



Minutes of SPCA Trustees Meeting held at 8 PM on Wednesday 28TH July 2021 via zoom.

1. **Welcome / Apologies, Introductions:** The meeting was called to order by Claire Walker at 8 PM.
Trustees in Attendance: Claire Walker, Audrey Gordon, Sarah Morgan, Ian Pegram and Sue Yearsley.
Centre Manager Louise Grainger
Carl Lesh and Sarah Bicknell sent their apologies
2. **Introductions:** None
3. **To receive declarations of interest:** None
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:**
There are still issues with the lease which Louise will follow up with the legal dept at Basingstoke & Deane. Linda Gosby, who has a legal background, has offered to advise, so we will ask if she is happy to have her contact details shared with Claire.
7. **Managers monthly report:**
Please refer to Louise's centre report for July 2021.
In addition, all voted to go ahead with the Main Hall floor maintenance, but to delay until February 2022.
Also, all were in agreement to go ahead with the Fire Skills training and updating of the risk assessment.
A flower arranging evening has been planned for Friday 6th August, to be led by Audrey.
8. **Finance Report:**
Please refer to Sarah M's spreadsheets for yearly cash flow, and figures for May and June 2021. Sarah will again try to arrange a separate Barclays account for maintenance. The Charity Commission has now been updated with our financial accounts.

9. **Health & Safety:** There have been no issues except that there is a section of uneven block paving outside the shop which will have to be referred to HTML Anderton.
10. **Trading Arms:** We will set up a separate meeting to discuss this.
11. **Roadmap to re-opening:** We will continue to review this in line with Government announcements. Other than increasing room capacity we have not made any other changes in our Covid measures. There is a childrens party booked for the weekend, and they have been asked to supply a list of the adult guests, and to keep the main door locked during the party.
12. **AOB:** We were reminded that the Parish Council do not meet in August. The issue of the website is still outstanding, so Louise will enquire about Carl's contact, and Audrey will find out who worked on the Parish Council website. The Over 55's are planning to have an outing and will be hoping for a contribution from the Parish Council.
13. **Next meetings:** The next regular meeting will be on 29th September.

Approved and signed by

A handwritten signature in black ink, appearing to read 'Carl Lesh', written over a horizontal dotted line.

On: 29th September 2021

Carl Lesh
Chairman
Sherfield Park Community Association