GSCA CIO Meeting Minutes

7pm, Thursday 17th September 2026

Meeting at Community Room, Village Hall, Guilden Sutton

1	<u>Attendance</u> Phil Lathaen (PL) - Chair Sarah Connolly (SC) - Treasurer Samantha Wareham (SW) - Secretary Brian Lewin (BL) Rachael Whelan (RW) <u>Apologies</u> Michelle Lloyd-Kerfoot (MLK) Derek Hughes (DH) Vicky Black (VB)
2	<u>Conflicts of Interest</u> Reconfirmed for those present. BL, SC, PL - None SW, RW - Guilden Sutton Scout Group DH - Parish Council any others TBC MLK & VB - TBC
3	<u>Appointment of Trustees</u> No new appointments. RW confirmed she will be stepping back from active Trustee volunteering but will be available for special projects. The Trustees thanked RW for all her work, particularly the Marigold Toilet.
4	<u>Treasurers Report</u> SC read the treasurers report and detailed the bank position. Of which £14k has been paid for the Marigold toilet, £2k Insurance, and £700 for the PRS License for music. £1.5k of the bank balance is allocated as the Xmas Light funds. 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. **Action:** PL/SC to request 50% of the grant awarded to Pre-school for the marigold toilet.
5	Utilities Electricity has a fixed price contract. **Action:** PL to apply for export tariff. Gas is in a 4 year deal with Positive Energy until 2029. We can review combined electricity and gas deals nearer the time.
6	Building Improvement and Repairs Cleaners Nothing to report from the cleaners and all comms regarding their performance has been positive. Safety Certificates Barlows electrical report had a list of advisories. For example: replace the socket in the hall between the main toilets and the community room. **Action:** PL/BL to review the list and make an action plan. Marigold Room Toilet The work is now complete. Total cost was £16k of which 95% has been paid and 5% is on retention for 5 months. Thanks to RW for all her help project managing the work. Pre-school have acknowledged the difference it makes and are pleased with the work done. BL has replaced the new toilet seat in the Marigold toilet with a new 2-in-1 toilet seat requested by Pre-school. Both 2-in-1 toilet seats in the main toilets are not required. Trustees agreed that the new toilet seat from the Marigold Room can replace one of these. **Action**: BL to swap the toilet seats.

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Main Toilets
The sticking taps in the main toilets need replacing with standard hand basin mixer taps. We require two quotes for replacing the taps. One has been received.

Action: RW to request a quote from Gary who did the Marigold Room work.

Ceiling in the Main Hall
Some tiles look stained and/or damaged. Trustees agreed it would look better if all the tiles were replaced rather than patching up.
We agreed to get a price for replacing the ceiling once the priority of this work has been decided.

General Maintenance
PL suggested BL, PL and new volunteer Dean put together a program of work required. Such as painting the blue wall in the Marigold Room, clean lighting, fix wobbly railings.

Action: PL to arrange a suitable time for BL, PL and Dean to meet. PL to ask Peter for the list of maintenance he devised.

Car Park Signage
Sign required to warn against climbing the wall or swinging from the railings.

Action: SW to obtain quotes for sign.

Drain cover
Children had picked up the drain cover and exposed the drain. It cannot be screwed down.

Action: RW to ask Gary if the drain cover can be replaced with one that can be screwed down.

PAT Testing
Testing is scheduled for the end of October to be carried out by BL. Hall Users will be asked to leave out any electrical equipment to be tested.

BL equipment may need to be calibrated.

Action: BL to let Trustees know the cost of the calibration.

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	Marigold Room Outside Area Pre-school requested a hole be filled in and this has now been actioned. The shed has not been removed as requested, as it needs to be examined first as it may still be usable, rather than dispose of it. **Action**: BL/Dean to examine shed as part of the general maintenance program of work. Heating Programme A remote timer system for operating the heating programme would be beneficial, particularly for the Marigold Room. Barlows reviewed the request and said it wasn't their area of expertise. **Action**: BL/PL to add to the general maintenance program of work.
7	Fete The Fete was cancelled this year, and may not happen next year either. The financial governance is unknown. Currently a volunteer is waiting for reimbursement but there is no Fete member with banking access to action this. **Action**: PL/SC to review if the volunteer can be reimbursed by the Community Association in the interim. If there is no Fete planned for next year, the Community Association should look to host a summer event. **Action**: PL to talk to the Fete Committee about the plans for next year.
8	Communications Marigold The latest Marigold edition has been designed and printed by BL.Thanks again to BL. They are in the process of being distributed to homes in the village. It was agreed to use Community Association emails to notify of any news between Marigold editions. Hall Booking System

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	Previously discussed looking at an off the shelf software package for the hall booking system. This is on hold for now. <u>Directory</u> BL noted there is a directory for village halls but unsure if we are in it. **Action**: BL to check if GSCA is listed in the directory. <u>Summerfield House</u> Agreed that we should speak with Summerfield house to find out what they want the hall to offer and if anyone wants to volunteer. **Action**: BL will be going to Summerfield House to drop off copies of the Marigold. He will talk to them then. <u>Volunteers</u> Discussed how we can get more people to volunteer. The green space is in need of volunteers to help weed and tidy it up before the winter. **Action**: RW/BL to send email to members of the Community Association to ask if there are any green fingered volunteers to help with the green space.
9	<u>Events</u> ● Quiz - 3rd October 2026 ○ It has been agreed that a 16th table can be added. ○ Only 1 table remains available. ○ Volunteers for on the day (set up) and night have been agreed. SC/MLK/SW. ○ MLK has a food certificate and will be doing the supper. ● Xmas Light switch on - 5th December 2026 ○ No details as yet ● Senior Lunch - TBC November time ○ MLK has agreed on a fish & chip lunch menu with Bird in Hand pub who will host the event. ○ BL has drafted a poster promoting the £10pp ticket. ○ GSCA to subsidise the remaining cost using funds from the Quiz night. ○ Agreed that BL will be reimbursed for printing costs. **Action**: MLK to review the poster and BL to print.

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10	<u>Hall Checks</u> Fire alarm checks are now on a rota and are working well. DH has completed the annual fire safety check during the summer.
11	<u>AOB</u> <u>Pizza</u> Dave is due to be selling Pizza in the car park this Saturday. He is happy with the system so far. Jacob has said there was a low turnout for his previous two slots and it won't be viable to continue if the next one is the same. Discussed how we can better promote them. It is posted on the village Facebook page, however Facebook algorithms means the post is not seen enough. Agreed that an email reminding of the Pizza van would be beneficial. **Action**: RW to draft email and BL to send out before Saturday to all community association members. RW to share the Poster via Whatsapp Groups Scouts/Greenspace etc too. <u>Books</u> Books are needed for the telephone box in Pipers Ash and the book shelf in the entrance area of the hall. Agreed that all should ask friends/family for any unwanted books. Particularly keen for: ● Novels ● Children's books ● Cookery books <u>Staging</u> All agreed to keep the system the same and that if set up is required that is at an additional cost.
12	<u>Next Meeting</u> Date for next meeting 12th November 2026.