



## Minutes of SPCA Trustees Meeting held at 8 PM on Wednesday 27<sup>TH</sup> October 2021 at the Sherfield park Community Centre

1. **Welcome / Apologies, Introductions:** The meeting was called to order by Carl Lesh at 8 PM.  
**Trustees in Attendance:** Carl Lesh, Audrey Gordon, Sarah Morgan, Ian Pegram and Sue Yearsley  
**Members of the public in attendance:** Linda Gosby  
**Centre Assistant Manager** Sarah Bicknell  
Claire Walker sent apologies
2. **Introductions:** None
3. **To receive declarations of interest:** Louise pointed out that as a member of Four Lanes School PTA she has an interest in the discussion regarding the Christmas event.
4. **Review and accept minutes of our last meeting:** Reviewed and accepted
5. **Public Participation:** None
6. **To receive matters arising from previous meetings not covered elsewhere on the agenda:** None
7. **Managers monthly report:** Please refer to Louise's centre report for October 2021.  
Regarding possible opportunity to link with Four Lanes School for Christmas event on 4<sup>th</sup> December, all trustees agreed that Louise should put this to the PTA. Carl noted that he had already discussed this with Claire Walker and that she was also in agreement.
8. **Finance Report:**  
Please refer to Sarah M's spreadsheets for Yearly Cash Flow and September 2021 reconciliation.  
Sarah pointed out that the accounts are almost ready for the accountant. The list of assets still needs some work - she has listed assets with a value of £200 or more and these will be numbered and linked to the relevant financial year. As previously discussed, £1,000 is being transferred each month to the maintenance account. We had huge maintenance costs in September but these were balanced by a healthy level of room hire.

Sarah has been speaking to Chloe, who is our new contact at HML, regarding the damage to fence, curb and block paving in the car parks. The issue of who exactly is responsible for these costs and the relevant detail in the leases needs to be examined.

Linda Gosby, who has legal experience, was asked for her opinion and she confirmed that investigation of the leases is necessary, and that we might check the planning office for Croudace's specifications for the car parks.

9. **Health & Safety:** This is covered in the Manager's report.
10. **Website update:** The new website is now live and Carl has trained Louise, Ian and Sarah Bicknell in how to update it. Google analytics still needs to be linked in. The issue of spam via the contact form was discussed, and it was suggested that a Captcha could be added to avoid automated spam.
11. **AOB:** Covid-19 measures for the Christmas event were brought up, and it was noted that ventilation and the use of masks would be carefully monitored.
12. **Next meeting:** The next regular meeting will be on 24<sup>th</sup> November.

Approved and signed by



Carl Lesh  
Chairman  
Sherfield Park Community Association

On: 30<sup>th</sup> November 2021

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