

GSCA CIO Executive Meeting Minutes

7.00pm, Tuesday 18th November 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
Michelle Lloyd-Kerfoot (MLK)
Phil Lathaen (PL)
Brian Lewin (BL)
Alice Hay (AH)

Apologies

Vicky Black (VB)
Derek Hughes (DH)

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Trustee appointment / Roles and Responsibilities

RW is happy to continue receiving the Chair emails and sharing them within the WhatsApp group for the time being. Any issues/queries by phone to be directed to the community association email.

PL volunteered to be interim Chair in the short term, and will reconsider taking the role long term in the New Year. The post will be advertised more broadly once PL has made a decision.

All Trustees agreed to PL becoming interim chair.

BL: To add chair@ email address to the Community Association website as main point of contact.

MLK has asked that the Chair speak at the Xmas Lights event as it is now officially a Community Association event.

PL to confirm with MLK if this will be possible.

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3	<p><u>Conflict of Interest Declarations</u></p> <p>No changes.</p>
4	<p><u>Treasurer's Report</u></p> <p>SC discussed the bank balances with the Trustees.</p> <p>£41,731 GCSA money, £2168 ring fenced for the Xmas lights event.</p> <p>A regular hall user has paid upfront for 2 x terms (Spring/Summer).</p> <p>Quiz night: 92 people attended, with £470 expenses, therefore net £450.</p> <p>Fete balance is currently unknown. SC has requested read only access to the Fete bank account as they are under our charity status.</p> <p>Annual accounts have been filed on time with the Charities Commission for the 2nd year running.</p> <p><u>Fees</u></p> <p>All trustees agreed that adhoc bookings should be paid upfront.</p> <p>Rates increase proposed of 10% as the rates previously have been increased well below inflation.</p> <p>All trustees agreed the rate increase of 10%.</p> <p>RL: Review the 10% increase in rates and send new rates to Steph.</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>Carry over action</p> <p>DH to share the emails from the Cheshire Community Council.</p> <p>RW & MLK 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>Roof Leak</u></p>

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BL spoke with the roofers and the leak is believed to be due to the awkward slope and join by the roof light. A build up of sycamore leaves has caused the leak. As a preventative measure the flashing and gutter should be cleared of leaves regularly, at least annually.

All trustees agreed that leaf clearing should be done in Autumn half term.

MLK/SC/RW: Obtain quote from the current window cleaners.

Land Registry - Transfer of Title Deeds

Not discussed at current meeting, notes below for carry over action

Current title deeds registered to Mervyn John Coatham (deceased) and Richard Glanmore Hemmings (seriously ill and unable to consent to transfer).

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.

SC will speak to colleagues at work to find anyone with relevant experience who can assist.

Heating Programme

Not discussed at current meeting, notes below for carry over action

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.

Cleaning

The current cleaners have accepted notice to end the contract. New cleaners start 24/11/25.

New cleaning contract details: 30 day notice period, Insurance £5m, report problems within 24hrs.

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We also need to provide the mop and bucket and have agreed if it is not suitable then we will purchase another set.

Monthly payments had been agreed, however the contract states that payment should be made on the day of the clean.

SC: Check that monthly payments are still ok.

The Hoover also needs replacing as the previous cleaners provided their own and our current Hoover is broken.

MLK: purchase Hoover.

Hall Toilets

Pre-school have complained that the toilets were left in a mess following the toddler group.

All trustees agreed that hall users are responsible for making good the rooms and toilets following use.

RW: Draft a letter to send to all hall users requesting they please remember to check the toilets at the end of the session. Forward letter to BL to send email to all users contact group.

One tap is not turning off. It needs to be pulled up to turn it off and it is getting too hard to pull it up.

RW: Contact Mainline to fix the tap.

Marigold Room Fridge

The cupboard was removed and a donated fridge has been installed.

Marigold Room toilet

RW updated trustees on the progress of the project. Groupworks will be managing the project. The architects are drawing up plans. We are looking at installation to take roughly 2 weeks over Easter Holidays.

Floor Treatment

Discussed asking the current cleaners to complete the floor treatment annually.

Hall Responsibilities

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Not discussed. No carry over actions.

Hall Heater

Repair of the hall heater has been sorted.

Kitchen Water Heater Leaks

The water heater tap is continuing to leak, it needs a tray to catch the drips.

BL: source tray for water heater.

Xmas Decorations

Cubs usually make xmas decorations for the main hall. The Beaver leader does not live in the village and will not be able to remove them before the new year. They have suggested they do not make the decorations this year if that will be an issue.

PL has offered to take them down.

Beavers will be making decorations for the Foyer and will take them down between xmas and new year.

BL: PAT test xmas lights, liaise with PL for when they are available to PAT test.

Staging

Not discussed at this meeting

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.

Water Testing/PAT Testing

BL has done both and will send sheets to the secretary.

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	<p><u>Railings</u> VB is sourcing a sign as discussed</p>
8	<p><u>Hall Users</u> The marigold room appears to be constantly set up as a pre-school which is not fair on users who book the room at other times. RW spoke to Pre-school about this and the items on the walls are there as an Ofsted requirement but they are happy to tidy away toys and items each day.</p> <p>RW: Speak to them about the steps in the toilet, they also should be put away on a Friday. Also, a safeguarding issue having the full names of children on the wall.</p>
9	<p><u>Communications</u></p> <p><u>Cloud storage</u></p> <p>Not discussed at the meeting but notes kept for carry over action</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>Carry Over Action PL to look at what is stored and if we can move to a free storage option.</p> <p><u>Email addresses /</u> Discussed which emails to keep and remove</p> <p>Keep: Admin@, Chair@ & Secretary@ Remove: Community@ & Contact@</p> <p>In addition there are 2 x treasurer emails that cannot be removed for historic purposes.</p> <p>BL: To make amendments as above.</p> <p><u>Website and Web presence</u> BL handles all aspects of the website and as no-one else has the knowledge there potentially needs to be training for others or a plan for a handover in the future.</p>

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Marigold publication / Newsletter

The next Marigold is due in February. Discussed whether a newsletter before then required. The newsletter would ask for Community Association volunteers along with Scouts.

Trustees agreed to send a newsletter early in the New Year as there are a lot of leaflets being dropped before Xmas, e.g. Xmas light event and the proposed new houses and greenbelt alliance flyers.

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Events

Upcoming Events

- **Xmas Lights** - 6th December 5:30-7pm.
 - Grant money received £500.
 - Xmas tree cost to be reimbursed by the Community Association.
 - Greenspace crafts to be in the Marigold room for the event.
 - Profit from the Xmas Lights event could be redirected to purchase new drapes, potentially on a track and not as heavy.
- **Senior Lunch/Afternoon tea** - Back end of February TBC
 - Roughly 20 people
 - Book Marigold room
- **Family Members Fun Day** - Date TBC.
 - On hold until we have more Trustees to assist with planning and on the day.
 - Incentives to become a member: each member gets a free mince pie or cup of tea.

Event Ideas

- **Youth Club** - Summer
 - Termly - maybe end of summer
 - Primary school age
 - Mobile phone policy, Alice suggested contacting the Police officer who held a session at the school for children and parents, to ask his advice.
- **Family Quiz** - March TBC
 - DJ could compare.
 - No food provided: BYO drinks and snacks.
 - Get school involved as they do the bingo night and could promote the event via the school.

AH: Contact the Police Officer who visited the school re: mobile phones.

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11	<p><u>AOB</u></p> <p><u>Book shelf for the committee room</u></p> <p>BL showed an example bookshelf costing £160. All Trustees agreed for BL to proceed with purchasing the bookshelf and fixing it to the wall.</p> <p>BL: Purchase bookshelf, assemble and fix to wall.</p>
12	<p><u>Next Meetings</u></p> <p>December: No meeting. Meetings to resume in the New Year, 6th January TBC</p> <p>The first 15 minutes of each meeting will be for hall maintenance tasks.</p>