

Abstract of Minutes of a meeting of the Trustees of the Old Sarum Community Centre

Thursday, 28th April 2016 at 8.00 p.m.

Present: M. Earle (Chair), J. Ayres, P. Joyce, B. Wilson, K. Kelly

1. Minutes of last meeting

There were two minor amendments.

2. Matters arising from minutes of last meeting not elsewhere on the agenda

There were none.

3. Updating paperwork

- Business Plan:
 - this will be new each year, but will include balance sheet from previous year. A number of small amendments were made.
 - the New Community Enabler will occupy a house on the estate, owned by the Diocese of Salisbury, in return for 20 hours' input per week fulfilling the role currently performed by P. Joyce.
 - it was decided that estimates for projected costs of proposed works and acquisitions should be added to the plan.
- Fire Policy: in hand
- Risk Assessment: still needs to be approved by Management Committee
- Personnel Policy: K. Kelly and P. Joyce will prepare this.

4. Nursery

- has signed up for another year (annual fee to be paid in advance in May)
- has agreed to pay to have the room that they use professionally deep-cleaned three times per year.
- may wish to hire more space to set up a sensory area.

5. Acoustics

Report has confirmed that there is a problem; the Chairman of Laverstock and Ford Parish Council has accepted this and says that it might be possible to obtain a grant towards the cost of rectifying the situation. There are a number of possible options for remedies. The one which involves fixing absorbent material to the wall, offered by SRS, would probably be preferable (and happens to be cheaper than alternative solutions).

6. Painting

We need three estimates for this.

7. Treasurer's Report

We shall ask Moore Stevens to audit our accounts. Once agreed they will go onto the Charity Commission website.

P. Joyce wished to record thanks to D. Earle for her clear, precise records of bookings and income from lettings, and for her banking of that income.

8. Building Maintenance

- Boiler: advice from the manufacturer (Vaillant) was to leave the boiler alone except to adjust the pressure. It emerged from speaking with the company's representative that we have a five-year warranty on the boiler, but that we need to have the boiler serviced annually for this guarantee to remain valid. We now have the log book which the representative completed, so all is now in order. The boiler has been repaired under guarantee.
- Snagging list: this is now complete to everyone's satisfaction.
- Cleaning: we now have a cleaner who does 4 hours per week maximum.
- Cupboard: strategies for dealing with overcrowding need to be considered by the Management Group; for the moment, a moratorium has been declared on further deposits by user groups. Partitioning might be considered, but this might result in loss of space.

9. AOB

P. Joyce is prepared to remain as trustee until a suitable replacement can be found.

Youngsters have been getting into the outside play area; the roof of the shed has been damaged.