



Minutes of SPCA Trustees Meeting held at 8 PM on Wednesday 29TH September 2021 via Zoom.

1. **Welcome / Apologies, Introductions:** The meeting was called to order by Carl Lesh at 8 PM.
Trustees in Attendance: Carl Lesh, Claire Walker, Audrey Gordon, Sarah Morgan and Sue Yearsley
Members of the public in attendance: Jenny Vaux and Stephen Levin
Centre Assistant Manager Sarah Bicknell
Louise Grainger & Ian Pegram sent apologies as they are providing cover for the Youth Club.
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:** Stephen Levin & Jenny Vaux
Stephen thanked the Community Centre for their support of the Over-55's group. He also asked for an update regarding problems in the parking area of the shop. Sarah Morgan explained that she has contacted HML with photos of the damage, which includes parts of the fencing, block paving and the entrance to the parking area. Our new contact, Chloe Watson has not yet responded so Sarah is continuing to chase this up.
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 September 2021.
8. **Finance Report:**
Please refer to Sarah M's spreadsheets for Yearly Cash Flow and July and August 2021 reconciliations. Sarah explained that the deficit in July was partly caused by the purchase and installation of a new cooker and dishwasher, to replace the broken appliances and significant maintenance bills (partition wall, lock and boiler) In August we had to pay the Zurich insurance premium for the year, where this had previously been a monthly payment. We also paid the annual premises licence which was £180. However, we are still in a good position financially.

Sarah reminded us that there is still a designated grant from the Co-Op which has not been spent since it is for soft furnishings for the foyer. We have delayed making these purchases because the Covid-19 situation has made the use of soft furnishings impractical.

Sarah has now spoken with Barclays who have agreed to set up a separate account for our maintenance budget. This will be set up with a £10,000 transfer, to be followed by monthly transfers. A credit card was also discussed with Barclays, as this would give us some protection for purchases made. The trustees all agreed that we should go ahead with a credit card application.

Audrey asked if this would be set up with 2 to sign. Sarah said that this would not be possible but low limits can be set as protection.

The Charity Commission has now been updated to show that the old charity has now been closed.

9. **Health & Safety:** This is covered in the Manager's report.

10. **Trading Arm:** This has been discussed at length, taking on board the remarks made by the trainers on the Trading Arm course that some of the trustees attended early in the year. It was suggested that income from the shop would require a separate trading arm to be set up. We do not believe that it is necessary since our only income from the shop is for hire of the premises. Indeed, the Charity Commission Guidance (Trustees trading and Tax: how charities may lawfully trade) states in section 3.1. that 'the letting of land and buildings where no services are provided to the user' is not generally regarded as 'trading'. However, in order to make sure that we have made and fully documented the right decision we are now consulting with a solicitor with relevant expertise in the area.

11. **AOB:**

Carl explained that the new website is now ready to go live. There are still some items to add, and the centre timetable needs updating. This can be done once the website is live, but before it is announced to the public. Carl will carry out some training on updating the website prior to our next meeting.

12. **Next meeting:** The next regular meeting will be on 27th October.

Approved and signed by



On:

Carl Lesh
Chairman
Sherfield Park Community Association

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