

# GSCA CIO Executive Meeting Minutes

7.15pm, Tuesday 9th September 2025

Meeting at Community Room, Village Hall, Guilden Sutton

1 Attendance

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

Apologies

Phil Lathaen (PL)  
Brian Lewin (BL)  
Vicky Black (VB)

2 Trustee appointment

None

3 Conflict of Interest Declarations

No changes.

4 Treasurer's Report

The Treasurer's report and bank statements will be forwarded on to the Trustees via email.

The Communication Association has paid in full for the fencing. Pre-school have donated the same amount to the Community Association.

5 Grant Applications

RW has created a list of eligible opportunities for grants.

MLK has drafted a document for grant applications but requires somewhere central to store it,

## GSCA CIO Executive Meeting Minutes

	<p><b>BL</b> to sort the SharePoint/Cloud/drop box storage area. The Cheshire Community Council sends regular emails with information about available grants.</p> <p><b>DH</b> to share the emails from the Cheshire Community Council.</p> <p><b>RW &amp; MLK</b> to catch up on grant applications.</p>
6	<p><u>Membership</u></p> <p>No update.</p>
7	<p><u>Building Improvement and Repairs</u></p> <p><u>Land Registry</u></p> <p>RW update on transfer of the deeds, we would need the death certificate from the family of the deceased, Mervyn John Coatham, and the consent of the other Richard Glanmor Hemmings.</p> <p>DH has contacted Richard's wife and she has said he is seriously ill and cannot consent.</p> <p><b>SC</b> has been in contact with Community Action and will forward the email from James that she has received to RL for review.</p> <p><u>Heating Programme</u></p> <p><b>Carry Over Action</b> <b>PL &amp; BL</b> to talk with Peter and set up remote operation of the heating.</p> <p><u>Marigold Room toilet</u></p> <p>RW has investigated further, and due to the location of the water supply and drainage, installation would be best on the wall that leads to the outside area.</p> <p>This work could possibly be funded via a grant as it is a safeguarding issue.</p> <p>Options discussed:</p>

## GSCA CIO Executive Meeting Minutes

- Boxed in WC between the windows in the Marigold room. This would be the least amount of structural change but would be an awkward addition to the room.
- Relocate the outside door in the Marigold room from the corner to between the windows, and create a WC area in the corner where the door is.
- Partition the storage room to the left as you walk in. Potentially there will be issues regarding access to the gas cupboard.
- Create a room through the outside door in the storage room. This is no longer a fire door so this would not affect fire regulations.

**RW** to meet with Pre-school to discuss the options with them.

### Fence surround the outdoor space

Fence has been installed and RW has x 2 keys for the gates.

Issue noted that you can reach through the locked gate and unlock it. The installation company will need to be chased up in regards to a solution for this.

### Summer clear out

The clear out was a good team effort and a positive outcome.

There are some areas that still need to be cleared.

- Eaves in the loft.
- Marigold kitchen.

### Marigold Kitchen Fridge

Pre-school requires a lockable fridge in the Marigold Kitchen as the mini counter top fridge is too small. They have medicines for the children that require locking away so a standard under counter fridge will need a padlock attached.

MLK To look at options for purchasing a new or second hand under counter fridge.

### Hall Responsibilities

- Fire Certificates - DH attended when the Fire Test was done, and he will hand the certificates to RW.

## GSCA CIO Executive Meeting Minutes

- PAT Testing - BL will know then the test is due.
- Legionella - BL update via Whatsapp - Water temperatures checked throughout the hall, and made sure that the taps were running for a period of time, particularly the Marigold kitchen. A certificate has been generated which will be circulated.

### Yearly Floor Treatment (Summer)

This hasn't been done this summer. Peter is happy to show us how to do it.

**All** trustees will review who and when this will be done at the next meeting.

### Hall Heater

Peter has spoken with Winrow and suggested various times for them to come and look at the heater. One of the trustees will need to attend once we know the date.

Safeguarding - no update.

### Kitchen Water Heater Leaks

RW has investigated options for repairing or replacing the water heater.

Options discussed:

- We could enter into a yearly service agreement for the existing water heater. They would replace the pipe at a cost of £70 plus a yearly service of £150.
- Removing the water heater and using the 2 x urns (which will need descaling and cleaning).
- Hire a water heater £6 per week (£312 pa) or £50 per month (600).

**All** trustees voted to approve the yearly service agreement and fixed the pipe.

### Staging

New booking for 6 x units for Tattenhall. SC confirmed this has been paid for.

The choir has enquired about hire and it was confirmed the costs is £20 per unit or £200 for all units.

It was agreed that it must be made clear that we can help them collect and move for an additional fee.

### Insurance

Insurance renewed 27/6/25. No Update.

## GSCA CIO Executive Meeting Minutes

	<p><u>Kitchen</u></p> <p><b>Carry Over Action</b> <b>RW</b> to speak to kitchen contractors in due course to obtain some quotes.</p>
8	<p><u>Hall Users</u></p> <p>No update.</p>
9	<p><u>Communications</u></p> <p><u>Cloud storage</u></p> <p>There is an annual charge for the google drive business that Matthew has been paying but never claimed any money back. PL doesn't think this is necessary to have a business account.</p> <p><b>Carry Over Action</b> <b>PL</b> to look at what is stored and if we can move to a free storage option.</p> <p><u>Email addresses / Website and Web presence</u></p> <p>The only email published on the website is the <a href="mailto:secretary@guildensutton.org.uk">secretary@guildensutton.org.uk</a></p> <p><b>Carry Over Action</b> <b>BL &amp; PL</b> to look at what email addresses are set up and update the website and any other places they are published (CWAC/Village FB page?)</p> <p><u>Marigold publication</u></p> <p>BL creates content but it is reliant on users providing up to date information.</p> <p>For the next issue will need to communicate to the hall users that they need to refresh their input.</p>
10	<p><u>Events</u></p> <p>Carry over actions: <b>BL</b> to take photos of the hall dressed for an event ready for advertising and promotion. <b>MLK</b> to get the drapes up to check they are in good condition.</p>

## GSCA CIO Executive Meeting Minutes

### Upcoming Events

- **Family Members Fun Day** - Date TBC

RW to do a poll for dates.

- **Quiz Night** 18th October
  - Only 6 tables have been booked so far, there were 15 last year
  - Further promotion required, Mel can put on FB and we can send email to members.

BL to send email to members promoting the quiz and put posters in Post Office and the 4 x noticeboards in the village (GS Lane, Pipers, Village Hall and Church)

RW to chase the catering company for confirmation.

- **Xmas Lights** - 6th December 5:30-7pm.
  - Margaret Parker (deputy Lord Mayor) has agreed to open the event and has sent the grant application.
  - The event will be indoors and with no fireworks.
  - Probably will need use of the staging. This will overlap with the school booking for the staging, however they aren't using all of it and MLK is happy to use whatever is left over.
  - All agreed the event should promote local business. The Bee and Chocolate ladies are to be contacted.
  - The tree is sourced from Backford and MLK has a long standing relationship with them. The cost of £250 is a good price for that size of tree including delivery.
  - The event is promoted as a Community Association Event.
- **Senior Lunch** - Date TBC
  - MLK has discussed the event with Denise who is very keen for this to go ahead and will consult on this.
  - Possibly the event will be a tea dance after Xmas.
  - Summerfield house to be invited to the event.
  - 50/50 cost split Community Association and ticket price.
- **Dancing through the decades/80's night** - 15th November.
  - Fundraising for LIVE! Charity.
  - MLK has created a poster and this will be put in the Village Hall.
  - MLK estimates a profit of approx. £500 which will go to the charity.
  - Trustees agreed to waive Hall Fees as it is not for profit.

11

### AOB

#### Hall Fees

Discussed a rate for hiring the whole hall.

All trustees agreed a rate of £25 per hour for hiring Marigold & Main Hall, the committee room would be included but not charged to

Discussed the rules and rates for booking the Committee room.

If regular Hall Users book the Committee Room then it will be FOC but it must be formerly booked via Step. If they book the Marigold for a meeting, then that is

## GSCA CIO Executive Meeting Minutes

	<p>chargeable. For non regular Hall Users, the standard Committee Room rates apply. Commercial Groups must pay for the Committee Room.</p> <p><b>RW</b> to update Steph on rates agreed. <b>BL</b> to update pricing schedule <b>All</b> Trustees to discuss the general hall fee rates at the November meeting, ready for implementation in January.</p> <p><u>Sutton 6</u> In previous years they have run out of hand towels in the toilets so we need to prepare this year.</p> <p><b>SC</b> to ask the cleaners to leave 4 x packs of hand towels in the cupboard to the left of the sink in the main kitchen.</p>
12	<p><u>Next Meetings</u></p> <p>Dates to be reviewed in light of the Yoga class on Tuesdays and not being able to do the hall tests.</p> <p><b>RW</b> to do a poll for dates.</p> <p>The first 15 minutes of each meeting will be for hall maintenance tasks.</p>