



Minutes of the SPCA Trustees Meeting Held on 29 November 2017 at 8:00PM at the Sherfield Park Community Centre

1. **Welcome / Apologies, Introductions.** The meeting was called to order by the Chairman at 8PM. Present at the meeting were Audrey Gordon, Louise Grainger, Sarah Morgan, Howard Perkins and the Chairman Steve Levin. A quorum being present, the meeting continued.
2. **Declarations of interest:** There were no declarations of interest made.
3. **Minutes of previous meeting:** The minutes of the 25 October meeting were approved.
4. **Chairman's report:**
 1. We have hired a bookkeeper who has been asked to complete our books for the year ending 31 September, but she has been away and there has been little progress.
 2. The SPCA Business Plan is seriously out of date and it will have to be updated not only for our internal use, but because a current business plan is required by Basingstoke and Deane as a part of their lease requirements.
 3. We should start transitioning to the CIO accounts. Sarah, Louise and Candice to coordinate.
 4. Steve attended a meeting at Basingstoke and Deane about the need for Business Plans and how to write them.
5. **Manager's Monthly report:** The Centre Manager's monthly report was received and discussed.
6. **The Shop:** The leases have not been signed. There are no known outstanding issues. The license to lease is in Croudace's hands and the sub lease is with Aston Bond. Shop fitting is continuing. No word on the changeover from Croudace control of Watermeadow to the residents. A sign stating that parking is reserved for shop patrons will be ordered. A soft opening is expected early December.
7. **Centre Expansion:** We met with Brian Mursell to review various options for the centre expansion. Focus was on ground floor extensions. Requirement is two meeting rooms. Key factors are cost (and VAT) and aesthetics. Currently preferred option involves 'round-ish' 'separate' building off of our main corridor. Leaving existing main hall and main hall storage as they are. Subsequent to that meeting we met with Sue Washington of Basingstoke and Deane to review the options. Total cost ceiling is £450K.
8. **Review of Centre Policies:** Howard gave a review of a 18 November incident in and around the centre building. Howard reviewed existing room hiring procedures and suggested that (a)

it would be unfair to blankly ban birthday parties for 18 year olds and (b) we may want to limit parties for 18-year olds to residents. A sign in was also suggested.

9. **Vacancies:** It was noted that the vacancies for Treasurer and Secretary remain open and it was decided that we should have an open house in January.
10. **Loddon Valley Link:** It was agreed that suggestions for articles would be sent to Howard.
11. **Adjournment:** The meeting was then adjourned.

Approved and signed by



Chairman
Sherfield Park Community Association

On:

30 Nov 2017