

Sedgefield Arts, Recreation and Community Association

Minutes of the CIO members and Board meeting held on the 18th January 2018 at 7.45 pm in Ceddesfeld Hall

Present: - Chair Wendy Gill (WG), Vice Chair Pat Buckley-Atkins (PB) Treasurer Dudley Waters (DW) Secretary John Robinson (JR) Membership Jean Easson (JE), House Manager Nancy Wells (NW), Lettings David Gill (DG)

Trustees: - Jill Neasham (JN), Ian Sutherland (IS), Rodger Easson (RE),

Co-opted Observers without voting powers: - Alan Blakemore (AB), Phil Broomhead (PB)

Apologies: -, Maxine Robinson (MR), Tony Guest, (TG), Sarah Guest (SG)

There were no declarations of interests noted.

Minute	Discussion / Decision	Action By
1.00/18	Minutes of Board of Trustees meeting held 14th December 2017 Minutes agreed on a proposal by Ian Sutherland and seconded R. Easson	
2.00/18	Matters arising: - <ul style="list-style-type: none"> a. no progress regarding the guttering b. web site now needs minutes of all meetings loading onto it. It was agreed once minutes approved then they will go onto site. Board to redact any commercially sensitive/personal information prior to publication however. c. Rodger and Jean Easson were thanked by the Chairman for the sterling work undertaken in cleaning the cooker and extractor fan. It was agreed Rodger employ a commercial company to finish the work. Dudley Waters agreed to supply a list of contractors. d. Wendy Gill has replied to Environmental Health regarding their recent report e. Rodger Easson has disposed of the small steps from the kitchen and they have been replaced. 	
3.00/18	Officer Reports: - <p>Chairman, she wished to thank everyone who assisted in the successful Cheese and Wine earlier in January. She had written to the member whose behaviour had been raised at the last meeting advising both their behaviour and language needs to improve. She also advised on an episode of mice in the building this has however been dealt with. She is exploring re-applying for hallmark 2 and would be arranging a meeting with Durham Community Action.</p> <p>Secretary, he wished to thank the Board for the flowers recently sent to his wife during her illness. He also reported that he has had formal notification from the Pension Regulator that as we now no longer have any employees we no longer need to register.</p> <p>Treasurer: - he wished to advise members that due to the current low interest rates with institutions this year's interest on Association funds has dramatically reduced.</p> <p>House Manager; Members discussed the need for an Asset Register to be established, and it was agreed to place this matter on the march policy committee agenda. Pat Buckley-Atkins raised the issue of PAT testing equipment. Members agreed to look for a suitably qualified electrician and advise Dudley of same, so he may then arrange for relevant equipment to be tested. The issue regarding plumbing/ladies toilet is being dealt with.</p> <p>Lettings: David advised £10280.18 to date. Wendy reported on new activities/groups coming to the Centre including Tiny Talk on Thursday mornings, Education Health Team on a regular basis covering 2 English, 2 Maths and 1 Science session on a regular basis.</p> <p>Promoting SCA: 17th February 2018 will be an open microphone event, Sarah Guest and Norma Neal are organising along Durham CC events for the Book festival. One will be linked to the Beatles/Lennon and McCartney and Liverpool Poets. John Robinson offered to sponsor the event via DCC funding. Autumn Dinner will be held on 13th October and Sedgefield Day 23rd June.</p>	

	<p>Membership: 124 Senior, 104 Adults and 75 Junior membership renewals to date. It was agreed to place membership by Standing order on the February Board Agenda.</p>	
4.0/18	<p>Mediaeval Fayre: Committee members gave an update on the organisation of the Fayre. Reference was made to Sarah meeting with the manager of Pickled Parson to discuss any support/input they may give on the day.</p>	
5.00/18	<p>Policy Adoption: On a proposal by Pat Buckley-Atkins seconded by John Robinson the following Policies were agreed and signed off by the Chairman Wendy Gill with a renewal date of 1st March 2019, Health and Safety Equal Opportunities Control of Accounts/Record Keeping Lone Worker Policy. A central Policy File is to be kept by the Company Secretary and to be made available for inspection by both members and the general public. It was agreed the Policy Committee at its March meeting consider a combined Children and Adult Safeguarding Policy. Members were asked to submit any draft policies of this nature to the secretary prior to the meeting to allow for them to be distributed to relevant policy committee members.</p>	
6.00/18	<p>Office Storage Wendy Gill and Pat Buckley-Atkins advised members they had recently cleaned out the office and removed none SCA items. It was agreed by the Committee that this is an office for the Board/Association and not for general storage and therefore its usage is to be restricted. It was agreed a new filing cabinet be purchased. Wendy Gill advised the Playgroup had removed most of their equipment, but it was raised by members the former Round Table still had equipment in the attic. Jean Easson asked if her Craft Group could have storage in the office or any of the rooms on the first floor. It was agreed all sections be encouraged to use the attics for storage.</p>	
7.00/18	<p>Correspondence A member of the Association who wished to remain anonymous had undertaken an FOI request to the Sedgfield Town Council regarding the cost of their Legal Fees in respect of renewing the SCA lease of Ceddesfeld. They had been advised that Sedgfield Town Council had a cost of £3180 including VAT. The Council advised they did not record the cost of officer time, and that no costs had been incurred regarding mediation. The FOI finishes by advising the member 'I am pleased to conclude that the lease between the Town Council and the Community Association for Ceddesfeld is now finalised'.</p>	
8.00/18	<p>Affiliation NIB; Ian Sutherland advised members SIB had considered the possibility of them Affiliating to SCA as a group as opposed to becoming a Section due to their financial arrangements with the Town Council. A general discussion took place and Ian Sutherland agreed to report back to NIB advising them of the positive response given by the Board.</p>	
9.00/18	<p>Tots fayre: John Robinson advise members he wished to try a fundraising event involving a fayre selling used/new children's clothes/items and encouraging young families to be involved. Also a swap shop type event for school uniforms. It would be similar to events organised by children's charity groups. Members agreed to the trial event but post Mediaeval Fayre.</p>	
10.00/18	<p>Date of next meeting: Mediaeval Fayre 2nd February 2018 8pm SCA Board 15th February 2018 7.45pm Members Forum to be confirmed</p>	