

# GSCA CIO Executive Meeting Minutes

7.15pm, Thursday 19th June 2025

Meeting at Community Room, Village Hall, Guilden Sutton

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## Attendance

Rachael Whelan (RW) - Chair  
Sarah Connolly (SC) - Treasurer  
Samantha Wareham (SW) - Secretary  
Phil Lathaen (PL)  
Michelle Lloyd-Kerfoot (MLK)  
Derek Hughes (DH)  
Brian Lewin (BL)  
Alice Hay (AH)

## Apologies

Vicky Black (VB)

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## Trustee appointment

RW was proposed and seconded as Chair.  
SW was proposed and seconded as Secretary.  
BL was proposed and seconded as Trustee

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## Conflict of Interest Declarations

RW: GS Scouts, GS Fete Committee, GS Green Space, married to GS Primary School Employee  
SW: GS Scouts.  
PL & MLK : GS Xmas Lights Committee.  
DH: GS Parish Council, GS Primary School Govenor, GS Green Space, GS Fete Committee.  
BL: GS Green Space.  
AH: GS Primary School Employee, GS Scouts, GS Fete Committee.

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## Treasurer's Report

The Treasurer's report on 19th June was presented by SC to the Trustees.

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SC showed the current bank balance on the banking app for the Santander bank account which finances the day to day running of the hall.

**SC** will email a bank statement to the Trustees for the Natwest account which holds the funds for larger projects and schemes of work. This will be done on a quarterly basis.

### Finance Scheme of Delegation

SC has full signatory control on the day to day bank account (Santander). The larger account (Natwest) requires additional signatories. Currently the additional signatories are Robin Norrie and Matthew Peacock who have recently stood down from the Trustees.

Trustees have agreed for RW, SW and PL to be the additional signatories.

**SC** to instruct Natwest of the changes.

In progress – SC view only access to fete bank account. RW continuing to progress.

### 5 Grant Applications

RW receives emails regarding community project funding grants from the Parish Council however

**ALL Trustees** agreed to keep a look out for any grants that might be applicable.

**MLK** to create a basic template for grants so that we are ready to go if a new grant is suitable to apply for.

### 6 Membership

No change to current membership.

BL: Normally he would attend the Village Summer fete and enroll additional members but he cannot attend this year.

Trustees discussed the benefit of being a member to both the member and to the association.

Members: Discounted hall rates. Right to vote at AGM. Newsletter.

Association: There is no impact on grant applications for having a larger membership.

**PL/SC** to ask Matthew Peacock or Robin Norrie about the impact/reason for joining.

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### 7 Building Improvement and Repairs

#### Land Registry

Currently the building, land and car park are registered to 2 previous trustees, one of which has now deceased.

**RW** to contact the land registry and update to be registered to the Community Association Trustees and no specific named persons.

#### Heating Programme

Currently Peter Evans (ex trustee) comes in to programme the heating as per the bookings and climate. Peter has suggested that now the hall has WiFi, it could be set up remotely with an app such as Hive.

**PL & BL** to talk with Peter and set up remote operation of the heating.

#### Marigold Room toilet

The Pre-school trustees have requested that a toilet be installed adjacent to the Marigold room. This would assist with safeguarding (so that ratios are maintained when children require the toilet) and enable the Ladies toilet to be free to use whilst Preschool is in session.

Pre-school have proposed that the hall complete the works and they donate funds to cover the costs of the works. Thereby not altering the agreement between Preschool and the Community Association, and not creating any legal rights by Preschool on the premises.

In principle the idea has been accepted by the Trustees subject to the following:

- Full and detailed plans submitted for approval.
- All necessary regulatory approvals.
- 2-3 x Quotes are obtained, suggested for one to be from the Mainline who recently completed works on the toilets.
- Adult toilet and sink installed (not infant) so that the toilet can be used by all.

Matt Whelan (GS School Caretaker and previously a project manager in the building industry) is happy to liaise with the contractor, preschool and trustees.

**RW** to discuss with Pre-school the additional information required.

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### Fence surround the outdoor space

Pre-school have raised concerns about the safety of the current fence surrounding the outdoor space. They have had trespassers enter the area during a preschool session, and there are additional concerns about dogs. They have requested 27.5m of 1.8m high hit and miss fencing.

Trustees have agreed that the height and style of the fencing is too extreme. They would prefer a fence similar to the school fence with vegetation.

**RW** to meet with Pre-school to discuss further and agree mutually suitable option.

### Summer clear out

Trustees agreed that a summer clear out is required to refresh cupboards and improve storage. All user groups would need to provide representative(s) to clear out their areas. Skip(s) would be delivered and removed on the day to prevent fly tipping

**RW** to propose some dates to Trustees and hall users.

### Hall Responsibilities

RW provided a list of hall maintenance tasks that are required on a weekly, monthly, annually and adhoc basis.

Fire Risk assessment is performed annually with a representative of Cross Border Fire Solutions.

**ALL Trustees** agreed that the monthly tasks would be done by all trustees at the beginning of the monthly meetings.

**AH** agreed to do the weekly tasks, with the other trustees to fulfill duty when necessary.

**BL** agreed to perform the Legionella tests monthly and annually.

### Insurance

Renewal is due 27/6/25.

In relation to Bouncy Castles, trustees discussed adding to the booking form that the hirer ensures they have adequate insurance (add to home insurance) for the event,

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and that the hiring company has adequate insurance. The hall accepts no responsibility

**RW & SC** to review the renewal. Additionally look for Bouncy castle and fireworks legalities.

### Kitchen

Trustees agreed that the kitchen requires an overall and that we should look for grants.

Concern over the safety of the hatch - change from sliding to flip style.

**RW** to speak to kitchen contractors in due course to obtain some quotes.

### 8 Hall Users

The most recent meeting, 7th May, only had Robin Norrie and Peter Evans attend. Trustees discussed if there is a minimum requirement number of meetings to attend to be eligible for the discounted rate and how attendance could be improved. The trustees need to be more dynamic on responding to hall users queries. Possibly set up a whatsapp group for users and trustees.

**AH** to arrange the next hall user meeting as a face to face meeting to introduce the new trustees and RW to attend.

- Ask users how they would prefer the future meetings/updates to be communicated.
- Discuss the purpose of the meeting.
- Discuss whether a whatsapp group or a specific trustee contact.

### Parish Council (PC) room hire fee

Historically the PC provides grant money to the Community Association, in addition they pay for the web hosting of [guildensutton.org.uk](http://guildensutton.org.uk) web. In return they could use the marigold room for their meeting at no charge. Recently a £1 was introduced which has soured relations.

RW suggested that the nominal fee is assumed rather than paid and therefore the PC are not required to pay the £1 charge. Trustees agreed with this proposal. RW to double check legality of the 'assumed' payment.

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### Communications

#### Cloud storage

Matthew Peacock set up a cloud google drive and Stephanie Pinder (booking manager) uses this.

**PL** to contact Matthew Peacock to obtain the log in details and share the location with the other Trustees so that we can move documents to a cloud based storage system.

#### Email addresses

There are various addresses for the Community Association.

SC uses gsvhtreasurer@gmail.com and gsvhpayments@gmail.com that were handed over from Evelyn Batterham. Continue to use these as they contain historical data for auditing purposes and also debtors and creditors are aware of these addresses.

In addition Web hosted account [guildensutton.org.uk](http://guildensutton.org.uk) has various emails set up with personal names rather than generic.

**BL** to set up the following addresses:

[chair@guildensutton.org.uk](mailto:chair@guildensutton.org.uk)

[secretary@guildensutton.org.uk](mailto:secretary@guildensutton.org.uk)

[treasurer@guildensutton.org.uk](mailto:treasurer@guildensutton.org.uk)

[trustees@guildensutton.org.uk](mailto:trustees@guildensutton.org.uk)

The latter being a joint ownership inbox that all trustees can access.

This is in preference to <personal name>@[guildensutton.org.uk](http://guildensutton.org.uk) format as when a person stands down, the email will be defunct and the history associated with that inbox will be lost. Generalised names ensure the historical records are maintained.

#### Website and Web presence

Trustees agreed to use the village facebook page rather than create a separate community association page

**BL** agreed to update and modernise the website. To include introduction to the new trustees. News and updates on the website are then to be shared to the village facebook.

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**RW** to speak with the relevant Admin for the village facebook page and posting updates from the Community Association.

### 10 Events

#### Bouncy Castles

Trustees agreed that Bouncy Castles should be allowed again in the hall. As long as the hirer agrees to take responsibility and insurance and that the hall takes no responsibility.

#### Upcoming Events

- Family Members Fun Day (Sept) - to encourage people to join as members. Showcase local business and the potential of the village hall as a venue. Bouncy castle and A\* Sports.
- Quiz Night (Oct/Nov) - Request that Robin and Norrie host the quiz and CA organise refreshments/meal.
- Xmas Lights (Dec) - 1st Sat in Dec 6-8pm, earlier start time as it was difficult to complete everything in the time slot.
- Church Xmas Lunch (Dec) - Possibly fish and chip lunch from Weston Grove. **MLK** to approach Denise at the Church as she has previously been involved.
- NYE Party

Trustees discussed approaching the Bird in Hand to see if they would be interested in organising the bar and food for events.

BL Requested that dates for the events are agreed and shared with him by the middle of July to be published in the next Marigold magazine.

Trustees discussed the need for a recurring advert in Vicars Cross magazine and adding the details to the CWAC page to further promote the hall and facilities.

#### Other Event Suggestions

- Gardens Open Day - GS Green Space could take the lead on this.
- Summer Tea Dance.
- Youth Club - termly.  
**AH** to contact a person at Upton Village Hall about their Youth Club.
- Movie night.
- 80's Themed Night with Fish and Chips.
- Murder Mystery Night (Robin & Vivienne).
- Caribbean themed evening.
- Frog racing (not real frogs).

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### Staging

The Community Association own the staging equipment and it is stored in the shed at GS Primary School.

There has been an issue with GS Primary School and Delamere Primary School requiring the hire of the staging during the same week. Currently GS Primary School do not pay to hire the equipment as they do not charge the Community Association for the storage shed on the school land. Delamere do pay a charge of approx £250 to hire the equipment.

**BL** to include the staging equipment in the hiring calendar.

**AH** to obtain dates that GS Primary School require the staging over the next 12 months (Xmas and next Summer). Delamere can then be informed so they can plan accordingly.

T&C for booking the staging need to include specific pick up and drop off times to avoid congestion at busy periods around the school and to ensure the people who have access to the shed can be there.

12 Next Meetings

Tuesday 15th July 2025

First 15 minutes will be for hall maintenance tasks.