



Minutes of SPCA Meeting held at 7.30PM on Tuesday 4th November 2025 in the Parish Council Office

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

Trustees in Attendance: Davina Kimber, Sarah Morgan, Mick Cooper, Audrey Gordon, Matt Reeves, Sally Palmer, Ian Pegram, Lesley Phoenix, Kevin Ritson, Mark Gardner.

Trustees Apologies: Rosalind Guy, Reshmi Sarkar, Mick Cooper Mark Gardner.

Members of the public in attendance: None

Other : Louise Grainger (Centre Manager),
Sarah Bicknell (Centre Assistant Manager)

2. **Introductions:** None required.

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

4. **Review and accept minutes of last meeting:**

Procurement Process: It was agreed to add an appendix to the Finance Policy rather than issue a separate Procurement Policy. Lesley and Mick to work on this for the January Meeting.

Out of Hours Alarm: Discussed, and concluded not an immediate need to change process.

Main Hall refurbishment: Quotes finalised, booked for Tues 6th January 2026 – Sun 11th January 2026. This being the least disruptive date.

Minutes were proposed by Matt Reeves, seconded by Kevin Ritson and accepted by all.

5. **Public Participation:**

None

6. Chairperson's report:

Please see attached.

Hampshire Renovations have been selected for the kitchen refurbishment. Vince (Caretaker) will Project Manage on a day-to-day basis. Mark Gardener agreed to visit each day. Lead times for delivery are still to be confirmed by Hampshire Renovations and Howdens.

Sub Committee to meet on Thursday 6th November (SP, LG, KR, MG)

Being Trustees Week, BVA (Basingstoke Voluntary Association) are running sessions which are free to join. Davina Kimber attended the "Understanding Trustees Roles and Responsibilities" session, and will circulate the presentation to the Trustees.

Nisa Car Park repair was abandoned by HML's contractors due to the scope of job. MG and LG will arrange a conference call with HML to arrange completion with another contractor.

7. Manager's Report

Please see attached.

Louise advised of new bookings - Catalyst group, and a circuit training boot camp.

Friday 5th Dec – over 55's Xmas Meal

Main Hall Fire door replacement – this is made to measure and has an 11-week lead time.

TV Crew to cover the wellbeing seated yoga.

8. Finance Report:

Please see attached.

MG shared slides of an Income and Costs Overview for 2024/2025 and a summary for 2025/2026 generated from Sarah M's data.

9. Project & Wishlist Funding

See Chairman's Reportwaterark

10. AOB

Matt shared the Alcohol Policy; the following thoughts were discussed.

Refusal book to be introduced.

Steward required at each event.

Review the current premises licence form for hirers.

Permanent "Leave Quietly" signs to be installed.

Matt advised enhanced DBS checks were required for all staff, currently we have standard. Louise will speak with the BVA and send links out by year end.

Alcohol Licence 1 x hour online course – Audrey proposed that we adopt this and complete the training by the end of the year.

Audrey suggested that Fund Raising was added as an item on the agenda, and reminded all to keep looking out for potential grants.

11. Agree Date of Next Meeting:

Monday 12th January 2026,
7.30pm
at Sherfield Park Community Centre

12. Approved and signed by

Audrey Gordon

On: 12th January 2026

Audrey Gordon
Chair, Sherfield Park Community Association