



Stoughton Community Association

including the Stoughton Community Centre Project (SCCP)

www.stoughtonca.org

Financially assisted by



MINUTES OF THE SCA COMMITTEE MEETING, MONDAY 8th MAY 2006

At Emmanuel Church, Downstairs Room 8.00pm

Present:

Linda Shefford	Committee Member
Michael Hanson	Committee Member
Michael Andrews	Committee Member
Peter Gunner	Committee Member
Dinah Bisdee	Committee Member
Olaf Kolassa	Committee Member
Gavin Critchley	Committee Member
Pauline Searle	Committee Member
Wendy May	Committee Member
Robin Clinch	Committee Member
Maureen Bell	Committee Member
Ian Godfrey	Committee Member (Hon. Secretary)
Penny Alder	Assistant - taking minutes

Introductions

The new committee members elected at the AGM on Monday 24th April introduced themselves. Ian Godfrey introduced Penny Alder who has offered to act as assistant to the Committee. Pauline Searle agreed to act as Chair for the meeting until the Chair was elected.

1. Sign-up - clause 10(f)

- 1.1. Ian Godfrey handed out Committee Member Declaration forms (copy attached) and asked all members present to sign.
- 1.2. Ian Godfrey, Pauline Searle, Olaf Kolassa and Maureen Bell signed up.
- 1.3. Other members said they did not wish to sign up to the constitution until it had been reviewed. There was a discussion about the constitution and the responsibilities of Trustees. Maureen Bell explained the constitution was based on one of two models acceptable to the Charity Commission.
- 1.4. Ian Godfrey said concerned members had already been asked for a list of concerns and now asked for examples.
- 1.5. Michael Andrews said in principle he was happy, but his responsibilities as a company director meant he was unwilling to sign up until appropriate indemnity insurance was provided. He also wanted a legal review of the constitution.

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- 1.6. Robin Clinch proposed that quotations for Indemnity Insurance should be sought. Wendy agreed to do this. She will also contact Community Matters with help from Peter Gunner.

Action Wendy May

- 1.7. Linda Shefford felt the voting process at the AGM was contrary to the constitution. Robin Clinch felt the use of "and/or" was ambiguous.
- 1.8. Dinah Bisdee proposed, and it was agreed a working group is setup to review the constitution. *[see also AOB]*
- 1.9. Wendy proposed that anyone wanting a review of the constitution or indemnity insurance could sign-up subject to these conditions. A majority agreed.
- 1.10. Michael Andrews, Michael Hanson and Robin Clinch each signed up subject to appropriate indemnity insurance being obtained and a review of the constitution. Gavin Critchley, Linda Shefford, Wendy May, Dinah Bisdee and Peter Gunner each signed up subject to a review of the constitution. Action for those members not present to sign up.

Action Paul Kassell, Malcolm Kimber, Fiona White & Jayne Marks

2. Apologies:

Malcolm Kimber	Committee Member, Hon. Treasurer
Paul Kassell	Committee Member
Fiona White	Committee Member, Rep. for Surrey County Council
Jayne Marks	Committee Member, Rep. for Guildford Borough Council

3. Approval of previous meeting minutes:

a) *Committee Meeting 12th April 2006*

- 3.1. There was a query about the receipt of payment for the AGM Hall from the sponsor. Jayne or Malcolm to confirm or obtain payment.

Action Jayne Marks & Malcolm Kimber

- 3.2. A perceived problem about sale of alcohol to under-age people in the area had been checked out by the police and found not to be a major problem.

- 3.3. Minutes of 12th April were approved. Proposed by Pauline, seconded by Maureen.

b) *AGM 24th April 2006*

- 3.4. The draft minutes contained one error regarding who read out Dinah's nomination statement at the AGM. Ian will amend and then post the minutes on the Website. Draft minutes approved subject to amendment, pending approval at the next AGM.

Action Ian Godfrey

c) *Others*

- 3.5. Ian stated there was a backlog of minutes, including those of the AGM in 2005.

- 3.6. Robin said other organisations approve AGM minutes at their following AGM. Ian said the AGM must occur within 15 months *[i.e. by July 2007]*. He intended to email the minutes of both AGMs to the SCA mailing list giving seven days to allow comments to come back, the minutes could then be approved at the next AGM.

Action Ian Godfrey

4. Election of Chair and Vice Chair (Part 1)

- 4.1. The two volunteers (nominations) for the position of Chair were Paul Kassell and Gavin Critchley. It was agreed that voting should be by secret ballot with only the winner being announced and no mention of number of votes.
- 4.2. A ballot was taken but there was a draw. Pauline declined to use the Chair's casting vote.
- 4.3. It was decided to vote again. A second ballot was taken with the same result.
- 4.4. Ian stated clause 9(c) of the Constitution required the committee to elect a Chair at their first committee meeting. Peter stated the committee had already elected Pauline as Chair for the meeting which meant the election could be deferred.
- 4.5. It was agreed to elect the Vice Chair. The volunteers (nominations) for Vice-Chair were:
 - Paul Kassell (Ian tried unsuccessfully to contact Paul by phone, but said he understood it was Paul's wish to stand if he was not elected as Chair.)
 - Peter Gunner (subsequently withdrew)
 - Maureen Bell
 - Dinah Bisdee
- 4.6. A vote was taken on whether there should be a vote for the Vice Chair at this stage. 11 for and 1 against. Therefore this vote was carried.
- 4.7. Each of the persons present who were nominated was invited to say why they were willing to stand for election. Paul was not present; however, Pauline stated that she had already spoken for Paul.
- 4.8. To make effective use of limited time, it was agreed to continue with the agenda while the secret ballot for the Vice-Chair was prepared.

5. Web-Site

a) *www.stoughtonca.org - domain name renewal 4 June £29.38*

- 5.1. There was a proposal by Ian, seconded by Michael Hanson to pay for continued registration of the domain name. This was approved.

Action Ian Godfrey

b) *New site host - £cost? (current site has reached it 55MB limit)*

- 5.2. Proposal by Ian to move to another web-site or investigate alternatives. The cost will be approximately £30 - £40. Ian will check costs and report back.

Action Ian Godfrey

6. Election of Chair and Vice Chair (Part 2)

- 6.1. Dinah Bisdee was elected as Vice Chair with a clear majority.
- 6.2. It was pointed out that in the absence of an elected Chair that Dinah as Vice-Chair could now take over as Chair. Dinah agreed and took over from Pauline as chair.

- 6.3. There was further discussion about the election of the Chair. A proposal was made to vote on whether to defer until the next meeting or vote again. The vote was in favour of voting again.
- 6.4. To make effective use of limited time, it was agreed to continue with the agenda while the third ballot for Chair was prepared.

7. Fundraising

a) *Community Centre Funding*

- 7.1. There was a discussion about next moves. Peter stated he preferred the option of having a meeting with developers to ask:
- What will they provide?
 - What do SCA need to fund?
- 7.2. Maureen stated that the committee has no influence - only GBC has influence on the developers. Maureen has a new contact name from Laing's. Pauline will speak to Elizabeth Mitchell.

Action Pauline Searle

- 7.3. Maureen mentioned an example of a Business Plan - this contained many ideas that could be used for fundraising. Maureen agreed to distribute copies of their lists of activities. *[Community Matters also has lists.]*

Action Maureen Bell

- 7.4. Someone asked if money raised would be for building or running and developing a Community Centre. Dinah stated the S106 only says a "suitable organisation" will own and manage the Community Centre. Linda asked if there will be a bidding process to determine who would run the community centre. Ian replied no, and stated the S106 said "the developers must find an appropriate community group approved by the Council". Richard Lingard *[GBC legal]* has told SCA this meant GBC had the final say over who managed it.
- 7.5. Maureen referred to "Matched Funding" giving an example of the tri-partite grant, where GBC, SCC and the recipient each raise an equal sum - the decision for such an award is given by Surrey Community Action. Ian asked if the £20k due to SCA from GBC (not on books) could be used for our share, which Maureen confirmed *[funding sources do not usually care where the matched funds come from].*
- 7.6. Maureen stated that a £1k grant already received from GBC Arts Department is put aside in the SCA funds to be spent on an exhibition area in the Community Building.

b) *General Funding*

- 7.7. Pauline said that the annual "raffle license" cost £30 and ran from January, so it was a good idea to get one as soon as possible. This was approved.

Action Pauline Searle

c) *Subscriptions*

- 7.8. This item was deferred to the next meeting. Secretary to put this item on the agenda.

Action Ian Godfrey

8. Anti-Social Behaviour

- 8.1. Ian proposed the sub-committee for Public Safety be re-formed because this topic was a high priority for local residents. Robin Clinch agreed to be its Chair and organise. Ian Godfrey, Wendy May and Pauline Searle to be involved.

Action Robin Clinch

9. Future Meetings

- 9.1. A discussion took place about dates and venues. Members voted to carry on holding meetings on the second Monday of the month. Also to continue holding meetings at the Emmanuel Church Hall if numbers attending where large. Members should email Ian if they are unable to make any of the meeting dates.

Action all

- 9.2. It was agreed that a meeting should be held in August regardless of holidays

Meeting dates for 2006:

12 June
10 July
14 August
11 September
9 October
13 November
11 December

Meeting dates for 2007:

8 January
12 February
12 March
9 April [*tbd - Easter Monday*]
14 May
11 June
9 July

10. AOB

- 10.1. Maureen asked for volunteers to help with traffic count on Thursday morning.
10.2. Ian asked Gavin to organise a meeting to start the review of the constitution. Gavin agreed to contact Glen to arrange a meeting for all three.

Action Gavin Critchley

- 10.3. Wendy suggested that speed camera information could be requested on the web-site. Wendy to give a summary to Ian.

Action Wendy May

- 10.4. Michael Hanson asked why there was nothing on the agenda about the community centre other than funding. Ian replied the agenda acknowledged there may be insufficient time, but items could be deferred. It was agreed the agendas for future meetings will include Reports from sub-committee Chairs.

11. Election of Chair and Vice Chair (Part 3)

- 11.1. The third ballot for Chair was another draw.
11.2. A proposal was made to defer the election of Chair until the next meeting on 12th June to be chaired by Dinah [*until election of the new Chair*].

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- 11.3. There was concern expressed by some members not able to be present on the 12th. Ian asked all members to inform him by email whether or not they are available for the 12th June.

Action All

- 11.4. Dinah as vice chair was asked to exercise the chair's casting vote. Following a private conversation with Pauline she stated that she wished to have more time to consider this decision and report back to the committee about it as soon as possible. *[Subsequently it was proposed that a postal vote be allowed at the next meeting to ensure full representation.]*

The meeting closed at 10.10pm

DATE OF NEXT MEETING: **MONDAY 12th JUNE 8pm at EMMANUEL CHURCH HALL**

Acronyms

GBC Guildford Borough Council

SCC Surrey County Council.

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

Stoughton Community Association

Minute Book - General Committee Member Declaration

The undersigned declares his/her acceptance and willingness to act as a managing charity trustee and has received of a copy of the Constitution of Stoughton Community Association.

Name:

Signature:

Date:

The above declaration refers to clause 10(f) in the Constitution, published on the SCA web-site: www.stoughtonca.org

10 (f) Each member of the General Committee shall upon election or appointment to the committee receive a copy of the Association's constitution. No person shall be entitled to act as a member of the General Committee, following election or re-election or appointment or re-appointment, until they have signed in the minute book of the General Committee a declaration of acceptance and willingness to act as a managing charity trustee of the Association.