tenants, Occupancy including hot-desking arrangements, building audit, maintenance works, utility costs, electrical work. See above.

## 4 Arts

a) Income and Expenditure Jan – end Mar. PN advised that the Arts were breaking even which is a good outcome.

b) Arts Projects – grants and expenditure Nothing received to date. Piggy backed on the Parish Council Jubilee celebrations.

## 5 Restricted Funds and Bank Balances (PN)

Jan to end Mar 22: Balances, Income and Expenditure (PN spreadsheet) - Noted

## 6 Trackers

These needed to be updated by RF and Katie see above.

## 7 Projects

Environmental (MDT climate declaration 15/8/19)

a) Environmental fund - No update

b) Items from MDT/PC climate and ecological working group (JW/LP) No update

c) Agricultural Plastic Silage Waste (LP) Parish Council have received £2,000 to pay a research officer to look at silage waste. We need to invoice the PC in respect of Admin time.

#### Health and Wellbeing

- a) Hospital (see above)
- b) Wellmoor financial summary, especially high balances (RF/PN) Need to deduct time spent on projects to rectify balances.

#### Community etc

- e) Library – No movement.

#### 8 AOB \_

Liz and John attended the recent Parish meeting with Richard. No interest in new Trustees arose.

- 9 Date of next Finance meeting Thurs 21 July 2022 at 9am  
Date of next Board Meeting

#### **LETTER TO NHS**

James Page  
Regional Partnership Director  
NHS Property Services Ltd  
St Martin's Hospital  
Clara Cross Lane  
Bath BA2 5RP

3 May 2022

Dear James

Service charges debt at Moretonhampstead Hospital

Many thanks for your recent e mail.

To clear up an apparent confusion, I wish to make it clear that MDT is not currently seeking a head lease in the Hospital. Our lease expired on 31 December 2021 and we have no continuing interest in the building. The CCG have made it clear to us that they are expecting NHSPS to have separate leases from now on with the individual tenants, on a fixed charge per square metre. We do not have a project that would be feasible on this site.

We do appreciate your offer of 50p in the £ of the debt, and we recognise your difficulties of setting a precedent; but I believe it would be helpful to appraise you of the financial position of MDT and to explain why we have not been able to offer you more than 33p in full and final settlement. Our Finance Officer Peter Nottingham has prepared the attached statement, after consulting with our accountants. Note that a significant issue is the loan we are paying off on our main building (Green Hill) that we will probably have to re-finance over the next year. Our basic income from rents on this building is totally used up in these and building-related costs.

We appreciate your offer for us to pay in instalments, but we have to have an additional income stream to provide this, which we do not have.

I am sure you are aware that we have disputed the service charges for the Hospital ever since the first schedules and invoices appeared. We had an undertaking from one of your predecessors that we would not be charged backlog repairs, as evidenced by the service charge estimate in the Heads of Terms, and we have raised this and other points

in several letters including the one attached, which were not answered. Figures for these have been confused in a process of applying national formulae for many items, that we never fully understood. We feel that the service charge element was misrepresented to us at the start, and we would not have signed the lease if we had known the eventual position.

At our last conversation, I felt I was able to somewhat increase our original offer to settle the debt. My Finance Committee do not think we can go any further than this. We are due a full Trustees meeting next week where the matter will be discussed again, but I cannot see them disagreeing with that Committee. I do hope we can resolve this without much further delay.

Yours sincerely

John Willis, Chair



## **Wellmoor's Current Projects**

### **Active Care Homes**

The Active Care Homes project is a collaboration with Clare Parker, Bournemouth Symphony Orchestra and Villages in Action to test and launch a platform to provide online music and dance performances to care home residents. Coppelia House in Moreton is one of the care homes involved in trialling this project, testing the response of residents to the bespoke music and dance content. This is a year-long project, which will include developing bespoke music and dance workshops and performances tailored to people with dementia.



### **Core 20+**

In Devon there is a stark gap between more affluent and poorer communities, which influences health and wellbeing and exacerbates health inequalities, particularly in rural and coastal areas. The Core 20 Plus project seeks to address these health inequalities, working with key voluntary sector groups within selected communities (Ilfracombe and North Dartmoor PCN) to identify and address barriers to accessing healthcare. Wellmoor is going to be working with the project partners including Devon Communities Together and West Devon CVS, to develop a 12 month comms and marketing plan and to help recruit volunteers for the project.





## Digital Befriending

During the Digital Inclusion Project, a collaboration with Devon Communities Together, Netfriends and Teign CVS, Wellmoor recruited 7 Digital Befriending volunteers, who provided help with digital skills to 52 clients, and donated 33 devices. The DIP project has come to an end, but our Digital Befriending volunteers are continuing to offer help to people in the local area until the end of June. We are hoping to obtain further funding to extend the timescale of this service.



## Community Allotment

We have booked a programme of talks and workshops from May to September at the community allotment, with local speakers including Nicky Scott and Bundy Riley.

We are bringing together all local organisations working on green initiatives on Saturday 16<sup>th</sup> July for an informal networking event that will also be open to the public, called Flourish: find out about green initiatives for a community solution to climate change.



## Phone Box

The phone box has been refurbished and now houses shelves that display leaflets about local support services and wellbeing initiatives in and around Moreton.



## Wellmoor's New Recruits



**Ruth Donaldson, Project Support Officer:** [ruth@wellmoor.org.uk](mailto:ruth@wellmoor.org.uk)

Ruth has extensive experience in community development, having worked with Teignbridge CVS and several voluntary organisations. Ruth is joining Wellmoor as a Project Support Officer, and is currently working on the allotment and Core 20+ projects.



**Jasmine Parker, Communications Assistant:** [jasmine@wellmoor.org.uk](mailto:jasmine@wellmoor.org.uk)

Jasmine works as a Medical Receptionist at Moretonhampstead Health Centre, and is bringing her connections with the local community to her role as Communications Assistant at Wellmoor, helping with social media and email newsletters.

### **Green Hill Arts - Update to May 2022**

The Arts are doing well and are currently financially holding their own.

The first show of the Year (Print Show) was slow to start but we sold 10 pieces of original work and the show covered its costs.

We received over 200 submissions for our OPEN Exhibition (running until 11 June 2022) and have had 3 months' worth of support and publicity from Devon Life Magazine. The buzz around this exhibition has been phenomenal and in the first 3 weeks we have sold over £3.5K of work from the Show alone. Our social media and website activities have been very productive alongside this. Art Raft and other Textile Workshops – New members have joined and the workshops are running well.

Life Drawing Sessions are picking up and Georgie is working on facilitating a weekly Art Club for school children. The suggestion would be a block booking of 6 weeks with a £3-£5 charge PP.

We have been successful in our partnership with the PC in their application to the Devon Communities Jubilee Fund. Alongside the Street Party the PC are organising, we have commissioned local artist Angharad Barlow to deliver a series of workshops at the school with the emphasis on ancient trees, inspired by the Queen's Green Canopy Project focusing on planting and preserving ancient British tree species.

Melinda will reintroduce the Memory Blanket and work with the community/Coppelia House etc to evoke memories of the Queen's coronation and complete the project by hang stitching quotes and memories onto the piece which will be on display during the celebrations.

A film will be created of the whole event from the lighting of the Beacons to the Street Party itself. This will then be given to the Moreton History Society Archives.

Georgie

# A CARBON PLAN FOR MORETONHAMPSTEAD

Moretonhampstead Development Trust  
and Moretonhampstead Parish Council 2022



In 2019, Moretonhampstead Parish Council and the Development Trust both signed an emergency declaration, agreeing to take urgent action on climate change. We have devised this plan together with our local partners to display what progress we are making to reduce our carbon emissions and help make Moretonhampstead a more sustainable town.

REDUCING OUR EMISSIONS		ZERO CARBON HOUSING	
<p>Our building at Green Hill has achieved a level B on the EPC report; we will continue to improve upon this and adopt the recommendations provided. The Trust also organised the Parish Hall DEC and the Community Club EPC reports. We are hoping to work with both committees on sustainable improvements based these recommendations.</p> <p>A 'Green Tip' is created monthly by the Parish Council and the Trust to provide useful environmental information for the community to follow. We also have a Moreton Carbon Calculator that provides a more accurate carbon footprint based on your local activities. Both of these resources can be found on our websites.</p>		<p>The Trust has been working on a low-carbon housing project to be built on the vacant site at the bottom of Station Road, and has set up a new Community Land Trust to oversee it – ensuring the homes are affordable and available to local people. Unfortunately there has been a hitch with the planning and we are now hoping to do this on one of the sites allocated in the Local Plan. The Parish Council has set up a Housing Working Party and we hope that by working together we will be able to make progress.</p>	
REDUCING WASTE		FOOD	
<p>The Trust is hoping to create a ShareShed or 'Library of Things', in Moretonhampstead. A Library of Things contains commonly useful items i.e. and electric drill, available for members to rent out. The project will be a great way for the community to save money, decrease waste and consume less. We are planning to run a repair cafe event soon to gauge interest in this project.</p>		<p>The Primary School have included a healthy eating scheme in the curriculum and ensure lots of activity for pupils throughout the day. We have also emphasised the importance of eating and shopping locally.</p> <p>We have received funding for a community fridge, working with the local Coop. The idea is to reduce food waste by providing a fridge for the community to store excess, unwanted or waste food. The fridge will be accessible to everyone in the community.</p>	
NATURAL ENVIRONMENT			
<p>Moretonhampstead Biodiversity group have organised a bio blitz at the Unitarian church and also in a local residents' garden. Meadow-in-a-pot has been handed out across the community. Swift boxes and sound boxes have been put up in 6+ houses across the community with the hope of more next year. Trees in Time have planted in 8+ locations, including the Sentry and Churchyard. Our two wildlife wardens supplied by Action for Climate in Teignbridge have begun monitoring the water quality in rivers surrounding Moretonhampstead.</p> <p>We have a flourishing orchard beside the Wray Valley cycle track. We hope to do so much more: trees store up carbon and so this will reduce overall emissions. We have also been in negotiations with Baker Estates, who are in charge of the new housing development by Thompsons. Baker Estates have agreed to transfer the Trust a section of land parrallel to the Wray Valley Trail. This will be a fantastic opportunity to create a wildlife area for the community.</p>			
RENEWABLE ENERGY		HEALTH & WELLBEING	
<p>Our building at Green Hill has roof mounted solar panels, contributing to its low EPC report. We are currently searching for solar sites across Moretonhampstead for hope of a larger, more impactful project. The Trust have conducted various feasibility studies over the last decade, researching into biomass, solar panels on the roofs of businesses and a hydro scheme.</p> <p>The Trust helped to advertise the Devon Solar Together scheme, which will be relaunching again soon. The scheme provides good value solar panels and batteries.</p> <p>The Trust have offered energy audits in the past to households and we can still advise on where to get them.</p>		<p>The Trust is currently working with Wellmoor and the local GP's on a Green Prescribing project. Green Prescribing will focus on using nature and horticulture for mental and physical health benefits. Our fantastic new community allotment is a great resource for this project.</p>	
		TRANSPORT	
		<p>The Trust and the Parish Council are both great supporters of the Wray Valley Trail, which may be extended to Chagford. The Parish Council have put new signs up to help direct cyclists to the town centre from the track and have put up bike racks across the town, including in the square.</p> <p>The Trust has worked with Co-Cars to base a shared electric car in Court Street as part of the County Council scheme for on-street charging ports.</p>	
DATE MODIFIED: 25.03.2022		For more information see <a href="http://www.moretonhampsteadtrust.org.uk">www.moretonhampsteadtrust.org.uk</a> and <a href="https://moretonhampstead-pc.gov.uk/">https://moretonhampstead-pc.gov.uk/</a> If you would like to be involved email: <a href="mailto:admin@moretonhampstead.com">admin@moretonhampstead.com</a>	