

Sedgefield Arts, Recreation and Community Association

Minutes of the CIO members and Board meeting held on the 15th March 2018 at 7.45 pm in Ceddesfeld Hall

Present: -

Chair	
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	
Promoting SCA	Sarah Guest (SG)

Trustees: - Rodger Easson (RE), Phil Broomhead (PB), Maxine Robinson (MR), Tony Guest (TG).

Apologies: - Wendy Gill, David Gill, Jill Neasham, Ian Sutherland, Allan Blakemore.

There were no declarations of interests noted.

Minute	Discussion / Decision	Prop	2 nd	Action By
1.00	<p>Minutes of Board of Trustees meeting held 15th February 2018 Minutes agreed on a proposal by P. Broomhead and seconded R. Easson, with the correction of the date.</p>			
2.00	<p>Matters arising: -</p> <p>a. P. Broomhead gave an update on the lease negotiations. Martin Levison solicitors had advised that due to delays there would be a £200 penalty for late submission to Land Registry. This had now been paid. This has been due to delays by STC solicitors. Durham Community Action have asked to use the Lease mediation as a case study undertaken by them. Approval given</p> <p>b. D.Waters advised Barclays have said they will supply special envelopes so we can deposit funds visa post office once branch closes.</p>			
3.00	<p>Officer Reports: -</p> <p>Chairman, no report</p> <p>Treasurer: - The Annual Lift maintenance had been undertaken.</p> <p>House Manager; she asked if a notice could be laminated advising users to take care with hot cupboard. Secretary agreed to do same.</p> <p>Lettings: No report</p> <p>Promoting SCA: Sarah Guest advised the article for the Sedgefield News has been sent as usual. Website being kept up</p>			

	<p>to date. She is also to send her quarterly letter to Sections. Maxine Robinson suggested a booklet on SCA and its Sections be printed and sent to the new houses as they are built. To be discussed at April meeting.</p> <p>Membership: 549 members renewed to date.</p>			
4.0	<p>Mediaeval Fayre: Committee members gave an update on the organisation of the Fayre. Raffle tickets to go out to members shortly. ALL assistance in collections and on the day would be welcome.</p>			
5.00	<p>Policy Adoption:</p> <p>Pat Buckley-Atkins gave an up date on Policies being prepared. She is looking at combining both Adult and Children Safeguarding Policy as one. John Robinson is working on a GDPR draft Policy for the May meeting. Members agreed that all their e-mails may be used to enable minutes to be circulated via a closed group. All other communications across SCA will be via bcc and closed group only. A discussion on CCTV to take place in April.</p> <p>Pat Buckley-Atkins presented the recent PAT Report (copy on file). Actions taken by Policy group agreed and endorsed.</p>			
6.00	<p>Forthcoming events</p> <p>It was agreed by the Board that all SCA events be agreed by the Board as they come under SCA insurance. It was agreed that all events be promoted/publicised and a leaflet combining all be drawn up.</p> <p>2nd April Easter event 21st April will be St. Georges Dinner 23rd June Sedgefield Day 7/8th July Beer Festival 7/8th September Folk Festival October Book Festival 13th October Captain Cook Dinner 1st December Craft Fair/Teas in Ceddesfeld for Snow party.</p> <p>Members expressed concern in regard to the STC proposal to have an ice rink in the car park. Members have not been formally approached by STC to hold the event. Members were concerned over insurance, will STC take/carry all liability. Matter to be left in abeyance until STC formally approach SCA.</p>			
7.00	<p>Correspondence</p> <p>St. Edmunds Church Christmas Tree festival, SCA have booked a tree to decorate.</p>			
8.00	<p>Roof/Attic Space</p>			

	Pat Buckley-Atkins advised members of her concerns regarding potential leaking in the roof. Several members had expressed concern to her. She had found a surveyor who would assess the situation costs, Roof Inspection £320 and £500 survey fees. Both with VAT on top. Members agreed she proceed and try to reduce fees/costs. She agreed to report back to the April meeting.			
9.00	Member sharing No additional items were raised.			
10.00	Date of next meeting: Mediaeval Fayre 5 th April SCA Board 19 th April 2018 7.45pm			