

**Swinnow Community Centre
Public Meeting
Wednesday 30th July 2008**

Present:

Cllr Coulson (Chair), Simon Bostrom (WYCAS), Pat Nelthorpe, Carole Gill, Ruth Lofthouse, Bill Burras, Oliver Sutton, Marva Pryce, Robert West, Brian Scott, Wendy Walton, Andrew Fox, Clare Wiggins (West Leeds Area Management), Conni Browne, Del Smith, Alan Pinder, Jack N Prince

Apologies: Richard Quinn, Cllr Richard Lewis, Cllr Josie Jarosz

1.0	Minutes and Matters arising from last meeting	
1.1	The minutes were agreed as a correct record.	
1.2	A member of the previous management committee had collected £60 from the majorettes and this had not been paid into the Community Association account	
1.3	SB advised that options were to write off the debt or refer it as a Police matter. It was suggested that it would be for the new management committee to determine the best course of action, but this level of debt was probably not worth pursuing. It could be deemed 'reasonable' rather than 'wreckless'	
1.4	Cllr Coulson agreed to ask PCSO Mik Cox to retrieve the spare set of keys to the centre.	Cllr C / Mik Cox
1.5	At the next meeting, people who had attended the previous meeting should be invited.	CW
2.0	Management Committee	
2.1	It was agreed that all property and cash should be returned to the centre.	
2.2	Simon Bostrom advised on liability. This could either be done in an unincorporated way (coming together) and there would be personal liability or an unlimited company (there would be no liability for trustees or limited to £1 etc). SB advised members should consider what the risks were and if there are any serious liabilities.	
2.3	SB suggested keeping the committee as a charity – it is the structure that is optional. In the history of SCC, there has never been any personal liability.	
2.3	The committee needs to form and then decide on roles in terms	
3.0	State of Accounts	
3.1	SB took members through the 2007 and 2008 accounts. Accounts were last submitted in 2006. SB advised that the year end date of 16 th July was an odd date but this was acceptable. He suggested changing the year end to 31 st March when the new committee forms.	
3.2	2007 showed a £404 deficit. Cleaning was £1340. This could be saved on as a lady had offered to do this for free.	
3.3	2008 accounts were not fully completed as SB had access to bank statements to April / May and bills to end May / June.	
3.4	CW agreed to pay £80 from majorettes into SCC bank account and make sure BS was reimbursed for the cost of the new lock.	CW
3.5	SB outlined a forecast of monthly expenses from Aug 08 to July 09. This	

	shows a bare minimum required for the centre to function. Trustees will need to add more detail to this forecast.	
3.6	At this level of turnover, a qualified accountant is not necessarily required. The committee just needs to be transparent and accountable.	
4.0	Repairs and approved funding	
4.1	The fall pipes and roof tiles are damaged due to vandalism.	
4.2	Need to do repairs before usage is likely to pick up.	
4.3	The steps need repairing – needs concreting as the slabs get lifted.	CW
4.4	Security wire needed on roof – CW to check legality of this and possible costs and speak to Planning. Alternative may be anti-climb paint.	CW
5.0	Current Usage	
5.1	Lots of groups can't meet at the pub etc and the CC is a better venue for them. The CC has to compete with some cheap and free venues.	
5.2	Room hire declined rapidly at the time of the reducing to 3. It was difficult for such a small committee to manage much usage. The difference between usage under a working committee in 2007 and a weak committee in 2008 is evident. There is an even spread of income from a variety of uses e.g. church, boxing, majorettes and parties.	
6.0	Next steps	
6.1	There should be a further meeting once the schools are back as the schools need to be involved (1 st or 2 nd week September)	CW
6.2	CW to try and confirm a date for repairs.	CW
7.0	AOB	
7.1	WNWHL to be charged £100 for display at SCC.	WW
7.2	WW has overdue account on the alarm.	
8.0	Date of next meeting – tbc	CW