

# GSCA CIO Executive Meeting Minutes

7.00pm, Tuesday 10th October 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  
Alice Hay (AH)  
Brian Lewin (BL)  
Vicky Black (VB)  
Derek Hughes (DH)

## Apologies

Michelle Lloyd-Kerfoot (MLK)  
Phil Lathaen (PL)

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## Trustee appointment / Roles and Responsibilities

RW has informed the Trustees that she will be stepping down from the Chair position at Christmas. She will continue as a Trustee and will oversee the Marigold room toilet project.

It has been suggested that two co-chairs may be more appropriate to share the workload.

Our priority presently should be the maintenance of the hall and the finances. Events will have to be secondary to that until we have enough Trustees to help with events.

**ALL** Trustees urged to talk to people and encourage them to join the trustees.

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## Conflict of Interest Declarations

No changes.

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## Treasurer's Report

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	<p>SC discussed the bank balances with the Trustees. The main account has roughly a £20 downward movement from the previous month.</p> <p>£41,731 GCSA money, £2168 ring fenced for the Xmas lights event.</p> <p>£500 of the ring fenced amount is a grant received from CWAC for the Xmas lights event.</p> <p>£45 has been transferred to 1st Guilden Sutton Scout Group, who used the GSCA card machine at the 10k event refreshment stall.</p> <p>Due to the increase in numbers at the pre-school and toddler group, additional children's 30 chairs were purchased by RW for £264. As agreed by all Trustees via WhatsApp 17/9/25.</p> <p>No major expenses this month.</p>
5	<p><u>Grant Applications</u></p> <p>Regularly look for available grants and keep an update to date record of information we would need to submit a grant application.</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>Current Membership: 179</p>
7	<p><u>Building Improvement and Repairs</u></p> <p><u>Land Registry - Transfer of Title Deeds</u></p> <p>Current title deeds registered to Mervyn John Coatham (deceased) and Richard Glanmore Hemmings (seriously ill and unable to consent to transfer).</p> <p>RW has reviewed the documentation that SC forwarded and believes we may need a solicitor as we do not have the legal experience. It is understood that the default is that the building belongs to GSCA. Therefore this is not deemed urgent and will be looked at again in the future.</p> <p><b>SC</b> will speak to colleagues at work to find anyone with relevant experience who can assist.</p>

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### Heating Programme

Remote heating would enable adhoc heating changes to take place from any location rather than someone having to physically come to the hall to adjust temp. For example, Pre-school called RW when there was a cold snap and the room had become cold. There may not always be a trustee available to attend.

### **Carry Over Action**

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

### Marigold Room toilet

Installation would be best on the wall that leads to the outside area due to water supply and drainage.

This work could possibly be funded via a grant as it is a safeguarding issue.

Options discussed:

- 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.
- Boxed in WC in the corner where the window and storage room door is. Potentially will need the storage door moving to accomodate 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 met with Pre-school to discuss the options with them. Pre-school prefer it to be located in the room as via the storage area would still pose safeguarding issues with required supervision.

Building regulations stipulate that as food is eaten in the Marigold room a toilet would require a room/lobby area between the main room and toilet. The outer room could house the washbasin. This wouldn't need to be disabled as we already have a disabled provision in the building.

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RW will speak with building regs architects and builders to obtain plans and get quotes.

### Fence surrounding the outdoor space

The issue with reaching through the locked gate has been resolved by the installation company.

### Hall clear out

#### **Carry Over Action**

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.

DH has offered a second hand fridge FOC. There is a small amount of damage (no tray at the bottom) and has no freezer compartment. BL has inspected it and has approved it for use. All thought this was the best option. A lock will need to be purchased.

MLK received a quote of £80 to remove the cupboard to allow an under counter fridge to be installed. She is waiting on a second quote.

**MLK** to liaise with Peter who installed the kitchen as he may be able to remove the cupboard.

**BL** to PAT test DH fridge in situ.

### Hall Responsibilities

- Fire Tests - Monthly checks complete. February Half Term and August they are not required as the official checks are done then.
- PAT Testing

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- Marigold Room due in October Half Term, BL to complete.
- Xmas lights are used yearly and legally infrequently used items are not required to be PAT tested but BL is concerned that these may need to be tested for insurance purposes.

**BL** to liaise with MLK to get lights out and PAT tested before the event.

- Legionella - A certificate generated last month.

### Yearly Floor Treatment (Summer)

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

SC offered to do it with MLK during the October Half Term.

**SC** to liaise with Peter on his availability in October Half Term.

### Hall Heater

One of the heaters in the main hall is broken. Winrow has not been in touch since the last meeting to arrange their visit.

**RW** to chase Peter for an update with Winrow.

### Safeguarding

Toddler Group have requested bolts on the inside of the main hall double doors to prevent toddlers leaving the main hall without supervision.

All Trustees agreed this was not safe as it could pose a fire safety risk and that children should be supervised at all times.

**RW** to respond to Toddler Group to let them know our decision.

### Kitchen Water Heater Leaks

Yearly service agreement for the existing water heater in place at a cost of £150pa. They have replaced the pipe at a cost of £70. Both were agreed at the 9/9/25 GSCA meeting.

**AH** to contact Circle Dance to confirm the heater should be fixed and to inform us of any further issues.

### Staging

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Tattenhall used the staging recently and have sent RW photos that can be used on our website and in promotional material.

Xmas Lights events require whatever GS School does not need at Xmas.

**RW** to share the photos with BL

**AH** to chase GS School for dates they require the staging and which unites.

### Sutton 6 - 10K run

RW spoke to Richard Batterham to understand why they do not pay for use of the hall during the Sutton 6. Richard has said it was a long standing agreement and believes it was because it gives the Scout Group a fundraising opportunity. It is also a good event to get the community's children involved in the run.

The event makes very little money for the running club as CWAC now charges for road closures. WCAC donate a small amount to Ardens (Tile Farm) who provide car parking during the event. Last year this was donated to the CA.

ALL agreed to keep the hall free to use for this event.

### Insurance

Insurance renewed 27/6/25. No Update.

### Kitchen

Refurbishment/Replacement of the main kitchen is required. This is not urgent.

### **Carry Over Action**

**RW** to speak to kitchen contractors she has previously worked with and discuss an opportunity with them for a charitable donation of a kitchen.

### Photinia Red Robin Trees

The two potted trees outside the entrance to the hall have slate chippings which often get sprinkled on the surrounding walkway. Complaints have been made about the messy look and potential slip hazard.

Trustees discussed potential options:

- Netting/Mesh to prevent young children messing with the chippings.
- Remove the slate and replace with bark or other less 'enticing' topping.

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- Accept it as it is and brush it up regularly and put up a sign to say do not touch it.

**SC** will message Robin and suggest mesh/chicken wire.

### Railings

The railings are a little wobbly. We need a sign up to tell children not to climb on the wall.

We have a sign on the other side of the wall stating GSCA takes no responsibility for accidents and thefts using the car park.

**VB** to source a sign that says to not climb and not to mess with the tree chippings. Potentially use ChatGPT to find the most polite wording.

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### Hall Users

No update.

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### Communications

#### Cloud storage

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.

#### **Carry Over Action**

**PL** to look at what is stored and if we can move to a free storage option.

#### Email addresses / Website and Web presence

SW has not received any emails from the secretary email address.

BL mentioned that we need a back up person who can do the website as currently only he knows how to do it. Possibly PL best person, to be discussed at the next meeting.

**BL** to send a test email to the secretary address and let SW know by WhatsApp when this is done so she can check she is receiving the emails.

**ALL Trustees:** AH offered to take photos at the Quiz for BL to put on the website.

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### Marigold publication

BL creates content with input from the main groups. Some groups do update regularly but there are some who do not. All think the magazine is great but some of the group's listings look the same each month.

Discussed asking groups to update their listing with parameters e.g. x number of words. BL said he already does this and most groups do comply but there is often editing of the submission when they are quite lengthy.

**RW** to send email to groups asking for new and fresh input for the next Marigold publication in December.

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### Events

We need to do some events that will raise money for GSCA as most of our events at the moment are charitable and no gain for GSCA financially.

Fete - Funds were down on previous years but was to be expected as it was very hot. All groups involved will receive £100 each.

Tricia has submitted the gambling declaration related to the raffle.

### Upcoming Events

- **Family Members Fun Day** - Date TBC. On hold until we have more Trustees to assist with planning and on the day.
- **Quiz Night** 18th October
  - 15 tables have been booked, space for 1 or 2 more.
  - Room booked from 5pm (poss. 4.30pm) for set up.
    - Tables/Chair/Glasses/SoundSystem
  - Vivien will supply the mini disc for the sound effects rounds.
  - BL can do the sound system in the afternoon but cannot help in the evening.
  - SC and SW can help out with the set up in the afternoon and in the evening although both have a table booked.
  - VB can help out with the set up in the afternoon.
  - DH/PL/MLK are not available.
  - Prizes: 3 x wine, 3 x box of chocolates, table prize for witty name 1 box of chocolates, 4 x prizes for quiz hosts.
  - Table cloths, napkins and bin bags required.

**SC** Send email to remind Quiz Team Leads that attendees should bring their own drinks (and glasses). Check with Vivien who prints the quiz sheets. Check if we have enough table cloths, napkins, and bin bags. Confirm with Caterers numbers

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and dietary requirements.

**RW** To buy prizes.

- **Xmas Lights** - 6th December 5:30-7pm.
  - Grant money received £500.
  - MLK organizing.
- **Senior Lunch** - Date TBC
  - MLK is consulting with Denise on this.
  - 50/50 cost split Community Association and ticket price.
- **Dancing through the decades/80's night** - 15th November.
  - Fundraising for LIVE! Charity
  - Hall fee waived as agreed at meeting 9/9/25.

**Carry over actions:**

**BL** to take photos of the hall dressed for an event ready for advertising and promotion.

**MLK** to get the drapes up to check they are in good condition.

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AOB

Hall Fees

Agreed at 9/9/25: Rate of £25 per hour for hiring Marigold & Main Hall, the committee room would be included but not charged.

**All** Trustees to discuss the general hall fee rates at the November meeting, ready for implementation in January.

Cleaning

The cleaners expect payment in advance of the work which is not normal practice. They were also uncompromising when there was an issue with the bank causing a late payment last month.

Following a Beavers meeting in Marigold last week, AH cleaned the floor and found that the dirt was more than a week's worth of dirt and the quality of service provided by the current cleaners is below expectations.

Previously the group has discussed the need for some additional cleaning for the Marigold Room.

All Trustees agree we should get quotes from other services as we are not happy with the current service provider.

Pre-school are in the process of clearing out their storage area which may enable them to put more of their equipment in the storage room at the end of each day. The

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	<p>items on the walls cannot be removed as this is a requirement for Ofsted. We could put a sheet over it for events.</p> <p><u>School Street</u> Due to parking issues and frequent safety and behavioural incidents on the streets by the School (Arrocroft/Hill Top), CWAC are introducing School Street where barriers will prevent non-residents from entering those most affected streets.</p> <p>RW was contacted by CWAC to gain approval by GCSA for them to state in the documentation and correspondence that the Village Hall carpark is the designated park and stride option. As this was confidential at the time, RW approved on behalf of the Trustees.</p> <p>There will be a drop in session for residents to hear from CWAC and a Q&amp;A on Tuesday 14th October 6-7pm at GS School.</p>
12	<p><u>Next Meetings</u></p> <p>November: Thursday 20th provisionally agreed. December: No meeting. Meetings to resume in the New Year.</p> <p>The first 15 minutes of each meeting will be for hall maintenance tasks.</p>