

Stoughton Community Association (SCA)
Including the Stoughton Community Centre Project (SCCP)

Minutes of SCA committee meeting of 27th November 2003
at Stoughton Youth & Recreation Centre 19.30 – 21.30 hours

In attendance:

Maureen Bell	(MB)	Chair of steering committee
Ian Godfrey	(IG)	Steering committee member, secretary for the meeting.
Cllr Pauline Searle	(PS)	Steering committee member.
Peter Gunner	(PG)	Steering committee member.
John Allford	(JA)	Steering committee member.
SCC Cllr John Hoborough	(JH)	

Apologies were made for:

Nigel Horton (NH)	Steering committee member.
Ian Hollingsworth	Headmaster Northmead Junior School
Cllr Fiona White	
Cllr Jayne Marks	

1. Sympathies were expressed for Jayne Marks about her husband Richard who sadly passed away on Monday.
2. MB handed out copies of the agenda and explained that the team as a whole needed to fully understand that before the project can proceed any further with charitable status and/or funding applications, a number of critical items must be completed:
 - The constitution must be approved and adopted,
 - A signed lease for the land with Laing Homes is required,
 - Appointment of holding trustees,
 - A business plan for three years,
 - Need to know exactly how much funding we require.

Approval and adoption of the constitution for the Stoughton Community Association:

3. Two copies of the Stoughton Community Association constitution version 1.0 dated 27th November 2003 were presented and everyone's attention was drawn to Clause 24 "ARRANGEMENTS UNTIL FIRST ANNUAL GENERAL MEETING" which states "Until the first Annual General Meeting takes place this constitution shall take effect as if references in it to the General Committee were references to the persons whose names appear below."
4. The requirement that the chair and secretary must specifically sign was noted. MB proposed IG as secretary for the meeting, seconded by JA.
5. Approval of the constitution by Nigel Horton, in absentia, was noted.
6. The five members of the SCCP Steering Committee present approved and signed copies of the constitution under Clause 24.
Note: SCCP Steering Committee members were elected at an advertised public meeting at Northmead Junior School on 22nd May 2003, attended by over 100 members of the general public, and empowered to adopt a constitution. Since election three members have resigned leaving six original steering committee members.

NH to sign

7. MB agreed to forward the signed bound copies to Jonathan Dawson, solicitor for SCA/SCCP, for legal deposit (after signing by NH). **MB to forward to JD**

Selection and immediate appointment of SCA Trustees :

8. MB explained the difference between trustees and holding trustees, both described in the constitution. All members of the SCA General Committee are automatically trustees of the association. Holding trustees cannot be members of the General Committee and are required as trustees for the lease and property when signed over. MB reminded those present that she had previously explained that trusteeship was not an onerous task and that it was rare for any financial penalty to be suffered by being an association trustee.

9. MB invited all SCCP Steering Committee members present to acknowledge their role as trustees of the SCA, which was duly done. **NH to acknowledge**

Discussion and comments re JTP report on building design:

10. MB handed out copies of a 14-point Report dated 27th Nov 2003 from John Thompson & Partners, the architects employed by Linden Homes for the design of the Community Centre. The report had been forwarded by the developers as a substitute for the promised updated design. The updated design was to have been based on a suggested floorplan agreed by SCCP on the 23rd October and given to the developers on the 24th.

11. A very heated discussion ensued with IG becoming extremely angry when PG attempted to discuss changing the design and introducing completely new factors relating to information re North Guildford and discussing these with JH who is extremely involved in the new Christ College in Bellfields. The meeting then adhered to the agenda and each point of the JTP report was discussed and commented upon in preparation for MB to mail to the developers next day. **MB**

12. It was generally agreed that SCCP need to review and reconsider the brief based on the Report. It is hoped to do so on Thursday 4th December. **MB to urgently arrange meeting**

13. It was generally agreed that the badminton hall could be sacrificed in favour for increased space for other amenities but the design should remain as near as possible to the current version. **MB to review business plan without badminton hall**

14. JH viewed a pictorial summary of the SCA business plan and told us we need to state all of the risks against our assumptions and how we could handle the possible outcomes. He encouraged us to state what is special about our proposed centre, if we wanted to attract appropriate funding in competition with other projects in North Guildford.

Selection and appointment of Holding Trustees for the Lease with Laing Homes:

15. JH indicated his willingness to accept this appointment.
16. MB explained that SCC Cllr John Hoborough, Cllr Fiona White, Cllr Jayne Marks and Ian Hollingsworth (latter three not present) had been invited to the meeting because it was hoped they would accept being Holding Trustees for the SCA.
17. MB informed the meeting that Ian Hollingsworth had previously verbally agreed.

18. PS indicated that she was sure Jayne Marks and Fiona White would also be happy to accept the appointment.

PS and MB to follow up

Considering the tasks and apportioning work load within the team:

19. MB circulated a document titled SCCP Tasks dated 27th Nov 2003, listing tasks as shown below and obtained the following commitments from those present.

By the New Year

1. Rental charges as applied in various centres
For local non profit making organisations
For local profit making organisations
For organisations outside of the area of benefit
(suggest requesting info from local halls, Jacob's Well, Fairlands, Haslemere, Greyswood, Cranleigh Arts Centre, Baptist Hall in Godalming, Merrow)
2. Rates for a room
Rates for the hall
(suggest the same above sources)
3. Salaries for full and part-time staff, also a cleaner
Efforts made so far have been unsuccessful – the subject matter is too sensitive. IG requested job specifications and job adverts.
4. Operational costs of centres relating to individual size and usage
(such information should be easy to acquire from centres such as Park Barn and the previously listed centres)
5. A visit from as many SCCP members as possible to a number of centres needs to occur at the earliest. *Earliest date is likely to be Sat 10th January 2004.*
6. GBC Environment Officer needs to be asked for a specification of the required kitchen equipment for a building our size
7. Wedding Caterers need to be contacted to advise us what equipment is needed – *we believe they bring their own equipment and are more likely to want washing facilities than pre-serving facilities*
8. Contact with the Arts Council with regard to funding for, and designing the glazed atrium entrance *(the first port of call being Karl Newman on 0208 541 7661 and karl.newman@surreycc.gov.uk the web is www.artscouncil.org.uk)*

PG

PG

PG, PS, IG

PS, MB to contact GBC Auditor

PS, PG, IG and MB

PS

PG and MB

MB

20. JH volunteered to arrange a visit to St John's Hall in Merrow .

JH

21. PG requested we prepare a programme (project plan).

Planning a PR exercise immediately we have final drawings and attracting additional working personnel to the team:

22. MB explained her intention to launch a PR exercise as soon as we have received final drawings. MB explained that NH had some useful suggestions (below), which she then read out, inviting comment.

“One immediate PR option Maureen;

A display stand showing: internal plan, artist's impression of external and internal aspects, photographs of similar facilities in use, such as a lobby cafe, SYC 5-a-side slaughter, etc,

Once we have this, an open evening at Stoughton's existing facility, the SY&CC to which all residents invited to pop-in - will also serve as a recruiting evening.

The open evening to be advertised by an article in the Surrey Ad and mentions on local radio.

Possible personal invite to be delivered to all QEP residents. As it is on their patch, there may be a greater interest in getting directly involved?

Apart from a short welcome address (perhaps), the SCCP and maybe Ivan Ball? to be there to answer questions with a recruiting table in a prominent position for trustees, committee members and volunteers in general.

After the open afternoon/evening, it may be possible to put the display on show in Guildford?

I think this should be a pictorial event.

Nigel”

- 23. It was generally agreed this was a good starting point. PG and IG proposed the PR exercise should be held at the developers’ sales suite.

A.O.B.

- 24. JH asked for and was given a brief explanation of SCCP expenditure to date, and enquired if sufficient funds were left. MB explained that the majority had been well spent on solicitor’s fees. Additional money may be required for the Quantity Surveyor.

- 25. It was agreed that in view of the content of the progress meeting at Millmead on 07/11/03 an email to Carol Humphrey should be sent so that she is aware that no drawings have yet been made available to us and any delay is not the fault of SCCP.

MB

- 26. MB explained and itemised the assistance being given regarding the search for funding by Carol Sacha and SCC.

- 27. MB reported that a phone call to Joan Poole, the GBC auditor, has enlisted her assistance to provide us with a number of financial figures required for the SCA business plan.

Minutes prepared by Secretary of the meeting, Ian Godfrey.

Approval of these minutes was:

Proposed by

Seconded by

Approved at a meeting held at

On