

MINUTES OF THE MEETING OF OLD SARUM MANAGEMENT COMMITTEE ON 19TH MAY 2016 AT OLD SARUM COMMUNITY CENTRE

PRESENT: J Ayres (Chair), P Joyce (Treasurer), D Earle (Secretary), K Rosser, E Wyatt, A Redman, G Hayden, S Bradshaw

APOLOGIES: L Robinson, E Herbert

A Redman was welcomed to his first meeting. He is to take over the treasurer's role and will work with P Joyce to ensure a smooth handover.

MINUTES OF LAST MEETING

The minutes of the last meeting were agreed as true and correct and were duly signed by the Chair.

MATTERS ARISING FROM LAST MEETING, NOWHERE ELSE ON THE AGENDA

The new cleaner has commenced her duties and was thanked for the work being undertaken.

TREASURER'S REPORT

P Joyce provided an end of year report which showed that the current lettings are covering the month to month expenses. Reserves are approx. £20,000

Larger expenses including redecoration, data projector etc. to be met from reserves

J Ayres look into the fuel deals at the beginning of next year using the contact who arranges fuel deals at Salisbury FC.

A Redman to look at whether we can claim back VAT being a charity.

LETTINGS

We have had one enquiry about running a Breakfast and After School Club as well as a Holiday Club from Kiddigalore, which would start in September. They have yet to come back to us regarding their proposals on what they could afford to pay per hour and they need to make further enquiries with the school to check if they were setting up a club run on the same lines

There has also been a request to run a monthly Family Fun Day on a Saturday afternoon in the main hall. As this would provide additional funds and would not detract too much from weekend parties this was agreed.

NOTICEBOARD

The committee members present were shown the Greenbarnes website and felt that the cost was high. They were also concerned about possible damage, graffiti and lack of footfall past the centre. As a newsletter is distributed monthly it was decided to defer a decision until a future date.

LOGO

The Logo has been received for the outside wall and E Wyatt to arrange for its erection. A £15 book token has been bought for the child who designed the logo and chocolate is to be bought for other children who provided a design. P Joyce to give out at an assembly in school.

A letterhead showing the logo has been produced by Sarum Graphics and an initial supply of letter-headed paper plus postcard sized cards giving information on the centre are to be bought. It was decided not to purchase any compliment slips.

PUBLICITY/WEBSITE

P Joyce was asked to send a copy of the newsletter to M Brazier to put on the website.

D Earle to contact M Brazier about putting forthcoming events on the website under 'Hot off the Press' as there has been nothing new on since November and asking for a link to be put on for the community page. Contact also to be made about the hire charges page— could the enquiry form with diary be taken off and the centre's email address to be put on for any enquiries- this will mean that the booking clerk only needs to look on the emails for enquiries.

Trustees present also asked if copies of their meetings could be put on the website and that their minutes be sent to members of the management committee.

SNAGGING/MAINTENANCE

The lights in the hall leading to halls 2A and 2B all went out. The electrician has replaced them all together with a new sensor in case this was at fault.

E Wyatt to take out light in caretaker's cupboard for replacement.

Perspex to be placed under the serving hatch to be bought once painting has been done

One of the stands in the bikes shed has been taken out by youths and a brick in the floor broken. This is to be replaced next week.

The windows have been cleaned and arrangements have been made for them to be cleaned on a twelve weekly cycle.

S Bradshaw to contact a carpenter to see what the cost would be to build in cupboards in the office to store the additional crockery not in the kitchen.

FIRE ALARM PRACTICE

S Bradshaw to follow up as no further contact has been made by the ex- trustee as to how to test the system weekly. She will contact C Davies (one of the Parish Councillors who works in Health and Safety to see if he can help). She will then arrange to test the alarms weekly.

GARDENING ROTA

Additional bodies required to help with the gardening otherwise we may have to look at hiring a gardener. D Earle to contact Sarum Garden Centre to find out their charges.

TRUSTEE ISSUES

Awaiting quotes for the painting of the halls which hopefully will be done in the summer.

P Joyce to again contact Hush regarding their quote for absorption boards. S Bradshaw to try and obtain a further quote. Ideally it would be preferable to get the absorption boards up before the painting is done.

ROLES OF MANAGEMENT COMMITTEE

E Wyatt has agreed to take on responsibility for the oversight of maintenance of the hall.
A Redman is to be the new treasurer.

ANY OTHER BUSINESS

P Joyce asked that a regular item be placed on the agenda for Community Activities

PCSO Tina Rylance needs an office in the community and it was agreed that she could use the office in the centre. Keys to be made available to her.

A laser jet printer to be bought for the office as the printer head is going on the current one. A Redman to source.

DATE OF NEXT MEETING

Due to a clash of dates with the Book Club the AGM is now on 21st July at 7.30 pm at the centre