

**Guardians of Strutts
Minutes of Board Meeting
21st January 2019
Held in the Headmasters Room**

Directors in Attendance

Janet Honey	Neil Riddle
Nick McLeod (Chair)*	Frank Smith
Kathleen Manning	Eric Manning
Cynthia Maddock	

Minute Taker*

Apologies - None

Item	Description	Action
	Previous minutes 031218	
1.1	Subject to alteration to Item 1 where NR did not suggest the need for examination of the independence of our sub-contractors, rather he recommended the use of the on-line HMRC tool for self-employment to check the employers' liability of HSR staff.	
1.2	Apologies: EM explained that his and KM absence from the previous meeting on 3/12/18 was due to illness. Approved unanimously	Proposed NR Seconded FS
2	Matters Arising (not covered elsewhere)	
2.1	Blinds in Room25a still need repair by Hillarys	CM – to progress
2.2	Table tennis bookings have been moved to the Gym from Rooms 25a and 25b. Blinds are required to the West windows facing the A6	Now fitted OK Action complete.
2.3	Decorating A plan for redecoration of the whole site is still required (see later 5.5 in minutes)	Proposals required
2.4	Volunteers The need to review the personal data held by Strutts both on paper and computer to comply with GDPR was discussed. A single database was proposed for BSS, SCL and GOS A programme to celebrate our 10 th anniversary as a community centre, and the 110 th anniversary of the opening of the Herbert Strutt	NM to investigate Action all for suggestions

2.5	<p>School, with social events for volunteers and users was discussed</p> <p>FS suggested that he could set up a computer system to enable all invoices requiring payment to be scanned as they arrive. Key words are required to enable searching for entries. The meeting agreed to proceed with this system and that it will run in parallel with the original paper system.</p>	Action FS to continue to investigate feasibility
3.0	<p>Finance</p> <p>3.1 Financial statements were not reviewed at this meeting as the priority was to approve the GOS annual accounts for the financial year ending 31st May 2018</p> <p>3.2 The draft GOS annual accounts for the financial year ending 31st May 2018 were discussed.</p> <p>3.3 The meeting expressed its thanks to EM for his unstinting efforts to prepare the accounts for submission to our accountant.</p> <p>3.4 The draft accounts require alteration to write off the invoices for Belper Players storage, together with minor changes to the script. These will be agreed with the accountant and re-published.</p> <p>3.5 A discussion took place over depreciation especially for that of the lift. A detailed explanation will be made available for the AGM.</p> <p>3.6 A summary of the lift project will be made available for the AGM. This will include the knock on expenditure of making good around the lift shaft, namely, the new 1st floor toilets, Room 56 refurbishment, and new ground floor toilets together with redecoration of the affected areas.</p> <p>3.7 EM proposed acceptance of the accounts for the financial year ending 31st May 2018 subject to the changes above. Seconded by NR Approved unanimously.</p> <p>GOS Budget</p> <p>4.0 JH has produced a draft spreadsheet for the budget. The future budget for expenditure was again discussed and the need for costed plans was highlighted. The following items had been identified at our last meeting:</p> <ol style="list-style-type: none"> 1. Flooring- Room 19 new carpet 2. Hall wooden floor repairs 3. Balcony floor repairs 4. Redecoration of the Hall to be planned before next August. 	<p>Action NM to circulate amended accounts</p> <p>Action EM to prepare</p> <p>Action EM to prepare</p>

	<ol style="list-style-type: none"> 5. Hearing loop for Room 14 for Adult Education classes. 6. Room 16 curtains. 7. Gym refurbishment – including rewiring, redecoration, removal of secondary glazing and floor repairs. 8. Electrics <ol style="list-style-type: none"> a. New lighting in the Band Room – this is high priority. b. Rewire Rooms 16/17 c. Rewire Rooms 14/15 9. Tarmac repairs <ol style="list-style-type: none"> a. outside Gym b. A6 entrance c. playground 10. Window repairs/replacement 11. New smoke detection fire alarm system 12. Legionella compliance 13. Signage 14. External door refurbishment – new locks and paint 15. Provision for a replacement boiler for the Band Room 16. Flat Roof Repairs – Headmaster roof 17. South Stairs redecoration 18. North Stairs roof 19. Complete rewiring of the band room with extra sockets. 20. Retiling and edging to stairs. 21. Improved disabled access to X2 and X3 external doors 22. Extension to CCTV coverage to include all external doors and car parks. 23. Rewiring of Rooms 19 and 20 24. Upgrade of external doors X2, X3, X8, X10 and X11 to increase evacuation capacity for fire safety and security. <p>The draft budget needs to be collated and circulated</p> <p>Proposed additional items to be circulated by email for inclusion in the 5 year budget.</p>	<p>NM & JH to prepare</p> <p>Action All</p>
<p>5.0</p> <p>5.1.</p> <p>5.2</p> <p>5.3</p> <p>5.4</p>	<p>Facilities</p> <p>Hot Drink Machines. Six more Flavia hot drinks machines have been delivered by EM to replace the Kencos for which the cartridges are no longer available. A total of 12 machines have been purchased within a total budget of £3,000. Invoices to follow.</p> <p>The need for training and written instructions for the Flavia machines was again highlighted.</p> <p>FS to copy the Flavia instruction manuals onto computer system</p> <p>It was also agreed to arrange for permanent plumbing where possible</p>	<p>EM to arrange invoices</p> <p>NM and EM</p> <p>Action Complete</p> <p>NM to instruct works</p>

	for all Flavia machines, as the water tanks are smaller and need frequent refilling.	
5.5	Room refurbishment A Phase 1 plan to refurbish rooms was discussed to be completed in the next 3 months.	
5.5.1	JH proposed that we start o R16 and R17, then when they are complete move on to R14 and 15.	
5.5.2	The works will include complete electrical rewire of the rooms with dedicated distribution boards, extra sockets, wall heaters and new LED lights.	Action NM to instruct HSR
5.5.3	The rooms will be redecorated with white ceilings, magnolia walls and light grey woodwork.	Action NM to instruct J Day Decorators
5.5.4	R16 carpet tiles will be retained and cleaned in the first instance. Rooms 15 and 17 wooden floors will be refurbished. Room 14 carpet tiles will either be replaced or removed and the wooden floor refurbished. Depending on the views of the users if we replace the carpet tiles then no food will be allowed in that room.	Action NM to instruct floor refurbishment
5.5.5	Curtains will be fitted to Room 16. This Phase 1 Room Refurbishment Plan was seconded CM and agreed unanimously.	Action CM to obtain price for curtains and/or blinds
5.6	Band Room electrics The rewire of the Band Room is to go ahead ASAP with new lights, additional sockets and wall heaters.	Action NM to instruct HSR
6.0	H&S	
6.1	The need for improved external lighting was discussed especially around the Gym. A new light has been fitted above the front steps together with a new timer. This is a big improvement and has had favourable comments from users.	NM to progress
6.2	The pot holes in the tarmac around the Gym corner need attention. The Handyman Lee has been instructed to fill these holes with cold lay tarmac at an initial cost of £87. Date to be confirmed ASAP.	NM to progress
6.3	We now have permission from AVBC to prune the lower branches of the trees around the site which are becoming a hazard to pedestrians. Also AVBC will not apply a TPO to these trees.	NR has pruned trees. Action complete
6.4	Two new high quality replacement table tennis tables have been	Action NM to

	purchased by BSS at a cost of £900. GOS would like to record its thanks for this support. The users need to be trained how to safely set up these tables to avoid damage. Andrew Williamson has expressed an interest in the old tables for Belper Meadows Sports use.	progress
6.5	Various parts of wooden block flooring need attention as a matter of urgency.	Action NM to arrange repairs
6.6	A member of DCC staff tripped on the bottom steps of the staircase by X2 and broke her knee during interviews for Milford School. An accident report has been filed. The matter was discussed and costs will be obtained to refurbish the steps.	Action NM to progress
6.7	The work required by the latest Fire Risk Assessment, namely the refurbishment of the external doors is to go ahead as a matter of urgency. This phase covers X2, X3, X8, X10 and X11 new locks and to open outwards with crash bars. Also the installation of video door entry for X2 and X3. Parts for the first door have been purchased and will be trialled on X8.	Action NM to instruct works
6.8	FS expressed concern over the storage of the black folding chairs under the stairs by Room 10 and the need to keep exits X10 and X11 clear. Alternative storage location for the chairs to be investigated.	.Action NM
6.9	CM reported that Deaf-initely Women are to purchase 2 mobile fire alarms for use in rooms that they hire separately from R57. CM also requested on their behalf that we install a flashing light doorbell for Room 57 on safety grounds.	Action NM to instruct HSR to install door bell
7.0	A.O.B.	
7.1	JH again reminded the meeting that the RBS bank is closing the Belper Branch on 23 January 2019. They are running the branch down and are not accepting coins.	JH to monitor
7.2	JH requested a weekly RBS bank statement to keep up with BACS payments and to have an SCL bank statement file in Reception.	Action complete
7.3	The possible hiring a private security firm to open and close the building at weekends in order to reduce volunteer effort was discussed.	Action NR to investigate costs
7.4	The draft equal opportunities policy was circulated by email for approval. This was approved unanimously and NR has kindly offered to make further proposals for when we next review the matter as he has experience of these at work.	Action NR to advise
7.5	The need for a meeting between GOS and BSS was discussed. JH and FS are available on Thursdays at 13.00. Unfortunately the meeting was postponed due to NM illness and needs to be rearranged.	NM to rearrange

<p>7.6</p> <p>7.7</p> <p>7.8</p> <p>7.9</p> <p>7.10</p> <p>7.11</p> <p>7.12</p>	<p>NM presented a case study from Companies House about governance of the Stratford Theatre Charity. They have been open for 10 years and there are many similarities with Strutts. A site visit was suggested by EM</p> <p>Belper Arts Group has donated £240 to the project as a result of their fund raising activities. This was mainly the sale of art materials from the late father of Richard Smedley. They have suggested that it goes towards the cost of new chairs. The meeting expressed its thanks for this generous donation.</p> <p>The Rotary Club of Belper and Duffield wishes to make a donation to the Project and have invited us to their Annual Charity Presentation Evening at the Lion Hotel on Monday 18th February at 6.30.for 7.00. We need a representative</p> <p>An invitation to attend the BTC Civic Service on Sunday 17 March at Christ Church has been received. We need a representative.</p> <p>A questionnaire from Sheffield Hallam University on behalf of the Ministry for Housing, Communities and Local Government has been received concerning the financial health of community owned assets. More information about the research can be found at: http://bit.ly/2FnTwHr</p> <p>A request has been made by a new pole dancing group to have permanent bolted fixings in the ceiling. This was unanimously rejected by the meeting on the grounds of potential damage to the roof and only temporary fitting will be permitted.</p> <p>There have been a number of recent cases when the building has been left unsecured at weekends. Security needs to be improved.</p>	<p>NM to investigate possible visit</p> <p>Action NM to respond</p> <p>Action NM to respond by Friday 15 February</p> <p>Action NM to respond by 6/2/19</p>
<p>8.0</p>	<p>The next meeting will be held on Monday 4th March January 2019 in the Headmaster's office at 19.00, subject to the requirements of the AGM on 15th February 2019</p>	
<p>9.0</p>	<p>The meeting closed at 21.45</p>	