

# GSCA CIO Executive Meeting Minutes

7.30pm, Tuesday 6th January 2026

Meeting at Community Room, Village Hall, Guilden Sutton

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## Attendance

Phil Lathaen (PL) - Chair  
Sarah Connolly (SC) - Treasurer  
Samantha Wareham (SW) - Secretary  
Rachael Whelan (RW)  
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

PL interim Chair.

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## Conflict of Interest Declarations

No changes.

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## Treasurer's Report

SC shared copies of the latest accounts.

£47k Balance.

Waiting for the remainder of expenses related to the Xmas Light event.

## Fees

The 10% hall rates increase has been communicated to the hall users, booking and websites have been updated. There have been no complaints or queries regarding the hall rates increase.

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5	<p><u>Grant Applications</u> 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>Carry Over Action</b> <b>DH</b> to share the emails from the Cheshire Community Council. <b>RW &amp; MLK</b> to catch up on grant applications.</p>
6	<p><u>Membership</u></p> <p>Current Membership: TBC</p>
7	<p><u>Building Improvement and Repairs</u></p> <p><u>Roof Leak</u> There is a leak in the roof which is in a different location (Gas cupboard) to the previous leak (sky light main hall) which was fixed by the Roofers in Q4 2025.</p> <p>BL has tried several times to contact Rubber Roofs Ltd (the company who were contracted for the new roof) but they have not responded. He has also contacted Rob Sutherland of Platt White (who drafted the plans and project managed the roof replacement) who have also tried to contact the roofer.</p> <p>The committee has agreed that we require clarity on who is liable for fixing the leak. We have a contract with Platt White which needs reviewing and to check if we have a contract with the roofing company or if Platt White instructed the roofing company.</p> <p>BL spoke to Kevin James of the Community Action group for advice. Kevin proposed commissioning an independent roofing specialist to audit the installation and verify its compliance with the approved specifications. Please note that the costs for this inspection would be borne by the Community Association With this evidence we could take whomever is responsible to the small claims court.</p> <p>In the first instance, contact the roofers again and Rob Sutherland. If there is still no action, then all trustees agreed that a letter should be sent to Platt White requesting they follow up on the leak.</p> <p><b>BL</b> to try to contact the roofers again now that the Christmas period is over. <b>SC</b> to share the emails and contracts related to the roof replacement with PL.</p>

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

### **Carry Over Action**

MLK/SC/RW: Obtain a quote from the current window cleaners to clear the leaves from the roof annually.

### Land Registry - Transfer of Title Deeds

### **Not discussed at the 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.

### Heating Programme

### **Not discussed at the 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 cleaners have been working extra hours as per agreed increase at the previous meeting.

A quote is to be obtained from the cleaners for the floor treatment.

### Marigold Room toilet

RW shared the plans with the committee members. The architect has been able to work around the window issue resulting in a slightly small footprint.

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RW meeting with groundworker on Thursday 8th Jan to discuss the plans and project. The groundworker will project manage the build, including instructing a plumber.

The architect will need paying (~£600). All trustees agreed this can be done once the plans have been submitted to building control.

### Floor Treatment

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

### Hall Responsibilities

Not discussed. No carry over actions.

### Kitchen Water Heater Leaks

The water heater has leaked a number of times. PL has disconnected the heater and put a sign up that it is not working.

The committee discussed repair or replacement of the water heater. All trustees agreed that replacement is the best option and to get a quote from the firm who service the water heater for purchase/rent of a new unit.

### Tree/Railing signs

Previously discussed the issue of slate being removed from the Photinia Red Robin trees in the planters outside the front of the hall. Signs to be added to request that slate is not removed and also not to climb on the wall/railings.

**PL** to ask VB to order the signs for the trees.

**MLK** to buy slate for the planters.

### Trees down the side of the hall

The trees need tidying up across the top and trim back at the sides.

**RW** to contact Botanica

### Main Hall Toilets

One of the taps doesn't turn off automatically, and requires pulling up. It is getting harder to pull the tap up. BL has been chasing up with the manufacturer about the fault.

### Xmas Lights Event and Decorations

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PL took down the decorations after Christmas and put away the drapes and the gazebo (for Santa's grotto) in the loft.

Note for future agenda that drapes should be replaced by lighter weight versions. It takes about an hour for four people to take the drapes down.

### 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** handed over the Legionella and PAT testing certificates to the secretary.

There were calibration costs for the PAT testing kit.

All trustees agreed that BL can be reimbursed for this cost.

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### Hall Users

The next marigold newsletter is due.

BL to send communication to hall users to ask them for updates on their entry in the publication.

The Scouts are potentially moving back to the hall but moving nights from Friday to Wednesday when the main hall is free.

PL suggested that when the entire Scout Group is back using the hall that some branding would be acceptable, e.g. "Home of the 1st Guilden Sutton Scout Group". RW also suggested that a scout safeguarding board could be put up in the lobby.

BL suggested the Piano be moved from the "lounge" (storage area) to the Meeting room so that it is more accessible. The main users of the piano are the Church who move it to the main hall once per month for Church Cafe. BL has spoken with them who are happy for it to be moved. BL also suggested the piano needs tuning. All trustees agreed for the piano tuning to go ahead.

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	<p><b>PL</b> to contact a local piano tuner.</p>
9	<p><u>Communications</u></p> <p><u>Cloud storage</u></p> <p><b>Not discussed at the meeting but notes kept for carry over action</b></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</u> Not discussed at the current meeting.</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> <p><u>Marigold publication / Newsletter</u> The next Marigold is due in February. The front page will have a note from the Community Association about needing more volunteers. <b>BL</b> to draft the front page. <b>PL</b> to edit it.</p>
10	<p><u>Events</u></p> <p><u>Past Events</u></p> <ul style="list-style-type: none"><li>● <b>Xmas Lights</b> - 6th December<ul style="list-style-type: none"><li>○ Successful event held inside the hall.</li><li>○ There was a good turnout however, it did mean the hall was very warm as people were dressed for the outdoors. The leaflets/posters next year are to make it clear that the event is indoors so that people can dress accordingly.</li><li>○ The staging for the choir worked well apart from after the carols the children in the hall were playing on it which was a health &amp; safety risk.</li></ul></li></ul>

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### Upcoming Events

- **Senior Event** - Planned for sometime in Q1
  - Lesley Hudson has offered to help
- **GoOnLine Event**
  - BL has spoken with GoOnLine who help elderly people access the internet. They would set up in the hall but we will need volunteers to run it. BL will speak to them to set up the event.
- **Community Day** - Date TBC.
  - Mel Brading suggested a volunteers day where the community can come and see what the volunteers do for the village. All trustees agreed that this could become a Community Day event where Hall Users could showcase what they offer too, including the GSCA who can showcase what the hall has to offer.

MLK noted that there are various groups in the village dropping leaflets and that a more coordinated approach would benefit all groups.

The following people coordinate volunteers to drop leaflets

- Lisa - Church
- Mel - Parish Council
- MLK - Xmas Lights
- BL - Marigold

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### AOB

#### Book shelf for the committee room

BL has purchased, built, added a lock, and fixed the new book cabinet to the wall in the Meeting room.

#### Booking System

All trustees agreed that the integrated bookings system that BL shared was a good idea.

BL quote an annual charge of approx £280, and there is a 3 month free trial.

BL has spoken to Steph who currently manages the bookings and she is in favour of a better system.

This would affect Steph's role as booking secretary.

**PL** will message Steph to outline how it may affect her role and confirm she is happy for the change.

All trustees agreed to the 3 month free trial.

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	<p><u>Fete Committee</u> The Fete Committee currently uses the GSCA charity number but is not part of the community association. They are interested in closer integration with the community association.</p> <p><b>PL</b> to message Mel/Mim/Rich to organise a meeting with GSCA trustees to discuss further.</p>
12	<p><u>Next Meetings</u></p> <p>All trustees agreed for the next meeting to be in March and date TBC.</p> <p>Interim adhoc meetings to be held if decisions are required sooner.</p>