

GSCA CIO Meeting Minutes

7pm, Thursday 4th June 2026

Meeting at Community Room, Village Hall, Guilden Sutton

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Attendance

Phil Lathaen (PL) - Chair
Sarah Connolly (SC) - Treasurer
Samantha Wareham (SW) - Secretary
Michelle Lloyd-Kerfoot (MLK)
Derek Hughes (DH)
Rachael Whelan (RW)
Vicky Black (VB)

Apologies

Brian Lewin (BL)

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Conflicts of Interest

No change

3

Appointment of Trustees

Formal reappointment of Trustees as agreed at AGM

Chair - PL proposed re-appointment, and MLK seconded.
Treasurer - SC proposed re-appointment, and MLK seconded.
Secretary - SW proposed re-appointment, and SC seconded.

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Treasurers Report

SC read the treasurers report and detailed the bank position. Of which £1.5k is allocated Xmas Light funds.

Fete accounts are managed by the Fete committee. As the Fete is not going ahead this year, and the Fete is governed by the GSCA, it was discussed that GCSA (e.g. SC & RW) should have administrative access to the Fete accounts. There are Fete committee members standing down or stepping back (short term) and there is no formal Treasurer. Proposed that SC should be Treasurer for banking administration purposes only and not part of the committee, and a new treasurer could be appointed to the Fete committee at a later date and stand on their committee.

Action: PL to discuss proposed changes with the Fete committee.

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	Melanie Pritchard has been paid for regs and drawings in relation to the Marigolg toilet project. No further payments due. Insurance quote is 5% more than previous year. This is a reasonable amount but it is worth asking for their best price. We have not made any claims and their could be a discount for no claims. Action: SC to contact insurance companies to ask for their best price and inform them we are getting other quotes. Barlows have been emailing the chair to chase billing and have been informed to contact the treasurer instead. The invoice had not been received but has now been paid.
5	<u>Utilities</u> Electricity had a fixed price contract which ended 1/5/26 and we are now on a variable rate. PL has done some research and there is a decent 1 year deal with EON, and an export tariff for the solar panels @ 8.6p kw/h. He proposed that we monitor the solar panel battery for the next 12 months so we can make a more informed decision next year on export deals. Gas is in a 4 year deal with Positive Energy until 2029. We can review combined electricity and gas deals nearer the time.
6	<u>Building Improvement and Repairs</u> <u>Roof Leak</u> No issues with the roof currently. <u>Cleaners</u> Nothing to report from the cleaners and all comms regarding their performance has been positive. <u>Safety Certificates</u> Electricity & Gas Inspection has been done by Barlows, and is not due again for 4-5 years for electricity, and annually for gas. There was a list of advisories that can be addressed at a later date. There was 1 urgent action, which is to replace the broken socket in the hallway between the toilets and the community room. Action: replace broken socket <u>Heating Programme</u>

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The remote heating programme is an ongoing task with Barlows.

Water heater in the kitchen

The water heater has been replaced in the kitchen, and a notice to users has been added to guide on how to use and who to call if it is not working. We have a service contract.

Hall Users

Last year it was agreed with the hall users that there would be an annual meeting (rather than monthly) and in between that they would raise any issues or concerns via Alice on an adhoc basis. Alice stepped down last month, and the trustees proposed that hall users should contact Steph who can raise hall user concerns with the trustees. This has been the informal process anyway.

Action: Arrange annual hall users meeting.

Main Toilets

A tap in the gents toilets is sticking in the “on” position. BL has tried to fix it but the problem persists. BL obtained a quote for replacing the tap but it seemed expensive.

A sink in the ladies has an issue with the plug hole, which either needs fixing or replacing.

Action: RW to contact the plumber, the contractor for the Marigold Toilet, to request a quote for fixing/replacing the gents tap and the ladies sink plug hole.

The trustees also discussed the removal of the sink in the community room. The community room needs to be a welcoming and usable space and the sink is an eyesore.

Action: Reach out to the hall users to ask if anyone uses the sink in the community room and if using the sink in the kitchen or toilets would suffice.

Photinia Red Robin Trees

At the AGM it was agreed that the potted trees at the front of the hall could be pruned harshly, and Vivien had agreed to action this. This was on the advice of a specialist who had said the abundance of blossom and reduction in leaves was a sign of stress. The Trustees noted that the trees look quite bare which means the pruning has been actioned.

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	<u>Car Park Signage</u> Previously it had been agreed by the trustees that a sign was required (on the car park wall) to warn users not to climb or swing off the railings. Similar to the other sign that warns car park users that they park at their own risk. VB had looked into this and the wording was approved by the trustees via WhatsApp. Trustees discussed next steps for getting the sign made. MLK suggested a local sign writer John Carswell. Action: VB to contact John Carswell for a quote to make the sign.
7	<u>Marigold Room toilet</u> • GRW Projects will be re-quoting for the work as significant time has passed since the original quote and material costs may have changed. • Building regs have approved the works. • Plans and drawing have been paid for. Once the new quote is received, the trustees can review and approve. Following approval we can confirm a date for work to commence. Likely to be the school summer holidays to avoid disruption to the Preschool. The Preschool has had approval on a grant application from the Ursula Keyes Trust, following a letter of comfort from the Community Association to the Ursula Keyes Trust. Previously the trustees had agreed that of the £16k quoted costs, the Preschool had budgeted for £10k and the Community Association would pay £3k, with a further £3k in reduced hall fees over a 2 year period. This was on the proviso that if a grant was received the Community Association contribution, and reduced hall fees, would be revisited. The trustees will need to engage with the Preschool Committee again regarding the new quote and their approved grant. Action: RW chase GRW for revised quote. PL to arrange a meeting with the Preschool Committee.
8	<u>Outside Area</u> The Preschool manager has requested via BL for the following changes to the outside area: • Remove the hole in the grass.

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- Remove the rotting shed.
- Lay artificial turf.

PL has previously been instructed by the Preschool Committee (Lizzy and Richard) that all requests and changes must be approved by them. In addition, the shed removal has previously been approved by the trustees and we are happy for Preschool to remove and dispose of the shed that was donated to them by a local company.

Action: PL to discuss the requests with the Preschool Committee.

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Communications

Marigold

In the most recent Marigold, the Chairs note had called for additional volunteers, for not only the community association but other groups in the village. There hasn't been any response to the Chairs request.

The trustees expressed disappointment in the lack of response, in particular, the Scout Group as it is likely to close its Scout section next term, as they will not have a leader. They are also at risk of closing all sections if they cannot find a new treasurer.

It was discussed how we can get more people to engage and volunteer. It was proposed that some people in the village would be prepared to volunteer for individual tasks/events rather than volunteer for specific roles.

Website

BL manages the website which is working fine however, as BL is the only person who knows how to maintain it. This is a single point of failure risk if BL was not able to maintain it. We need to discuss with BL the long term plan for the website and possibly migrate to an off the shelf website package that can be maintained by multiple people.

Hall Booking System

Previously discussed buying an off the shelf booking system package. This would impact on the agreement with Steph who manages the manual system currently. However the trustees are confident there is still much that Steph can assist with such as the key management and Hall User interactions.

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Events

- Quiz - 3rd October 2026
 - Vivien et al will run the quiz element, i.e. questions and sheets.
 - MLK has a food hygiene certificate and offered to provide a cheese and cracker platter. Gluten-Free, Vegan/Veggie, Dairy-Free options to be considered.
 - Previously glasses were provided but all trustees agreed that a “bring your own glasses” option would be welcomed.
 - Managing the rubbish last year was problematic due to timings and amount of rubbish. SC proposed each table is responsible for their own rubbish and a bag at each table would be helpful. Volunteers could then collect the rubbish bags at the end for disposal.
 - A raffle was often part of the Quiz in the past, but we were unable to offer one last year due to the lack of volunteers for the event. We have more volunteers this year and proposed a small raffle. 5 prizes such as a hamper, a meal (e.g. the Bird in Hand), a plant, a bottle, and a box of chocolates. Potentially other prizes could be sought from local businesses such as Meadow Lea Farm or Ardens.
 - Discussed the requirement to inform Trisha who holds the gambling licence for the Fete of the raffle income. Agreed to explore having a gambling licence controlled by the GSCA.

Action: Draft comms for the quiz for approval by the trustees. Approach Bird in Hand (Stavros) re: raffle prize. RW to speak to Katie at Ardens re: raffle prize.

- Xmas Light switch on - TBC
 - No details as yet
- Senior Lunch - TBC
 - MLK is keen for a food and socializing event for the older people in the village (67+). Initially it had been planned for an event in the hall but due to the food and volunteer aspect, MLK has approached Stavros at the Bird in Hand to organise a community association senior lunch hosted by the Bird in Hand. Stavros is keen to trial this event. Due to costs, his best price would be £15 per head to include fish & chips, bread and butter, tea/coffee, and a pudding.
 - MLK would like the community association to subsidise this event, and charge the seniors £10 per head. With the maximum covers being 30, this would be a total subsidy of £150. All trustees agreed this was a reasonable amount and could be sourced from various pots such as the Quiz or Xmas Lights.

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- All trustees approved the proposal and that all seniors who attend the event would have to sign up as a member of the community association.
- It has been proposed to run a pilot event, and if successful then max 3 times a year, depending on feasibility of the community association continuing the subsidy.

Action: MLK to continue discussions and planning with the Bird in Hand.

- Junior Club/Disco
 - MLK is keen for an event that targets the 11-15 age group that isn't catered for in the village. Such as a once per term disco.
 - Trustees discussed the main issue being enough volunteers for the events and relevant safeguarding assessments and DBS checks.
- Volunteers Week
 - This week is national Volunteers Week. PL sent a link to the trustees via WhatsApp and proposed we plan ahead for next year's volunteers week and host an event in connection with volunteers week.
 - RW suggested next year's Bee Picnic could be timed to coincide with Volunteers Week and communicated as such.
- Talks
 - PL has details from a group who would like to host a talk regarding tax, wills, lasting power of attorney and more. This could be hosted in the marigold room.
 - All trustees approved the proposal.

Action: PL to contact the group and arrange a date.

- Utility Warehouse
 - PL has been contacted by Suzanne Allman-Prince regarding GSCA collaborating with her on a Utility Warehouse scheme in the village.
 - All trustees unanimously decide not to proceed.

Action: PL to communicate this back to Susan.

- Pizza
 - RW has confirmed two Pizza vans are booked for the village car park on a monthly basis but alternative months.
 - There will be a van this Saturday.

11 Hall Checks

PL has looked over the various lists of hall checks/jobs and he discussed how they were out of date and possibly some are not essential.

Frequency of fire alarm checks were discussed. An annual fire alarm system check is performed by specialists, and DH oversees this. However, weekly checks are

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likely to be a legal requirement. As the Preschool is using the hall daily, the trustees proposed that they may be able to do a weekly check before one of their preschool sessions.

Action: PL will consolidate the lists and remove any superfluous checks, and make amendments to who is responsible. He will also discuss the weekly fire check with the Preschool Committee.

MLK checked for knives and none were found.
SC/PL/RW/MLK performed the weekly fire alarm test.

12 Next Meeting

Date for next meeting TBC.