




Minutes of SPCA Trustees Meeting held at 8 PM on Wednesday 24TH November 2021 at the Sherfield park Community Centre

1. **Welcome / Apologies, Introductions:** The meeting was called to order by Audrey Gordon at 8 PM.
Trustees in Attendance: Audrey Gordon, Sarah Morgan, Ian Pegram and Sue Yearsley
Members of the public in attendance: None
Centre Assistant Manager Sarah Bicknell
Carl Lesh and Claire Walker sent 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:** None
7. **Managers monthly report:** Please refer to Louise's centre report for November 2021. It was noted that we are still awaiting quotes and clarification on liability for the carpark fencing and paving as well as the shop block paving, kerb and fencing.
8. **Finance Report:**
Accounts have been submitted to the examiner. Sarah noted that October's negative figure reflected the fact that rent from both the shop and D&D came under September. The nursery re-payments continue. From now onwards the cleaning element of Vince's pay will be classified as cleaning services, and only the caretaking element of his pay will be included in employment costs.
9. **Health & Safety:** This is covered in the Manager's report.
10. **AOB:** Audrey noted that she has received an email from Zurich insurance with an event guide covering Covid considerations, and stating that if 500 or more people attend an event then we should let them know. We will bear this in mind, but it is thought likely that although we may have 500 people

attending our largest events, that would be spread out over the day and would not be that high at any specific moment in time.

11. **Next meeting:** The next regular meeting will be on 20th January.

Approved and signed by



Carl Lesh
Chairman
Sherfield Park Community Association

On:

Deleted: ¶