



Minutes of SPCA Meeting held at 7.30PM on Tuesday 31st March 2026 in the Parish Council Offices

1. **Welcome / Apologies:** The meeting was called to order by Audrey Gordon at 7.30PM.

Trustees in Attendance: Rosalind Guy, Audrey Gordon, Sarah Morgan, Ian Pegram, Matt Reeves, Davina Kimber, Lesley Phoenix.

Trustees Apologies: Kevin Ritson, Mick Cooper, Mark Gardner.

Members of the public in attendance: Fiona Jewson, Linda Alley

Other : Louise Grainger (Centre Manager)

2. **Introductions:** None required

3. **Appointment of New Trustees:** AG introduced Fiona and Linda and proposed their appointment. MR explained the responsibilities of a Trustee and the licencing course requirement. Welcomed and accepted by all.

4. **To receive declarations of interest:** None

5. **Review and accept minutes of last meeting (and matters arising):**

Minutes were proposed by MR, seconded by RG and accepted by all.

6. **Public Participation:**

None

7. **Chairperson's report:**

Please see attached.

Kitchen refurbishment completed. Successful Afternoon Tea Event - £250 profit made. AG thanked Fiona, Linda, Sarah and Louise for their help.

AG reminded Trustees to please respond either way to any requests for help on Whats App or e-mail.

AG asked for thoughts on our £250 annual membership to Destination Basingstoke & Community (DBAC). After a discussion decision was made to keep for a further year and evaluate.

8. Procurement Policy: Discussion on Draft Policy. Thoughts to decrease number of Trustees authorisations on the lower amounts. Suggested over £500, 1 Trustee; £1,000 to £9,999, 3 Trustees; over £10,000 to remain all Trustees.

9. Finance Report:

On going issue with HML – MG will be talking with them on behalf of SPCA to resolve.

10. Manager’s Report:

Please see attached

Sherfest: First sponsorship secured, Photographer, 3 bands and 4 food outlets booked. Fiona will run the tea, coffee and cake stall.

New Classes commenced: Bloom Baby.

Café: Time changed to 12.30 – 2.30 to accommodate use of kitchen.

Well Being: Cheryl Vartannes has joined as part time well being assistant.

11. Grant Funding Feedback:

£250 received from Round Table towards the warm space / coffee lounge.

12. Community Resilience Events Feedback:

SPCA would be used in the event of an emergency. Emergency Grab Bags for resilience planning were discussed. RG to supply slides.

13. Agree Date of Next Meeting:

Tuesday 28th April 2026, at 7.30pm in the Parish Council Offices

Approved and signed by

.....*Audrey Gordon*.....

On: 28.4.2026

Audrey Gordon
Chair, Sherfield Park Community Association