



**Sherfield Park Community Association (SPCA)**  
**Minutes of the Association Meeting**  
**Held at Sherfield Park Community Centre on 29th January 2018 at 7.30pm**

**PRESENT**

Steve Levin (SL)  
 Audrey Gordon (AG)  
 Howard Perkins (HP)  
 Louise Grainger (LG)  
 Sarah Morgan (SM)  
 Margaret Elliott (MIN) (ME)

**APOLOGIES**


NONE

<b>Item 1.</b>	<b><u>Welcome</u></b>	<b><u>ACTION</u></b>
	The Chairman welcomed everyone and noted that the committee was a quorate. The meeting opened at 1930 hours. Apologies were accepted as above.	
<b>2.</b>	<b><u>Introductions</u></b> N/A	
<b>3.</b>	<b><u>Declarations of Interest</u></b> N/A	
<b>4.</b>	<b><u>Review and accept Minutes 27<sup>th</sup> November 2017</u></b> The minutes were reviewed and accepted. (SM/AG)	
<b>5.</b>	<b><u>Public Participation</u></b> N/A	
<b>6.</b>	<b><u>To receive Matters arising</u></b> Steve to discuss with Manager (Candice) re 18/11 incident. Emergency number should be called initially to report problem. Responsible person to take care of drink distribution. Also to discuss our procedures with respect to renting rooms for parties. The discussions are to be based on Howard's email on this subject. The results to be in the form of recommendations to the trustees for our next meeting.	<b><u>SL</u></b>

<p>7.</p>	<p><b><u>Chairman's Report</u></b></p> <p>Steve summarised the 2016-2017 financials.</p> <p>Steve emphasised the importance of more clearly stating areas of responsibility.</p> <p><b>Monthly Finance Report.</b> – Steve to distribute to the trustees the spreadsheets prepared by our bookkeeper summarising last year's finances.</p> <p><b>Sarah</b> to co-ordinate trustees comments on the spreadsheets and report back to the trustees by the next meeting.</p> <p><b>Steve</b> to review our constitution to see what issues there may be with respect to our Area of Benefit and report to trustees at the next meeting.</p>	<p><u>SL</u></p> <p><u>SM</u></p> <p><u>SL</u></p> <p><u>SL</u></p>
<p>8.</p>	<p><b>Steve</b> to contact Tom Rossiter again and to copy trustees on his response.</p> <p><b><u>To receive the Manager's Monthly Report</u></b></p> <p>Louise to discuss the NHS Health Visitor with Candice. Louise to say we agree that we agreed that we would support Health Visitor and Louise is to report to the trustees with a recommendation about how we might best do that.</p> <p>Louise to speak to Candice to determine if we are tied into the one vendor who gave us the quote.</p> <p>If we are not tied to this one vendor Audrey will reach out to local plumbers to do the work at a more reasonable price.</p> <p>Louise to ask Candice to go ahead with the extractor fan work.</p> <p>Sarah and Louise to present HML Andertons bill to Kerminder for him to pay. <b>NOTE</b> he is to pay the monies to us not directly to HML Andertons.</p> <p>Louise to ask Candice for the identity of the individual who hit the bollard with her car.</p> <p>Sarah to ask HML Andertons how much it cost to repair the the bollard that was hit by that car.</p>	<p><u>LG</u></p> <p><u>LG</u></p> <p><u>AG</u></p> <p><u>LG</u></p> <p><u>SM/LG</u></p> <p><u>LG</u></p> <p><u>SM</u></p>
<p>9.</p>	<p><b><u>Any other Business</u></b></p> <p>It was suggested that we have our own display cabinet near the bus stop, in which we can display our events etc.,</p>	

10	<p><b><u>The Shop</u></b></p> <p>Legal issues. – Steve to distribute most recent draft lease to Sarah &amp; Louise</p> <p>Bollards - Cost of repair. Sarah to ask HMLAndertons to ask how much the bollard would cost to repair?</p> <p>The Formal Opening was mentioned, but no date has been set.</p> <p>We discussed the need to agree on on-going responsibilities regarding the shop. We agreed that for at least the near term, Steve would be responsible for the lease and interaction with our tenant and that Sarah would be responsible for our relationship with HML Andertons.</p>	<p><b><u>SL</u></b></p> <p><b><u>SM</u></b></p>
11	<p><b><u>DECISIONS</u></b></p> <p>We decided that we want Lamb Brooks bill to go directly to Croudace.</p> <p>We decided to co-opt Carl Lesh as a trustee.</p> <p>We decided to co-opt Margaret Elliot as a trustee.</p> <p>We decided to go ahead with the joint Annual Meeting/Open House on 16<sup>th</sup> March. HP to coordinate.</p> <p>We decided to assign the action items listed above.</p>	

Accepted into record

Signature of Chairman...  ..... Dated... 28 MARCH 2018 .....

Signed Original to Sec for filing

Photocopy of signed original to Community Centre manager for Notice Board