



Minutes of SPCA Meeting held at 7.30PM on Tuesday 29th July 2025 at Sherfield Park Community Centre

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

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

Trustees Apologies : Lesley Phoenix, Mick Cooper, Reshmi Sarkar.

Members of the public in attendance: Jenny Vaux.

Apologies Centre Manager: Louise Grainger

2. **Introductions:** None required.

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

4. **Review and accept minutes of last meeting:**
SM proposed, MG seconded, and accepted by all.

5. **Public Participation:**
None

6. **Chairperson's report:**
Please see attached

7. **Finance Report:**
SM reported that, further to a review of the recent National Insurance costs impact, there has been an increase by 8.5%. This will need to be considered for next years budget.

8. Sherfest Review

Pre-printed Raffle tickets worked well, print and sell earlier next year.

Raffle prizes to be canvassed a month beforehand.

Suggested for next year, more promotion of the Raffle during the event, various draws between bands and ensuring donators are promoted.

Trustees set up to look after individual areas worked well.

There were less volunteers this year, suggested looking at a volunteer co-ordinator role for Sherfest for covering extra shifts.

Potentially approaching Lions/Rotary organisations for assistance.

Lanyards suggested for Volunteers and Trustees to clearly distinguish to the public.

Suggested a Volunteer & Trustee briefing the Friday evening prior.

Successful day, the musicians have requested to come back and all food stall holders sold out.

Look at potential DJ options for next year between bands to create a better sound on the field. MG suggested back up speakers to distribute music more around the field.

The refrigerated van was a big help, and worth the investment.

BBQ was only viable with assistance from the hirer. Look at a better communication system with runners to keep stocked up.

More "walkie talkies" may help.

Consider having separate food and drinks vouchers for the performers to hand over in order to track stock.

Info desk to be used as "cash back" for bungee etc.

Sherfest has become bigger over the years, trustees to work closer with LG & SB on how best to support with the preparations.

Canvass residents for feedback and what they would like for next year.

9. Alcohol Licence

MR brought to the Trustees attention the Alcohol Licencing requirement of a Designated Premises Supervisor (DPS). For community buildings DPS responsibility falls on the management committee, and requiring

- An Alcohol Policy
- Fire Agreement
- Training Records
- An Incident/Refusal Book

Courses for DPS responsibilities are available on line or in person instruction. Insurance cover for Trustees to be checked with this responsibility in mind. Action: MR to look at putting together an Alcohol Policy.

10. Grant Reviews

Wellbeing Grant - £10K received

Candidates approached with regards to the Wellbeing administration.

Various introductory women's only sessions in place including, Singing, Yoga & Pilates.

Men's sessions are being looked into, potential cooking & talking groups.

Suggested to investigate the Alton Mens Talking Group, and contact the charity.

Community Infrastructure Fund (CIF) – Grant application submitted, will be advised by 18th August 2025.

Chineham Tigers have separately applied to the Hampshire FA for review of drainage. Noted that we need to work more collaboratively for future planning.

Add our "wish list" to the next Agenda.

11. AOB

None

12. Agree Date of Next Meeting: Tuesday 26th August 2025, 7.30pm at SPCA

Approved and signed by

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

On: 26.8.2025

Audrey Gordon
Chair, Sherfield Park Community Association