

Sedgefield Arts, Recreation and Community Association

**Minutes of the CIO members and Board meeting held on the 19th April 2018 at 7.45 pm
in Ceddesfeld Hall**

Present: -

Chair	Wendy Gill (WG)
Vice Chair	Pat Buckley-Atkins (PB)
Secretary	John Robinson(J R)
Treasurer	Dudley Waters (DW)
Membership	Jean Easson (JE)
House Manager	Nancy Wells (NW)
Lettings	David Gill (DG)
Promoting SCA	Sarah Guest (SG)

Trustees: Ian Sutherland (IS), Tony Guest (TG), Jill Neasham (JN).

Non-Voting Co-opted: - Allan Blakemore

Apologies: - Phil Broomhead, Rodger Easson, Maxine Robinson.

There were no declarations of interests noted.

Minute	Discussion / Decision	Prop	2 nd	Action By
1.00	Minutes of Board of Trustees meeting held March 2018 Minutes agreed on a proposal by TG and seconded NW, with the correction of the solicitor is Martin Levison and the fine £200.			
2.00	Matters arising: - a. WG advised she had contacted the solicitors when they HMRC reminder letter arrived and the fine payment had been forwarded by them. b. PBA advised she had followed up the roof inspection. The assessor stated there were minor repairs needed which he could undertake at a cost of £1000. He will undertake these repairs over the coming weeks. This was agreed. The felt is as a potential issue for the future. PBA had spoken to the Surveyor and he is able to prepare an in depth report on the state of the roof and roof space including recommendations for taking the project forward including timescales. This would cost £500 to undertake. PBA proposed DW seconded the survey price be accepted and the report commissioned. c. PBA advised there are 45 guests attending the St. George's Dinner on the 21 st . d. AB reported on the current situation regarding the Snow party and provision of an ice rink. It will cost £2150 and to be funded from County Councillors Neighbourhood Budgets. It will be erected on site the Friday. He will chase			

	up situation regarding insurance and provide and in-depth update for the May meeting.			
3.00	<p>Officer Reports: -</p> <p>Chairman: WG reported on the Easter Picnic event and the problems with the inclement weather. It did however go ahead, and the Mediaeval Fayre Queen is Sophie Green.</p> <p>Treasurer: - DW advised all Section accounts are due to be submitted by 1st May. He brought members up to date in regard to the lift. Zurich Insurance Company had inspected the lift. He is dealing with the problem with the macerator in the disabled toilet.</p> <p>House Manager; no issues to raise</p> <p>Lettings: DG advised a total of £13125.90 had been taken over the last Board year in lettings. All members wished to thank him for the sterling work undertaken.</p> <p>Membership: JE reported 621 members renewed and a sum of £3879 taken.</p> <p>Secretary: he advised the process for the Annual General meeting has begun. He also advised a card of condolence had ben sent to the family of Peter Hannant (former electrician to SCA) who had recently died.</p> <p>Promoting SCA: SG reported that the normal article has been sent to Sedgefield News. She gave an update on arrangements for the Book Fayre events. Sedgefield Day is also progressing well. £500 for JR/DB MIF plus £499 from DCC has been secured for Book Festival events.</p>			
4.0	<p>Mediaeval Fayre: Committee members gave an update on the organisation of the Fayre. Raffle tickets have gone out to members shortly. ALL assistance in collections and on the day would be welcome. Co-op have agreed to sponsor the tug of war. £500 has been secured from JR/DB MIF for the parade</p>			
5.00	<p>Policy Adoption:</p> <p>PBA advised she is currently reviewing the Safeguarding Policy and JR the GDPR. PBA advised that 7 Polices have been reviewed. WG advised she has signed off 4 and remaining 3 to be signed off shortly. PBA advised the June Policy meeting will address reviewing the Risk Plan and register for both the building and Association in general.</p>			
6.00	<p>SCA Booklet</p> <p>PBA advised she has almost completed the work and is awaiting some artwork, but it is shortly to go to printers. It was agreed not only to have copies available in the hall, at the fayre but also to go to Estate Agents and the new houses as they come on stream. JR advised the County Councillors are</p>			

	undertaking a similar approach and there may be funding available. PBA/JR to take forward.			
7.00	CCTV WG advised 2 cameras are not working. It was unanimously agreed the CCTV is necessary especially for the safety of the Bar Staff. DW will contact the company that installed them to replace/repair and to provide training for Bar Staff/Committee members on using them.			
8.00	Gazebos SG advised she had been approached by the Cricket Club requesting to use the gazebos 20 th May for a charity event. Members agreed to them being loaned to the cricket club for no fee as it is as charity event but to ask them to come and assist at the end of the fayre in taking Gazebos down. TG agreed to draw up a draft hire/booking form and circulate to members for approval at the next meeting.			
9.00	Sedgefield Plan WG presented the meeting with a letter she had received from the Town Council advising they had begun the public consultation stage on the plan. SG/TG gave a brief update on the plan. WG agreed to circulate the internet link to the plan for members to look at and for the item to be added to the May Agenda. JR to write to Town Council advising we will respond to the consultation but it will be 2 days after closing date.			
10.00	Toilets WG/DG expressed concern regarding the smell of the gentlemen's toilet and the functioning of the flusher system. DW agreed to raise the issue with Andy Lowe and suggest the flushing mechanism be altered.			
11.00	Exempt Information JR proposed PBA seconded following be debated under exempt information rules. This was agreed a. Cleaners: - it was agreed to accept Happy Hands as the new cleaning company. An upfront payment to be made, amount to be agreed by DW. b.3 quotes were received for the provision of the new Cooker head, it was agreed to accept Oven Cleaner quote of £220 plus VAT. c. Both quote details to be recorded in Tender register.			
8.00	Date of forthcoming meetings: Fayre/Policy 30th April 8pm Board 24th May 2018 7.45pm			