

GOLDSWORTH PARK COMMUNITY ASSOCIATION

MINUTES OF THE MEETING HELD ON 20th JANUARY 1994

AT GOLDWATER LODGE GOLDSWORTH PARK

Present: J Davidson, R Webb, N O'Coffey, N Budgen, I Eastwood, A Harmour, T Lilley, K Nieman, P Chapman, I Rickard, I Watson, C Thorne.

Apologies for Absence: None

1. **OPENING**

JD as Chairman opened the meeting at 8.10pm.

2. **MINUTES OF THE LAST MEETING**

IE advised that the last sentence of Item 11 b) should read "Close at 11.00pm and drink up by 11.20pm." With this amendment the minutes were agreed.

3. **MATTERS ARISING**

3.4a) PW and RW met with Council officers on 29th December 1993. The Council want access to GPCA's lavatories, requiring removal of store room and its replacement with temporary structure in car park (drawings circulated). Council will share cost of cleaning lavatories. Lease would be amended to permit eventual replacement. Access between hall and store appears unsatisfactory - improvements suggestes. IR will amend plans to show improved access. RW will defer reply for 1 week for comments.

Dispute with Council over division of costs of improved security - Council proposes 50/50 but not formally agreed; PB had suggested 66/33. RW has contacted Rob Cook.

Dispute with Council over design of drains - Council denies design fault and proposes 66/33 split on cost of future drain maintenance.

Exterior redecoration - to be carried out this year; Council has asked for contribution of £1,040.00 towards costs; Council will pay £4,920.00.

3.4b) Rob Cook has written to Surrey Constabulary seeking reasons for further adjournments.

3.5 Taken under Any Other Business.

3.7 Taken under 8. Hall Manager's Report.

6b) There will be no Business Forum due to insufficient interest. RW has replied to the businesses which responded to the questionnaire. The Council are being intransigent about signposting to the Centre but OPI proposing to put up a sign, subject to planning permission. The matter is now closed.

6f) Outstanding.

7e) The padlocks are now in place, at a cost of £79.00.

7k) Taken under Any Other Business.

7l) Assets now shown in Balance Sheet; Liabilities not shown as extent not known.

7m) AH and JD will carry out stockcheck next week.

7u) Automatic transfer between Current and Reserve Accounts cancelled, Reserve Account retained.

- 7v) Corrected insurance certificate now received, will be displayed from next week.
- 10b) Only one active member on sub-committee now.
- 10c) Date should be 14th May 1994.
- 12a) The original letter was lost so NB will write again.
- 12d) RW has received a formal report of the Woking Town Centre Forum.

4. ANNUAL GENERAL MEETING

The minutes have been circulated.

5. MISCELLANEOUS CORRESPONDENCE - R Webb

- a) Written confirmation of verbal quote of £565.00 with no VAT for printing 8 page newsletter on recycled paper received; current cost is £610.00. Formal tenders will be requested in February and results reported to Committee.
- b) RW has written to Surrey Fire Service with thanks for talk on 13th December 1993.
- c) Letter from WOCCA advising of a meeting at Christchurch, Woking at 8.00pm on Thursday 27th January 1994 on the topic of "Who Cares for Health".
- d) Letter from Beaufort School seeking funds for indoor swimming pool and offering corporate membership use in exchange for sponsorship. NB suggested the School be invited to participate in "Birthday Gala" to raise funds. RW will write to explain situation and offer space in Newsletter.

6. TREASURERS REPORT - N O'Coffey

- a) Letter from Valentine & Co to GPCA as a creditor of Woking Garage seeking agreement to the liquidators settlement. As an unsecured creditor GPCA will get nothing.
- b) Accounts at 31st December 1993 distributed.
- c) NO and IE carried out full stocktake of the bar; value of stock set at £1,300 and entered in accounts. Further stocktake to be carried out in due course to identify contribution of bar to GPCA funds.
- d) At meeting on 29th December 1993, PW and RW received request from the Council for payment of £5194.92 for rent, fuel, water and buildings insurance for the past 5 years. Payment is not due until after the lease is signed but provision must be made.
- e) The security grill and safe cost around £1,000. The Council should bear share of cost of grill and padlocks. NO will advise RW of breakdown so RW can write to Council.
- f) New bank mandate signed to permit cheques under £100.00 to bear only one signature.
- g) In future, deposits for the hire of the hall will be banked and shown on the balance sheet as a liability.

7. LAKEVIEW COMMUNITY ACTION - T Lilley

- a) There will be an open meeting at the Lakeview Community Centre at 8.00 pm on Wednesday 9th February 1994.
- b) The Children's Christmas Party was successful and will be repeated next year.
- c) Plans in hand for a Car Boot Sale at Sythwood School on Saturday 16th April 1994. Volunteers to help would be welcomed.

- d) LCA will produce regular item for GPCA Newsletter. Approx. 750 extra copies will be needed for Lakeview residents.

8. HALL MANAGER'S REPORT

The Committee agreed to undertake internal redecoration. IR will co-ordinate volunteer working party and liaise with SN re dates.

9. SOCIAL COMMITTEE CHAIRMAN'S REPORT - N Budgen

- a) More assistance is required on Social Committee which will be meeting in the Community Centre Snug Bar on:-

1st February 1994	5th July 1994 (recess)
1st March 1994	2nd August 1994 (recess)
5th April 1994	6th September 1994
3rd May 1994	4th October 1994
7th June 1994 (recess)	1st November 1994
	6th December 1994

PC volunteered to type the minutes.

- b) Arrangements for "Birthday Gala" progressing and a schedule of meetings, to be held in the main Lodge bar, arranged for:-

21st February 1994
21st March 1994
18th April 1994
9th May 1994

Progress includes:-

- letters sent to 60 businesses seeking sponsorship;
- Ideal Homes to sponsor the Radio Mercury Road Show;
- liaison with David Vince from the Council's Arts and Entertainment Department;
- a meeting to be arranged with the Council's Environment Health Department;
- St John's Ambulance booked;
- proposals for a mini funfair;
- agreement to a steam fair.

NB invited PC to contribute ideas to involve and facilitate participation by people with disabilities. All ideas for the Gala would be welcome.

- c) Details of other events during the year are as follows:-

- Skittles Night on 21st January 1994;
- Quiz Night in March (date t.b.a) is in doubt due to poor attendance at the last one; KN will run the October Quiz Night.
- Children's Discos in doubt due to poor attendance; the St Valentine's Day Disco will be considered at the next Social Committee; more word-of-mouth advertising is needed;
- Children's Christmas Party - arrangements are in hand;
- New Years Eve Dance - arrangements are in hand.

Assistance is needed with drawing up and distributing posters advertising these events.

- d) RW reported that Radio Mercury have offered to publicise GPCA events free of charge.

10. BAR MANAGER'S REPORT

- a) See 6c) for details of stocktaking.

- b) Takings at the New Year were down.
- c) Bookings for the bar for the next couple of months are low.
- d) The staffing situation is satisfactory.

11. NEWSLETTER EDITOR'S REPORT

Nothing to report.

12. ANY OTHER BUSINESS

- a) (Item 7k) In response to PC's telephone enquiry, KN advised that Committee Members are not automatically Trustees; the Committee elects 3/4 Trustees in whom the property is vested; the Trustees can elect one of their number to sit on the Committee. Current Trustees are Jim Davidson, Arthur Harmour and Dora Bishop. PC queried the responsibilities and liabilities of Committee Members and the charitable status of GPCA in the light of changes in legislation. JD and IR to investigate and report.
- b) Work is about to start on new shop units. The only interest so far is from Estate Agent.
- c) A formal proposal to co-opt Sue Nieman and Ian Eastwood onto the Committee was carried.
- d) A resident phoned after the Community Liaison Group Meeting to ask if future meetings could be in November as December is a busy month. The next Community Area Liaison Group Meeting is on 6th June 1994.
- e) RW will report the names of all the key holders to the Police and Fire Service.
- f) IE advised that a public forum on Local Government Reorganisation would be held on 15th February 1994 with speakers from the Council and the Association of Surrey District Councils. Any specific comments or questions to be put through RW by the end of January.
- g) IE reported that the Village Forum report was still going through the process.
- h) (item 3.5) The Working Party on the lake and its surroundings met on 13th January 1994. IE advised:-
 - terms of reference agreed;
 - membership comprises 2 Council Officers (Chris Elston [Chair] and Geoff Ward), the 3 Ward Councillors plus 1 from each of Labour and Conservative;
 - proposal for a member of GPCA to join Working Party rejected;
 - site visit to lake arranged for 22nd or 23rd January 1994;
 - meetings with interested parties arranged - meeting with GPCA on 8th March 1994;
 - the lake, surroundings, water sports and designated play areas on the Park discussed;
 Comments and suggestions concerning use of the lake area to RW a.s.a.p.
- i) IE reported on progress on the survey of the lake prior to its transfer to Thames Water; one area missed in survey and £40,000 spent so far on remedial work.
- j) IE advised that P Oldfield granted permission for further 6 months; differing requirements of the Council and Thames Water are creating difficulties and doubts about future of Water Sports Centre.
- k) Future meetings will be held on the 2nd Thursday of each month.

The meeting ended at 10.30pm.

J. Davidson
10/2/94

G.P.C.A. BALANCE SHEET

As of 31/12/93

03/01/94
GPCA-All Accounts

Page 1

Acct	31/10/93 Balance	31/12/93 Balance
ASSETS		
Cash and Bank Accounts		
NAT WEST DEP-Business Reserve	0.00	2,000.00
NAT WEST-Current	1,917.08	1,626.51
PETTY CASH	335.17	767.26
Total Cash and Bank Accounts	2,252.25	4,393.77
Other Assets		
Fixtures & Fit.	2,308.05	2,267.13
Hall Premises-Consideration 1988	0.00	250,000.00
Total Other Assets	2,308.05	252,267.13
TOTAL ASSETS	4,560.30	256,660.90
LIABILITIES & EQUITY		
LIABILITIES	0.00	0.00
EQUITY	4,560.30	256,660.90
TOTAL LIABILITIES & EQUITY	4,560.30	256,660.90

I confirm the Balance Sheet ,Income & Expenditure , and attached Supplementary Reports are a true record of the Goldsworth Park Community Association accounts as at 31st December 1993.


Nigel O'Coffey

Treasurer - G.P.C.A.

3 January 1994

INCOME ONLY REPORT
01/11/93 Through 31/12/93

03/01/94
GPCA-All Accounts

Page 1

Category Description	01/11/93- 31/12/93
INCOME/EXPENSE	
INCOME	
Bar	2,093.18
Hall	1,791.95
Newsletter	956.50
Social:	
Fireworks	2,105.75
Social - Other	848.00
Total Social	2,953.75
TOTAL INCOME	7,795.38
EXPENSES	
Sundry	-30.00
TOTAL EXPENSES	-30.00
TOTAL INCOME/EXPENSE	7,825.38

INCOME & EXPENDITURE
01/11/93 Through 31/12/93

03/01/94
GPCA-All Accounts

Page 1

Category Description	01/11/93- 31/12/93
INCOME/EXPENSE	
INCOME	
Bar	1,045.65
Hall	475.54
Newsletter	-376.03
Social	1,644.19
TOTAL INCOME	2,789.35
EXPENSES	
Bank Charge	37.36
Depreciation	40.92
Sundry	610.47
TOTAL EXPENSES	688.75
TOTAL INCOME/EXPENSE	2,100.60

ASSET REVALUATION REPORT

31/10/93 Through 31/12/93

03/01/94

GPCA-Selected Accounts

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Date	Acct	Num	Description	Category	Clr	Amount
31/12/93	Hall ...		1988 Consideration	[Hall Premises]		250,000.00
			Total 1988 Consideration			250,000.00
31/10/93	Fixtu...		Glasswasher	[Fixtures & Fit.]		881.25
01/12/93	Fixtu...	StdOrd	Glasswasher	Depreciation:Glass Washer		-14.69
			Total Glasswasher			866.56
31/10/93	Fixtu...		Hoover	[Fixtures & Fit.]		139.00
01/12/93	Fixtu...	StdOrd	Hoover	Depreciation:Hoover		-3.86
			Total Hoover			135.14
31/10/93	Fixtu...		Safe/Bar Grille	[Fixtures & Fit.]		1,077.36
01/12/93	Fixtu...	StdOrd	Safe/Bar Grille	Depreciation:Safe & Grille		-17.96
			Total Safe/Bar Grille			1,059.40
31/10/93	Fixtu...		Stage/Platform	[Fixtures & Fit.]		129.06
01/12/93	Fixtu...	StdOrd	Stage/Platform	Depreciation:Stage		-2.15
			Total Stage/Platform			126.91
31/10/93	Fixtu...		Trolley	[Fixtures & Fit.]		81.38
01/12/93	Fixtu...	StdOrd	Trolley	Depreciation:Trolley		-2.26
			Total Trolley			79.12
			OVERALL TOTAL			252,267.13
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EXPENSES ONLY REPORT

01/11/93 Through 31/12/93

03/01/94
GPCA-All Accounts

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Category Description	01/11/93- 31/12/93
INCOME/EXPENSE	
INCOME	
Bar	-1,047.53
Hall:	
Caretaker Fee	-225.00
Cleaner Fee	-500.25
Hall - Other	-591.16
Total Hall	-1,316.41
Newsletter	-1,332.53
Social	-1,309.56
TOTAL INCOME	-5,006.03
EXPENSES	
Bank Charge	37.36
Depreciation:	
Glass Washer	14.69
Hoover	3.86
Safe & Grille	17.96
Stage	2.15
Trolley	2.26
Total Depreciation	40.92
Sundry:	
Legal & Prof. Fees	515.97
Sundry - Other	124.50
Total Sundry	640.47
TOTAL EXPENSES	718.75
TOTAL INCOME/EXPENSE	-5,724.78

01/11/93 Through 31/12/93

Page 1

Date	Acct	Num	Description	Memo	Category	Clr	Amount
08/11/93	PETT...		S Booking Clerk	Booking Fees	Hall		-50.00
08/11/93	NAT ...	DEP	S	Bookings	Hall	x	524.75
13/11/93	PETT...		S Nigel B.	Table Repairs	Hall		-80.00
21/11/93	PETT...		Thompson Directories		Hall		-98.87
26/11/93	NAT ...	DEP	Bookings		Hall	x	588.00
27/11/93	NAT ...	DDR	Yellow Pages	Hall Advertisement	Hall	x	-34.07
29/11/93	NAT ...	76	British Telecom	Bar Phone	Hall	x	-42.17
29/11/93	NAT ...	77	R.G.M. Electric	Emerg. Lighting	Hall	x	-101.93
07/11/93	PETT...		S Cleaner		Hall:Cleaning		-74.75
14/11/93	PETT...		S Cleaner		Hall:Cleaning		-64.25
21/11/93	PETT...		S Cleaner		Hall:Cleaning		-49.00
28/11/93	PETT...		S Cleaner		Hall:Cleaning		-59.25
07/11/93	PETT...		S Cleaner		Hall:Locking Up		-25.00
14/11/93	PETT...		S Cleaner		Hall:Locking Up		-25.00
21/11/93	PETT...		S Cleaner		Hall:Locking Up		-25.00
28/11/93	PETT...		S Cleaner		Hall:Locking Up		-25.00
TOTAL 01/11/93 - 30/11/93							358.46
01/12/93	Fixture...	StdOrd	Hoover	(36 months - 11/96)	Depreciation:Hoover		-3.86
01/12/93	Fixture...	StdOrd	Safe/Bar Grille	(60 Months - 11/98)	Depreciation:Safe & Grille		-17.96
01/12/93	Fixture...	StdOrd	Stage/Platform	(60 Months - 11/98)	Depreciation:Stage		-2.15
01/12/93	Fixture...	StdOrd	Trolley	(36 Months - 11/96)	Depreciation:Trolley		-2.26
01/12/93	NAT ...	DEP	Bookings	Aerobics	Hall	x	190.00
01/12/93	NAT ...	DEP	Bookings		Hall	x	112.20
01/12/93	PETT...		S Booking Clerk	Booking Fees	Hall		-50.00
01/12/93	PETT...		Bookings		Hall		54.00
01/12/93	PETT...		Bookings	McDonalds	Hall		58.00
08/12/93	NAT ...	DDR	Yellow Pages	16.10.93 Not Entered	Hall	x	-34.07
09/12/93	NAT ...	DEP	Bookings	Aerobics	Hall	x	85.00
09/12/93	NAT ...	DEP	Bookings		Hall	x	40.00
09/12/93	NAT ...	DEP	Bookings		Hall	x	20.00
09/12/93	NAT ...	DEP	Bookings		Hall	x	40.00
11/12/93	PETT...		Cleaning	New Mop Heads	Hall		-2.97
15/12/93	NAT ...	DDR	Yellow Pages	Hall Advertisement	Hall	x	-34.07
15/12/93	PETT...		Bookers	Cleaning Materials	Hall		-28.13
21/12/93	NAT ...		Bookings		Hall		80.00
31/12/93	PETT...		Woking B.C.	Amusement Licence	Hall		-17.50
31/12/93	PETT...		Bookers	Cleaning Materials	Hall		-17.38
05/12/93	PETT...		S Cleaner		Hall:Cleaning		-50.00
11/12/93	PETT...		S Cleaner		Hall:Cleaning		-59.75
18/12/93	PETT...		Cleaner	Re-imbursable	Hall:Cleaning		-30.00
18/12/93	PETT...		S Cleaner		Hall:Cleaning		-37.00
27/12/93	PETT...		S Cleaner	2 weeks	Hall:Cleaning		-51.25
27/12/93	PETT...		S Cleaner	Re - Imbursable	Hall:Cleaning		-25.00
05/12/93	PETT...		S Cleaner		Hall:Locking Up		-25.00
11/12/93	PETT...		S Cleaner		Hall:Locking Up		-25.00
18/12/93	PETT...		S Cleaner		Hall:Locking Up		-25.00
27/12/93	PETT...		S Cleaner	2 weeks	Hall:Locking Up		-50.00
TOTAL 01/12/93 - 31/12/93							90.85
OVERALL TOTAL							449.31
TOTAL INFLOWS							1,791.95
TOTAL OUTFLOWS							-1,342.64
NET TOTAL							449.31

01/11/93 Through 31/12/93

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Date	Acct	Num	Description	Memo	Category	Clr	Amount
06/11/93	PETT...		Bar Takings	No Details	Bar		305.00
13/11/93	NAT ...	72	Gemini Wines	Invoice 22/10/93	Bar	x	-447.04
20/11/93	PETT...		Bar Takings	Barn Dance	Bar		142.40
30/11/93	PETT...		Bar Takings	Disco 29/11/93	Bar		332.00
30/11/93	PETT...		Bar Wages	Disco 29/11/93	Bar		-40.00
TOTAL 01/11/93 - 30/11/93							292.36
01/12/93	NAT ...	DEP	Bar Booking		Bar	x	32.00
01/12/93	PETT...		Bar Booking	McDonalds	Bar		32.00
01/12/93	Fixture...	StdOrd	Glasswasher	(60 Months - 11/98)	Depreciation:Glass Was...		-14.69
09/12/93	NAT ...	DEP	Bar Booking		Bar	x	16.00
09/12/93	NAT ...	80	Xmas Party Food	Crisps to Bar Stock	Bar		-10.00
01/12/93	NAT ...	DEP	Bar Booking		Bar	x	32.00
10/12/93	PETT...		Bar Wages		Bar		-20.00
10/12/93	PETT...		Bar Takings		Bar		47.00
11/12/93	NAT ...	81	Harry & Kays	Bar Stock	Bar	x	-281.59
17/12/93	PETT...		Bar Takings	Inland Revenue	Bar		364.00
17/12/93	PETT...		Bar Wages	Inland Revenue	Bar		-54.00
19/12/93	NAT ...	82	Kabalocks / R Humphries	Bar Grille Padlocks	Bar		-79.40
20/12/93	PETT...		Bar Wages		Bar		-54.00
20/12/93	PETT...		Bar Stock		Bar		-11.50
20/12/93	PETT...		Bar Takings		Bar		263.00
22/12/93	PETT...		Bar Takings		Bar		106.00
22/12/93	PETT...		Bar Wages		Bar		-20.00
24/12/93	PETT...		Bar Takings	Cash Over	Bar		130.28
31/12/93	PETT...		Bar Wages	New Year's Eve	Bar		-30.00
31/12/93	PETT...		Bar Takings	New Year's Eve	Bar		291.50
TOTAL 01/12/93 - 31/12/93							738.60
OVERALL TOTAL							1,030.96
TOTAL INFLOWS							2,093.18
TOTAL OUTFLOWS							-1,062.22
NET TOTAL							1,030.96

01/11/93 Through 31/12/93

Page 1

Date	Acct	Num	Description	Memo	Category	Clr	Amount
06/11/93	PETT...		Fireworks	Takings	Social:Fireworks		2,105.75
12/11/93	PETT...		Stag Night	Wally Dent	Social		-200.00
12/11/93	PETT...		Stag Night	Ticket Sales	Social		87.50
13/11/93	NAT ...	73	Stag Night	Wally Dent	Social	x	-405.13
13/11/93	PETT...	S	Nigel B.	Expenses Re-imburse T...	Social		-15.00
				St John's Ambulance D...	Social		-25.00
20/11/93	PETT...		Barn Dance	Food	Social		-40.14
20/11/93	PETT...		Barn Dance	Caller	Social		-50.00
21/11/93	PETT...		O.A.P. Party	Donation	Social		-100.00
26/11/93	NAT ...	DEP	S	No Details	Social	x	180.00
26/11/93	NAT ...	DEP	S	No Details	Social	x	138.00
29/11/93	NAT ...	DEP		Ticket Sales	Social	x	223.00
29/11/93	PETT...		Xmas Party Tickets		Social		9.00
29/11/93	PETT...		Nigel O'C Reimbursement	Ticket Printing	Social		-14.00
29/11/93	PETT...		Barn Dance Food / Posters		Social		-9.66
30/11/93	PETT...		Barn Dance Tickets		Social		33.00
TOTAL 01/11/93 - 30/11/93							1,917.32
09/12/93	NAT ...	80	S	Xmas Party Food	Xmas Party Food	Social	-113.69
09/12/93	NAT ...	DEP		Xmas Party Tickets		Social	x 83.00
09/12/93	NAT ...	DEP		New Years Eve Tickets		Social	x 58.00
11/12/93	PETT...			Xmas Party Tickets		Social	13.50
11/12/93	PETT...			Xmas Party	Father Xmas	Social	-5.00
11/12/93	PETT...			Xmas Party	Xmas Present	Social	-1.70
11/12/93	PETT...			Xmas Party	Corrie Entertainer	Social	-95.00
11/12/93	PETT...			Xmas Party Food & Deco...		Social	-10.24
11/12/93	PETT...			Disco Takings		Social	6.00
11/12/93	PETT...			Disco Drink Sales		Social	1.00
11/12/93	PETT...			Disco Fee		Social	-55.00
19/12/93	PETT...			Hospice Donation	French Trip Surplus	Social	-20.00
19/12/93	PETT...			Donation	French Trip Surplus	Social	-20.00
24/12/93	PETT...			New Years Eve Tickets		Social	16.00
31/12/93	PETT...			Disco	New Year's Eve	Social	-130.00
TOTAL 01/12/93 - 31/12/93							-273.13
OVERALL TOTAL							1,644.19
TOTAL INFLOWS							2,953.75
TOTAL OUTFLOWS							-1,309.56
NET TOTAL							1,644.19

NEWSLETTER REPORT
01/11/93 Through 31/12/93

03/01/94
GPCA-All Accounts

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Date	Acct	Num	Description	Memo	Category	Clr	Amount
08/11/93	NAT ...	DEP S		No Details	Newsletter	x	430.50
08/11/93	PETT...	S	Booking Clerk	Fees	Newsletter		-50.00
11/11/93	NAT ...	71	Merlin Print	Nov/Dec 1993	Newsletter	x	-619.20
26/11/93	NAT ...	DEP S		No Details	Newsletter	x	28.50
TOTAL 01/11/93 - 30/11/93							-210.20
01/12/93	NAT ...	DEP	Advertising	Mann & Co	Newsletter	x	350.00
01/12/93	NAT ...	DEP	Advertising	Harding Autos	Newsletter	x	45.00
01/12/93	PETT...	S	Booking Clerk	Fees	Newsletter		-50.00
09/12/93	NAT ...	DEP	Advertising		Newsletter	x	8.50
09/12/93	NAT ...	DEP	Advertising		Newsletter	x	9.50
09/12/93	NAT ...	79	Merlin Print	Dec/Jan	Newsletter		-613.33
01/12/93	NAT ...	DEP	Advertising	P C Blake Bus	Newsletter	x	13.75
24/12/93	NAT ...		Advertising		Newsletter		38.00
31/12/93	NAT ...	DEP S	Advertising	M. Lawrence	Newsletter		9.50
				P.T. Rogerson	Newsletter		9.50
				P.C. Blake	Newsletter		13.75
TOTAL 01/12/93 - 31/12/93							-165.83
OVERALL TOTAL							-376.03
TOTAL INFLOWS							956.50
TOTAL OUTFLOWS							-1,332.53
NET TOTAL							-376.03

01/11/93 Through 31/12/93

Page 1

Date	Acct	Num	Description	Memo	Category	Clr	Amount
08/11/93	PETT...	S	Booking Clerk	Postages	Sundry		-10.44
27/11/93	NAT ...		Error Correction	Note 15/09/93	Sundry	x	10.00
28/11/93	PETT...		Cash Difference	Check 28/11/93	Sundry		-63.44
29/11/93	PETT...		Nigel O'C Reimbursement	Stamps/Printing	Sundry		-2.22
29/11/93	NAT ...	75	Robert Cook	Legal Fees	Sundry:L&P Fees	x	-215.97
29/11/93	NAT ...	74	Robert Cook	Legal Fees	Sundry:L&P Fees	x	-300.00
TOTAL 01/11/93 - 30/11/93							-582.07
31/12/93	NAT ...		Service Charge		Bank Chrg		-37.36
01/12/93	PETT...		Postages	Booking Clerk	Sundry		-9.50
11/12/93	PETT...		Floral Tribute		Sundry		-10.00
13/12/93	PETT...		Booking Clerk	Postages etc	Sundry		-20.00
14/12/93	PETT...		Hospitality	Police Liason	Sundry		-1.40
19/12/93	PETT...		Contra Cash Difference - D...	French Trip Surplus	Sundry		20.00
24/12/93	PETT...		Hospitality	Xmas Mince Pies	Sundry		-7.50
TOTAL 01/12/93 - 31/12/93							-65.76
OVERALL TOTAL							-647.83
TOTAL INFLOWS							30.00
TOTAL OUTFLOWS							-677.83
NET TOTAL							-647.83

GOLDSWORTH PARK COMMUNITY ASSOCIATION

MINUTES OF THE MEETING HELD ON 10th FEBRUARY 1994

AT GOLDWATER LODGE GOLDSWORTH PARK

Present: J Davidson, R Webb, N O'Coffey, N Budgen, A Harmour, T Goss,
P Winter, I Rickard, I Watson.

Apologies for Absence: T Lilley, P Chapman.

1. **OPENING**

JD as Chairman opened the meeting at 8.10pm.

2. **MINUTES OF THE LAST MEETING**

The minutes of the last meeting were agreed.

3. **MATTERS ARISING**

3.3.4a) RW reported that:-

- i) IR had amended the plans for the new storage area to the GPCA's preferred layout and that the revised plans had been sent to Rob Cook to be passed to WBC.
- ii) WBC will try to reduce the costs of exterior decorating to £8-9,000.
- iii) Graham Keyworth (WBC) had received a quote for drain clearance of £500.00 per time. JD had been quoted £280.00 + VAT. JD will send RW a copy of this quote to send to GK at WBC

3.3.4b) PW reported that the court case is now set for the week commencing 07.04.94.

3.7m) AH and JD have carried out stockcheck and will carry out inventory furniture and fittings next.

3.12a) OPI found the letter regarding Car Boot Sales; they may continue.

3.6e) RW has written to WBC suggesting a 70/30 division of costs.

3.12b) Work has started on the new shops.

3.12e) RW has written to the Police and Fire Service with the names/addresses/telephone numbers of the keyholders; the Fire Service replied that they do not require this information as they obtain it from the Police, when necessary.

3.12h) RW reported on a letter from Graham Keyworth, WBC, confirming that GPCA could not be represented on the Goldsworth Lake Area Working Party. He is sending out a Questionnaire to all interested parties about the facilities and GPCA Committee is invited to present its response to the Working Party on 8th March 1994. This will be the first of a series of presentations by interested parties. RW is seeking views from residents via the Newsletter. The Working Party hopes to report in July.

4. **MISCELLANEOUS CORRESPONDENCE - R Webb**

- a) RW has written to Mr Davies, the Head of Beaufort School, to say that GPCA could not provide financial support for the school pool but could provide space in the Newsletter.

- b) RW had received a telephone call from a resident about a group of youths aged 10-14 cycling dangerously fast on the lake path. Inspector Wicher had also received complaints. IW said that it was her understanding that it was permissible to cycle on the wider paths. PC Craig Matthews will put an item in the Newsletter asking for consideration to be given to pedestrians.
- c) RW has received the minutes of the last Police Community Liaison Meeting.
- d) NO had received a letter from RGM Electrics regarding the recent repairs to the dishwasher; the damage had been caused by someone turning it on without filling it with water. He asked that the matter be brought to the attention of the bar staff.

5. CONSTITUTION & MEMBERSHIP

IR introduced his report on revisions to the Constitution explaining that it was designed to establish the present position. Particular questions which should be addressed include:-

- is the current definition of membership appropriate? It is based on address and anyone outside the specified area is excluded [PW reported that one third of the Goldsworth Park allotments had to be available to non-Park residents; IW suggested that membership could be expanded to include interested users as well as residents and the Committee could have up to one third non-Park residents]
- should the role and responsibilities of Committee Members be better defined in view of the Charities legislation?
- should the Committee Members be insured against loss, if permitted by the Charity Commissioners? [PW reported that a 20% discount on indemnity insurance could be available]
- should co-opted Members be allowed to vote?
- should Section Chairmen be full Committee Members?

RW proposed that the Association Officers should be Chairman, Vice-Chairman, Treasurer and Secretary. It was also proposed that there should be a President. IR confirmed that the Charity Commissioners insist on a Chairman so the current arrangement is unsatisfactory. RW proposed that she be Chairman, JD be Vice-Chairman and IW be Secretary. Under the current Constitution, these positions can only be ratified at the AGM.

NO raised the issue of Committee Members' financial liability; the Association is technically in debt and it appears that all Committee Members are liable. PC had asked RW if it were possible for individual Committee Members to be liable only for debts incurred after their election. PW suggested waiting until after the Court case as this might establish liability.

JD reported that he had asked the Charity Commissioners to send a model Constitution and will circulate copies when received. There was some discussion as to whether the Association should remain a charity and it was generally agreed that it should since this status help in fundraising.

It was agreed that the Hall Manager and Bar Manager should submit written reports each month, if not attending the Committee Meeting.

Discussion was adjourned until the next meeting.

6. TREASURERS REPORT - N O'Coffey

- a) An abbreviated set of accounts at 31st January 1994 were distributed; the full was available for inspection. Particular points raised were:-
 - the balance sheet shows a reduction of £1,000.00 since 31.01.93 but this is bar stocks now shown as assets;
 - The advertising sponsorship of £350.00 per month from Mann & Co is outstanding for January and February.

- There is a bill for legal fees from Rob Cook for £759.00 although only £450.00 is shown in the accounts. He frequently requires fees up front and now appears to be holding more than the agreed amount of £300.00 of the Associations money. NO is querying the invoices as there may be some discrepancies.
- b) There was discussion about the management and maintenance of the Hall and the arrangements for advertising in the Newsletter.
 - NO will co-opt a couple of Committee Members to assist with a review of charges for the Hall; the charges have not been increased for 2-3 years and WBC are increasing their charges by 1.7%. Any changes will necessitate changes to SN's remuneration which is currently £50 per month plus 10% of any income above £500 per month.
 - The Working Party will also review charges for advertising space in the Newsletter. Income from this source seems to be less than it was a few years ago. SN reported through NO that income fluctuates.
 - The Working Party, which will include SN, will draw up terms of reference for SN, to cover charges, discounts, deposits, remuneration, etc.
 - NO queried the basis for paying the Caretaker/Cleaner, who had been claiming £25 per week. On 11th December 1990, it was agreed to pay £1.00 per trip (£1.50 after 11.00pm) plus 50p for furniture moving. We were also paying him £45.00 per week for cleaning where the last cleaner received £30.00 per week. If the extra is attributable to excess cleaning after hirings, the money should come from the deposits held by SN for the purpose. It was agreed that SN should be asked to provide a note of opening and closing times to support claims for payment.

7. LAKEVIEW COMMUNITY ACTION - T Goss

- a) The open meeting at the Lakeview Community Centre at 8.00 pm on Wednesday 9th February 1994 was not well attended. It started with a report from the Borough Dog Warden followed by a report on crime in the area [between 06.93 and 02.94, there were 79 crimes in Lakeview, 17% of crime on Goldsworth Park]. WBC Housing Officer, Paul Tuckey, reported on environmental issues such as litter, grass-cutting and pruning, and said that long-standing maintenance problems were nearly sorted out [the same was said last year]. In an unscientific straw poll amongst the mainly elderly residents who attended the meeting, security was the top priority.
- b) There will a meeting of LIAiSE [Lakeview Information, Advice and Support Exchange] at 8.00pm on Wednesday, 2nd March 1994 at the Lakeview Community Centre.
- c) The next LCA meeting will be 9th March 1994.

8. HALL MANAGER'S REPORT

None.

9. SOCIAL COMMITTEE CHAIRMAN'S REPORT - N Budgen

- a) NB thanked JD for arranging the "Helper's Appreciation Meeting" at 8.00 pm on Friday 4th March 1994.
- b) NB reminded the Committee of the Children's Valentine's Day Disco from 7.00 to 9.00 pm on Friday, 11th February 1994 and asked for volunteers to help.
- c) There are three active members on the Social Committee all busy with the Birthday Gala.

- d) Arrangements for "Birthday Gala" progress, as follows:-
- invitations to exhibitors for craft stalls in the main hall are being printed;
 - thank-you letter to Waitrose for donation of £100.00;
 - NB has been in touch with Peter Oldfield re water sports and with youth groups;
 - NB has met with representatives of Woking One World Group who would like to be involved;
 - Woking Working Men's Club have offered help;
 - the concessionaires have suggested a "Bungee Jump" and the representative from Woking Working Men's Club has a contact;
 - offers of help have also been received from Janet Cook, Tony Mitchell, Roy Clark and Mrs Allen;
 - current priority is advertising as the event is only 2 months away. NB is considering an A5 brochure to publicise the event and Merlin Print have offered to help with typesetting free of charge.
 - JD reported that the manager of the new Strollers Centre has offered to provide a refreshment service in the Hall; NB said the Association would want a share of the receipts;
 - the steam fair has a prior booking so will not be available.

10. BAR MANAGER'S REPORT

None.

11. NEWSLETTER EDITOR'S REPORT

- a) Mann & Co have offered sponsorship for the next year.
- b) Merlin Print have submitted a very competitive price for printing the Newsletter provided it is sent on disk. This bid has been accepted for this year and a full tendering procedure will apply next year. Merlin Print is offering stationery at a very competitive price to the Association.
- c) More people are needed to help with deliveries; circulation is down through non-delivery and RW is loth to seek sponsorship with such low circulation.
- d) It was agreed that outside events should be publicised in the "What's On" column for a charge of £2.00 per item.
- e) A proposal to rent out space on the Association's noticeboards was turned down.

12. ANY OTHER BUSINESS

- a) AH is retiring from running the Bingo on Thursdays due to ill health and is seeking a replacement. PW suggested contacting County Sound and the Woking Review. RW proposed a vote of thanks to AH for all his hard work.
- b) NB reported that the noticeboard outside Waitrose had been damaged in a storm; repair would cost £70.00 which was outside the budget at present.
- c) PW sought the latest news on the prize offered by the Mayor for the best Hanging Basket or Container. An item will be included in the Newsletter.
- d) RW is attending a Road Safety Forum next month; she asked if the Committee wished to pass on any comments.

The meeting ended at 10.25pm.

Mud
10/11/94

G.P.C.A. BALANCE SHEET

As of 18/01/94

18/01/94
GPCA-All Accounts

Page 1

Acct	31/10/93 Balance	18/01/94 Balance
ASSETS		
Cash and Bank Accounts		
NAT WEST DEP-Business Reserve	0.00	2,012.18
NAT WEST-Current	1,917.08	1,648.51
PETTY CASH	335.17	561.51
Total Cash and Bank Accounts	2,252.25	4,222.20
Other Assets		
1 Hall Premises-Consideration 1988	0.00	250,000.00
2 Fixtures	2,308.05	2,226.21
3 Bar Stock	0.00	1,280.51
Total Other Assets	2,308.05	253,506.72
TOTAL ASSETS	4,560.30	257,728.92
LIABILITIES & EQUITY		
LIABILITIES		
Other Liabilities		
Clients-Refundable Deposits	0.00	100.00
Total Other Liabilities	0.00	100.00
TOTAL LIABILITIES	0.00	100.00
EQUITY	4,560.30	257,628.92
TOTAL LIABILITIES & EQUITY	4,560.30	257,728.92

INCOME & EXPENDITURE

01/11/93 Through 18/01/94

18/01/94
GPCA-All Accounts

Page 1

Category Description	01/11/93- 18/01/94
<hr/>	
INCOME/EXPENSE	
INCOME	
Bar	1,222.15
Hall	1,106.61
Interest Income	12.18
Newsletter	-191.28
Social	1,652.19
TOTAL INCOME	<hr/> 3,801.85
EXPENSES	
Bank Charge	37.36
Depreciation	81.84
Insurance	-16.44
Legal & Prof. Fees	515.97
Sundry	114.50
TOTAL EXPENSES	<hr/> 733.23
TOTAL INCOME/EXPENSE	<hr/> 3,068.62 =====

GOLDSWORTH PARK COMMUNITY ASSOCIATION

MINUTES OF THE MEETING HELD ON 10th MARCH 1994

AT GOLDWATER LODGE GOLDSWORTH PARK

Present: J Davidson, R Webb, N O'Coffey, A Harmour, P Chapman, I Rickard, I Eastwood

Apologies for Absence: T Lilley, N Budgen, T Goss, I Watson.

1. **OPENING**

RW as Chairman opened the meeting at 8.10pm.

2. **MINUTES OF THE LAST MEETING**

The minutes of the last meeting were agreed.

3. **MATTERS ARISING**

3.3.4a) RW reported that:-

- i) Rob Cook had not sent the revised plans to WBC until today. He was also concerned about GPCA's the security of tenure on the Hall. He advised GPCA to pay £300 as one years ground rent to WBC and obtain a receipt. It was agreed that this sum should be sent to WBC with a letter requesting a receipt.
- ii) The cost of exterior decorating is £8-9,00 not as reported in last minutes. Work will begin shortly and a request for payment can be expected.

3.7m) AH and JD have completed inventory of furniture and fittings.

3.12h) RW reported on the meeting between the Working Party and GPCA Committee on 8th March 1994. JD, RW, TG, JN and IW attended for GPCA. Many issues were raised and the meeting concluded with a proposal by WBC to hold an information open day at the lodge to explain their proposals when they are ready. A member of WBC had questioned how representative GPCA was of the views of residents. This was discussed (see 5 below).

6.a) RW reported that Rob Cook no longer holds excess funds.

9.a) RW reported that the "Helper's Appreciation Meeting" was a success and offered thanks to JD.

9.b) The Children's Valentine's Day Disco made a profit of £27.

4. **MISCELLANEOUS CORRESPONDENCE - R Webb**

- a) RW has written to Oil Property Investments with residents views on signing. The sign should be tasteful and include Strollers, Scouts, lake, etc.
- b) RW has written to Chris Edwards about the parking of cars in Horsel Birch by drivers visiting the hockey club requesting WBC to provide suitable "No Parking" notices.

- c) RW has written to Chris Edwards about the flooding of the canal tow path in the area of Fox Hills.
- d) RW and IR had attended a seminar, organised by WBC, on the introduction of the Ecofeedback scheme. PC was concerned that WBC had not attempted to organise help for the elderly and disabled to participate in the scheme. It was agreed that RW would write to WBC on this.
- e) RW has received a letter from SCC regarding waste disposal. IR will reply on behalf of GPCA.
- f) Paper have been received regarding nominations to positions on the Community Health Council. IW will consider and if not interested pass to PC.

5. CONSTITUTION & MEMBERSHIP

- a) IR thanked JD for the copy of the the Charity Commissioners model constitution. The model constitution did not contradict any of the provisions discussed last meeting. IR will prepare a finalised draft constitution for discussion at the next meeting.
- b) The provision of any form of liability insurance was discussed and it was agreed that it was impractical to seek cover of this nature.
- c) The committee restated the requirement that the Hall Manager and Bar Manager must submit written reports each month, if not attending the Committee Meeting.
- d) At the meeting on the Goldsworth Lake Area Working Party WBC Council Members questioned the degree to which the GPCA Committee was representative of residents views. In particular the open membership of the GPCA with no membership fee was questioned. This was discussed in detail and the Committee recognised the need to demonstrate through the newsletter, letters, calls and events that it was representative of the views of residents. The option of introducing a membership fee and the possible benefits that could be offered was discussed. This issue will be reconsidered when finalising the new constitution.

6. TREASURERS REPORT - N O'Coffey

- a) An abbreviated set of accounts at 28th February 1994 was distributed; the full set was available for inspection. Particular points raised were:-
 - NO has written to Newsletter advertisers and most of the unpaid sums have been received. As a result the Newsletter made a profit this month.
 - The advertising sponsorship of £350.00 per month from Mann & Co is outstanding for March only.
- b) Advertising in the Newsletter.
 - The Working Party has reviewed charges for advertising space in the Newsletter. Charges will be increased effective from the April / May issue. The increases are:-

a) 1 Column	Was £2.75	New Charge	£3.00
b) 2 Column	Was £5.50	New Charge	£6.00
c) 3 Column	Was £8.25	New Charge	£9.00
- c) There was discussion about the management and maintenance of the Hall.
 - SN is investigating the charges made for other halls in the area. When these have been obtained revised charges, discounts and deposits will be fixed and the basis of payment to SN agreed.

- NO has queried the basis of payment to the Caretaker/Cleaner. These are based on a charge rate of £3.50 per hour which is acceptable. Charges for closing up are £1.00 per trip (£1.50 after 11.00pm) plus 50p for furniture moving, as agreed on 11th December 1990. The committee agreed costs must be carefully controlled and any excessive cleaning charged back to the hirer. NO has put in place arrangements with the Caretaker/Cleaner to itemise all work against the hall booking. This will be monitored closely against the appropriate bookings.

- d) NO has received an enquiry from Philip Bohling regarding the non-domestic rating of the Hall. NO cannot answer all the questions raised but will discuss with Philip Bohling.

7. LAKEVIEW COMMUNITY ACTION

- a) No report due to absence of T. Goss.
- b) The meeting of LIAiSE [Lakeview Information, Advice and Support Exchange] on 2nd March 1994 was attended by IW on behalf of GPCA. Attendance was less than had been hoped.
- c) The next LCA car boot sale will be held at Sythwood School on Sat 16th April.

8. HALL MANAGER'S REPORT

No report was available for the meeting. The committee hoped that in future a brief written report detailing booking and highlighting trends would be available at each monthly meeting.

It was noted that the hall curtains are not hung at the correct windows and one light bulb needs replacing in the Snug.

9. SOCIAL COMMITTEE CHAIRMAN'S REPORT

- a) No formal report due to absence of NB.
- b) Councillor Margaret Hill has requested that a pitch be made available for Trading Standards at the next Car Boot sale. It was agreed that one should be made available and Trading Standards asked to pay the fee of £7.00 if possible.
- c) Arrangements for "Birthday Gala" progress, as follows:-
 - The Venture Scouts have been asked to assist with a tent for the dog show.
 - WBC have confirmed they will not charge for use of the land.
 - NB has met the mayor who has expressed support.
 - JD suggested producing a souvenir programme for sale at the Gala.
- d) Car boot sales are confirmed for 4 April, 2 May, 30 May and 29 August. NO requested assistance to telephone those requiring pitches for 4th April.

10. BAR MANAGER'S REPORT - Ian Eastwood

- a) There were no bar bookings in February.
- b) Booking for March are good. There are three booking for both April and May and two for June and July.
- c) IE and NO will carry out a stock take at the end of March.

- d) Bar staff have been instructed in the correct use of the washing up machine. The instructions were not clear.
- e) IE is concerned that the WBC proposals for revising access to the toilets is inadequate. He feels total toilet provision will be inadequate. RW will ask Rob Cook to raise in letter to WBC.

11. NEWSLETTER EDITOR'S REPORT

- a) Mann & Co. have paid up their sponsorship to one month in arrears.
- b) The notice board is being used by other organisations as it has no cover. Due to the present shortage of funds it was agreed not to repair the board at this time.
- c) RW has run out of poetry for inclusion in the news letter. Members are asked to forward to her any they feel suitable to print.
- b) RW has written to Merlin Print appointing them to print the Newsletter for the next year.
- c) Difficulties with deliveries are compounded by the absence of a single list of those involved and the area they cover. NO will coordinate the production of a master list with JD, RW and TG.

12. ANY OTHER BUSINESS

- a) RW will attend the SCC Annual Library Service Consultative Meeting. Any comment to her please.
- c) The next forum on Local Government Reorganisation will be held on 23 March.
- d) RW is attending a Road Safety Forum next. IE reports that WBC has prepared a report on Goldsworth Park with a number of proposals. PC will provide comments on the effect of some proposals on the disabled.

The meeting ended at 10.30pm.

Mueh
14/4/94

REVISED CONSTITUTION

1) INTRODUCTION

- 1.1 The changes since we last considered this paper in February are to bring the constitution in line with the model provided by the Charity Commissioners.

To achieve this has meant a large number of addition. These in general make the role of the Executive Committee clear and spell out their responsibilities under the Charities Act 1992.

I have deliberately not rewritten sections from our constitution when they say the same thing as the model. I have deleted three paragraphs in Sections 10 and 12 as these powers are now covered in the new sections 2 ADMINISTRATION and 4 POWERS.

- 1.2 The existing constitution is attached. The changes needed are marked as follows:- Deletions are marked ~~like this~~ and additions are [enclosed in brackets and underlined].

- 1.3 At the Executive Committee meeting on 14 April 1994 we can consider any point anyone finds controversial in more detail. Subject to any points raised I think this draft covers everything and we can move on to checking with the Charity Commissioners that the draft is acceptable. We can also timetable the Special General Meeting needed to change the Constitution.

2) CHANGES WE WANT TO MAKE

- 2.1 The "Vice-Chairman" positions have been added in Clause 12.

- 2.2 "President" and "Vice President" are defined as Honorary Titles which may be bestowed by the Executive Committee (see section 14). The persons hold these titles are not full members of the Executive Committee and therefore not Trustees of the charity.

- 2.3 The Officers can now retire if they wish (see Section 10).

- 2.4 Co-opt members are full members of the Executive Committee and thus charity trustees.

- 2.5 Representatives of the constituent bodies on the Executive Committee are trustees.

- 2.6 Under Property I have specified the Official Custodian for Charities but I have left in the option of "Holding Trustees"

CONSTITUTION OF
THE GOLDSWORTH PARK COMMUNITY ASSOCIATION

1. NAME The name of the Association is the Goldsworth Park Community Association (hereinafter called "the Association")

2. ADMINISTRATION

[Subject to the matters set out below the Charity and its property shall be administered and managed in accordance with this constitution by the members of the Executive Committee, constituted by clause 10 of this constitution]

3. OBJECTS The objects of the Association are

- (a) to promote the benefit of the inhabitants of the area bounded by Robin Hood Road, St. John's Road, Goldsworth Road, ~~Atteridge Bridge Road~~ [Bridge Barn Lane], Well Lane, Bullbeggars Lane, Horsell Birch and Littlewick Road in the County of Surrey (hereinafter called "the area of benefit") without distinction of sex, [ethnic origin] or of political, religious or other opinions by associating the local authorities voluntary organisations and inhabitants in a common effort to promote the interests of the residents, to provide facilities in the interests of social welfare for recreation, leisure-time occupation and education with the object of improving the conditions of life for the said inhabitants.
- (b) to establish or to secure the establishment of a Community Centre (hereinafter called "the Centre") and to maintain and manage, or to co-operate with any local statutory authority in the maintenance and management of, such a Centre for activities promoted by the Association and its constituent bodies in furtherance of the above objects.

The Association shall be non-party in politics and non-sectarian in religion.

The Association shall have power to affiliate to the National Federation of Community Associations and to other organisations with similar charitable objects.

4. POWERS In furtherance of the objects but not otherwise the Executive Committee may exercise the following powers:

- (a) power to raise funds and to invite and receive contributions provided that in raising funds the Executive Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law;
- (b) power to buy, take on lease or in exchange any property necessary for the achievement of the objects and to maintain and equip it for use;
- (c) power subject to any consents required by law to sell, lease or dispose of all or any part of the property of the Charity;
- (d) power to employ such staff (who shall not be members of the Executive Committee) as are necessary for the proper pursuit of the objects and to make all reasonable and necessary

provision for the payment of pensions and superannuation for the staff and their dependants;

(e) power to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them;

(f) power to establish or support any charitable trusts, associations or institutions formed for all or any of the objects;

(g) power to appoint and constitute such advisory committees as the Executive Committee may think fit;

(h) power to do all such other lawful things as are necessary for the achievement of the objects.

5. MEMBERSHIP Membership of the Association shall be of two kinds:

- (a) Individual members who shall be Full, Junior or Associate members.
- (b) Group members who shall be the Constituent Bodies and Sections.

6. INDIVIDUAL MEMBERSHIP Individual membership shall be open, irrespective of political party, nationality, religious opinion, race, colour or sex, to:

- (a) All persons aged eighteen and over living in the area of benefit [who shall be called full members].
- (b) All persons under the age of eighteen living in the area of benefit who shall be called Junior members. Junior members shall not have the right to vote at members' meetings but may elect from among themselves two representatives to the Executive Committee ~~who shall have the right to vote as if they were full members.~~
- (c) Well-wishers anywhere who shall be called Associate members. Associate members shall not have the right to vote at members' meetings.

The manner in which Junior members elect their representatives shall be determined by the Executive Committee from time to time.

7. GROUP MEMBERSHIP

- (a) Constituent Bodies shall be local statutory authorities and such voluntary organisations as operate in the area of benefit and satisfy the Executive Committee that they are independent organisations or branches of independent national or other organisations.
- (b) Sections shall be such groups as may, with the permission of the Executive Committee, be formed within the Association among the individual members for the furtherance of a common activity.

Each Constituent Body and Section shall have the right to appoint one representative to be a member of the Executive Committee and at any time by giving notice in writing to the Secretary of the Association to revoke the appointment of such a member and to appoint another member in his/her place. Such a member shall have the right to attend and to vote at ~~general~~ meetings of the ~~Association~~ [Executive Committee].

8. TERMINATION OF MEMBERSHIP The Executive Committee shall have the right for good and sufficient reason to terminate the membership of individual members or of Constituent body or Sections[. Such members] shall have the right to be heard by the Committee before a decision is made.

9. SUBSCRIPTIONS All members and Constituent bodies shall pay such subscription as the Executive Committee may from time to time determine.

10. EXECUTIVE COMMITTEE MEMBERSHIP Subject to the limitations set out in Clauses 13 and 14 hereto/ the policy/ financial and general management of the affairs of the Association shall be directed by a Executive Committee (herein referred to as the Executive Committee)

The Executive Committee shall consist of:

- (a) The Honorary Officers of the Association and the Committee ex-officio in accordance with Clause 12(a).
- (b) The representatives appointed by Constituent Bodies and Sections in accordance with Clause 7.
- (c) Such number of representatives of Full members elected at the Annual General Meeting, not exceeding sixteen persons.
- (d) In addition the Executive Committee may co-opt further members who shall be members of the Association provided that the number of co-opted members shall not exceed one-third of the total number of members of the Executive Committee as defined above.

11. EXECUTIVE COMMITTEE CONDITIONS OF MEMBERSHIP (a) Members appointed to the Executive Committee shall be over 18 years of age.

(b) All members of the Executive Committee shall retire annually but shall be eligible to be appointed or co-opted again. The Executive Committee shall have power to appoint such Committee as it may think fit to the office and may determine their powers and terms of reference.

(c) [No person shall be entitled to act as a member of the Executive Committee whether on a first or on any subsequent entry into office until after signing in the minute book of the Executive Committee a declaration of acceptance and of willingness to act in the trusts of the Charity].

(d) The Executive Committee shall comply with their obligations under the Charities Act 1992 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual report and return and their transmission to the Commissioners.

(e) No member of the Executive Committee shall acquire any interest in property belonging to the Charity (otherwise than as a trustee for the Charity) or receive remuneration or be interested (otherwise than as a member of the Executive Committee) in any contract entered into by the Executive Committee.

A member of the Executive Committee shall cease to hold office if he or she:

(f) is disqualified from acting as a member of the Executive Committee by virtue of section 45 of the Charities Act 1992 (or any statutory re-enactment or modification of that provision);

- (g) becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;
- (h) is absent without permission of the Executive Committee from all their meetings held within a period of six months and the Executive Committee resolve that his or her office be vacated; or
- (i) notifies to the Executive Committee a wish to resign (but only if at least three members of the Executive Committee will remain in office when the notice of resignation is to take effect).

12 OFFICERS

- (a) Honorary Officers. The Annual General Meeting shall elect a Chairman, [a Vice-Chairman,] a Treasurer, an Honorary Secretary and such other officers as the Association as it may from time to time determine.
- ~~(b) Paid Officers. The Executive Committee shall have power to appoint and dismiss a paid Warden and such other officers of the Association as it may from time to time determine/ provided no member of the Executive Committee is appointed/~~

13. RULES OF PROCEDURE AT ALL MEETINGS

- (a) Voting. Subject to the provisions of Clause 21, all questions arising at any meeting shall be decided by simple majority of those present and entitled to vote thereat. No member shall exercise more than one vote notwithstanding that he [or she] may be appointed to represent two or more interests but in case of an equality of votes the Chairman shall have a second or casting vote.
- (b) Quorum. One-third of the members shall form a quorum at meetings of the Executive Committee and all other committees. Twenty-five members shall form a quorum at General Meetings of the Association.
- (c) Minutes. Minute books shall be kept by the Association, the Executive Committee and all other committees and the appropriate Secretary shall enter therein a record of all proceedings and resolutions.
- (d) If the Chairman is absent from any meeting, the members of the Executive Committee present shall choose one of their number to be chairman of the meeting before any other business is transacted.

14 EXECUTIVE COMMITTEE MEETINGS

- (a) The Executive Committee shall meet not less than four times a year.
- (b) The Executive Committee may appoint one or more sub-committees consisting of three or more members of the Executive Committee for the purpose of making any enquiry or supervising or performing any function or duty provided that all acts and proceedings of any sub-committee shall be fully and promptly reported to the Executive Committee.
- (c) The Executive Committee will encourage the presence at their meetings of the following representatives who may not vote:-]

- (i) Two representatives of Junior members, if such representatives have been appointed in accordance with Clause 6(b).
- (ii) Two representatives appointed by the Trustees if Trustees shall have been appointed in accordance with Clause 18.
- (iii) Such persons employed [by] or seconded to the Association as the Executive Committee may from time to time determine in accordance with clause 4.
- (d) In recognition of the contribution of certain individuals the Executive Committee may from time to time bestow the title of President, vice president or otherwise on particular members. The presence of these respected members at meetings of the Executive Committee is welcomed but they may not vote. These titles will become void at each Annual General Meeting.

15. ANNUAL
GENERAL
MEETING

Once each year, in the month of November, the Executive Committee shall convene an Annual General Meeting of the Association, which all individual members and representatives of the Constituent bodies and Sections shall be entitled to attend, for the purpose of receiving the Annual Report of the Executive Committee and the annual audited statement of account; of appointing ~~Members~~ Officers of the Association; of accepting resignations of members of Executive Committee; of electing representatives of [Full] members to serve on the Executive Committee; of appointing an auditor or auditors; of making recommendations to the Executive Committee and, whenever necessary, of voting on proposals to amend this Constitution in accordance with Clause 21 hereof.

16. SPECIAL
GENERAL
MEETINGS

The Chairman ~~of the Committee~~ or Secretary may at any time at their discretion, and shall within twenty-one days of receiving a written request to do so signed by not less than twenty members having the power to vote and giving reasons for the request, call a Special General Meeting of the Association for the purpose of altering the constitution in accordance with Clause 21 hereof or of considering any matter which may be referred to them by the Executive Committee or for any other purpose.

17. STANDING
ORDERS AND
RULES FOR
THE USE OF
THE CENTRE

The Executive Committee shall have the power to adopt and issue Standing Orders and Rules for the use of the Centre. Such Standing Orders shall come into operation immediately, provided always that they shall not be inconsistent with the provisions of this constitution.

18. FINANCE

(a) All money raised by or on behalf of the Association shall be applied to further the objects of the Association and for no other purpose.

(b) The funds of the Association shall be paid into an account operated by the Executive Committee in the name of the Charity at such bank as the Executive Committee shall from time to time decide. All cheques drawn on the account must be signed by at least two members of the Executive Committee.

(c) The Executive Committee shall comply with their obligations under the Charities Act 1992 (or any statutory re-enactment or modification of that Act) with regard to the keeping of proper accounting records of the Association.

- (d) The accounts shall be audited at least once a year by auditors who shall be appointed at the Annual General Meeting.
- (e) An audited statement of accounts for the last year shall be submitted by the Executive Committee to the Annual General Meeting and transmitted to the Charity Commissioners.

19. PROPERTY

The title of all and any real property which may be acquired by or for the purpose of the Association shall be vested in [the Official Custodian for Charities or] holding trustees who shall be appointed by the Executive Committee and who shall enter into a Deed of Trust setting forth the purpose and conditions under which they hold the said property in trust for the Association. The number of Trustees shall not be less than three nor more than four.

20 DISSOLUTION

If the Executive Committee by a simple majority decides at any time that on the ground of expense or otherwise it is necessary or advisable to dissolve the Association it shall call a meeting of all members of the Association who have the power to vote and of the inhabitants of the area of benefit of the age of eighteen years and upwards of which meeting not less than twenty-one days notice (stating the terms of the resolution to be proposed thereat) shall be posted in a conspicuous place or places in the area of benefit and advertised in a newspaper circulating in the area of benefit and given in writing to the Charity Commissioners for England and Wales and the Secretary for the National Federation of Community Associations. If such decision shall be confirmed by a simple majority of those present and voting at such meeting the Executive Committee shall have power to dispose of any assets remaining after the satisfaction of any proper debts and liabilities shall be applied towards charitable purposes for the benefit of the inhabitants of the area of benefit as the Executive Committee decide and as may be approved by the Charity Commissioners for England and Wales.

21. ALTERATION
TO THE
CONSTITUTION

Any proposal to alter this Constitution must be delivered in writing to the Secretary of the Association not less than twenty-one days before the date of the meeting at which it is to be considered.

An alteration will require the approval of both:

- (a) A simple majority of the members of the Executive Committee present and voting at a Executive Committee meeting.
- (b) A two-thirds majority of ~~independant~~ [full] members and representatives of the Constituent bodies and Sections of the Association present and voting at a General Meeting.

Notice of such meeting must have been given in accordance with normal procedure but not less than twenty-one days prior to the meeting in question and giving the wording of the proposed alteration.

No alteration shall be made which would cause the Association to cease to be a charity in Law.

If Trustees have been appointed in accordance with clause 15 hereof/ an alteration shall not be made without the knowledge and consent of the Trustees/ but such consent shall not be reasonably withheld by them.

No amendment may be made to clause 1 (the name of the Charity),
clause 3 (objects), clause 11 (personal interest), clause 19
(dissolution) or this clause without the prior consent in writing
of the Commissioners.

Dated April 1994

Signed

Chairman

Secretary

G.P.C.A. BALANCE SHEET

As of 28/02/94

01/03/94
GPCA-All Accounts

Page 1

Acct	31/10/93 Balance	31/12/93 Balance	28/02/94 Balance
ASSETS			
Cash and Bank Accounts			
NAT WEST DEP-Business Reserve	0.00	2,000.00	2,012.18
NAT WEST-Current	1,917.08	1,626.51	1,827.80
PETTY CASH	335.17	767.26	345.50
Total Cash and Bank Accounts	<u>2,252.25</u>	<u>4,393.77</u>	<u>4,185.48</u>
Other Assets			
1 Hall Premises-Consideration 1988	0.00	250,000.00	250,000.00
2 Fixtures	2,308.05	2,267.13	2,185.29
3 Bar Stock	0.00	0.00	1,240.36
Total Other Assets	<u>2,308.05</u>	<u>252,267.13</u>	<u>253,425.65</u>
TOTAL ASSETS	<u>4,560.30</u>	<u>256,660.90</u>	<u>257,611.13</u>
LIABILITIES & EQUITY			
LIABILITIES			
Other Liabilities			
Clients-Refundable Deposits	0.00	0.00	50.00
Total Other Liabilities	<u>0.00</u>	<u>0.00</u>	<u>50.00</u>
TOTAL LIABILITIES	<u>0.00</u>	<u>0.00</u>	<u>50.00</u>
EQUITY	<u>4,560.30</u>	<u>256,660.90</u>	<u>257,561.13</u>
TOTAL LIABILITIES & EQUITY	<u>4,560.30</u>	<u>256,660.90</u>	<u>257,611.13</u>

I confirm the Balance Sheet ,Profit & Loss Statement , and attached Supplementary Reports are a true record of the Goldsworth Park Community Association accounts as at 28th February 1994.



Nigel O'Conley

Treasurer - G.P.C.A.

1 March 1994

INCOME ONLY REPORT
01/11/93 Through 28/02/94

Page 1

01/03/94
GPCA-Selected Accounts

Category Description	01/11/93- 28/02/94
INCOME/EXPENSE	
INCOME	
Bar	2,961.39
Hall	4,071.73
Interest Income	12.18
Newsletter	2,100.49
Social	3,168.45
TOTAL INCOME	12,314.24
TOTAL INCOME/EXPENSE	12,314.24

OK on V.H.T.

PROFIT & LOSS
01/11/93 Through 28/02/94

Page 1

03/94
CA-All Accounts

Category Description	11/93	12/93	1/94	2/94	OVERALL TOTAL
INCOME/EXPENSE					
INCOME					
Bar	292.36	753.29	353.85	3.33	1,402.83
Hall	358.46	117.08	553.67	646.51	1,675.72
Interest Income	0.00	0.00	12.18	0.00	12.18
Newsletter	-210.20	165.83	-390.08	213.41	-552.70
Social	1,917.32	273.13	16.50	126.93	1,787.62
TOTAL INCOME	2,357.94	431.41	546.12	990.18	4,325.65
EXPENSES					
Bank Charge	0.00	37.36	0.00	0.00	37.36
Depreciation	0.00	40.92	40.92	40.92	122.76
Insurance	0.00	0.00	-16.44	0.00	-16.44
Legal & Prof. Fees	515.97	0.00	465.30	0.00	981.27
Stationery & Postages	12.66	29.50	68.07	32.30	142.53
Sundry	53.44	-1.10	0.00	5.00	57.34
TOTAL EXPENSES	582.07	106.68	557.85	78.22	1,324.82
TAL INCOME/EXPENSE	1,775.87	324.73	-11.73	911.96	3,000.83

HALL ACCOUNT REPORT

01/11/93 Through 28/02/94

01/03/94
GPCA-All Accounts

Page 1

Description	Amount
<hr/>	
INCOME/EXPENSE	
INCOME	
Hall:	
Booking Clerk Commission	-167.40
Booking Clerk Monthly Fee	-200.00
Booking Income	4,071.73
Caretaker Fee	-425.00
Cleaning Expenses:	
Cleaner's Excess Charges	-37.50
Cleaner's Fee	-810.75
Cleaning Materials	-71.28
Cleaning Expenses - Other	-5.00
Total Cleaning Expenses	-924.53
Hall Advertising	-269.22
Telephone	-85.17
Hall - Other	-324.69
Total Hall	1,675.72
TOTAL INCOME	1,675.72
EXPENSES	
Depreciation:	
Hoover	-11.58
Safe & Grille	-53.88
Stage	-6.45
Trolley	-6.78
Total Depreciation	-78.69
TOTAL EXPENSES	-78.69
TOTAL INCOME/EXPENSE	1,597.03
	=====

BAR ACCOUNT REPORT

01/11/93 Through 28/02/94

01/03/94
GPCA-All Accounts

Page 1

Description	Amount
<hr/>	
INCOME/EXPENSE	
INCOME	
Bar:	
Bar Stock	-901.24
Bar Takings	2,590.39
Bar Wages	-53.00
Bar - Other	-233.32
Total Bar	<hr/> 1,402.83
TOTAL INCOME	<hr/> 1,402.83
EXPENSES	
Depreciation:	
Glass Washer	-44.07
Total Depreciation	<hr/> -44.07
TOTAL EXPENSES	<hr/> -44.07
TOTAL INCOME/EXPENSE	<hr/> 1,358.76 =====

NEWSLETTER REPORT

01/11/93 Through 28/02/94

01/03/94
GPCA-All Accounts

Page 1

Description	Amount
<hr/>	
INCOME/EXPENSE	
INCOME	
Newsletter:	
Advertising Income	2,100.49
Booking Clerk Fees	-200.00
Printing Costs	-2,453.19
Total Newsletter	<hr/> -552.70
TOTAL INCOME	<hr/> -552.70
TOTAL INCOME/EXPENSE	<hr/> -552.70 =====

SOCIAL ACCOUNT REPORT

01/11/93 Through 28/02/94

01/03/94
GPCA-All Accounts

Page 1

Description	Amount
<hr/>	
INCOME/EXPENSE	
INCOME	
Social:	
21st Birthday Gala	100.00
Fireworks	2,105.75
Social - Other	-418.13
Total Social	<hr/> 1,787.62
TOTAL INCOME	<hr/> 1,787.62
 TOTAL INCOME/EXPENSE	 <hr/> 1,787.62 =====

SUNDRY ACCOUNT REPORT
01/11/93 Through 28/02/94

01/03/94
GPCA-All Accounts

Page 1

Description	Amount
INCOME/EXPENSE	
INCOME	
Interest Income:	
Net Int Income	12.18
Total Interest Income	12.18
TOTAL INCOME	12.18
EXPENSES	
Bank Charge	-37.36
Insurance	16.44
Legal & Prof. Fees	-981.27
Stationery & Postages	-142.53
Sundry	-57.34
TOTAL EXPENSES	-1,202.06
TOTAL INCOME/EXPENSE	-1,189.88

GOLDSWORTH PARK COMMUNITY ASSOCIATION
MINUTES OF THE MEETING HELD ON 14th MAY 1994
AT GOLDWATER LODGE GOLDSWORTH PARK

Present: R Webb, J Davidson, N O'Coffey, N Budgen, A Harmour, T Goss, T Lilley,
P Winter, I Rickard, I Watson.

Apologies for Absence: P Chapman, I Eastwood, S & K Nieman.

1. **OPENING**

RW, acting Chairman, opened the meeting at 8.05pm.

2. **MINUTES OF THE LAST MEETING**

6 d) should read "NO will write to WBC regarding non-domestic rating".
With this correction, the minutes of the last meeting were agreed.

3. **MATTERS ARISING**

- * A number of Committee members expressed the view that WBC should build additional toilet facilities rather than alter the building to gain access to the Associations facilities, as this may result in under provision in the building as a whole.
- * Consideration of the Hockey Club's application to build another Astroturf pitch has been deferred until after the Working Party has made its report.
- 4a) JD asked what the information signposts would be like; RW hoped that they would be similar to those in the Town Centre.
- 4b) Geoff Ward of WBC has written to say that the Hockey Club has been informed of the complaints and that the Council is considering formal parking restrictions.
- 4c) CE has written to say that the bit of the canal tow path in question is the responsibility of the County Council.
- 4d) TG asked if any of the Committee members were participating in the Ecofeedback scheme; it appeared that only 3 members were doing so.
- 4f) IW has been nominated to the Community Health Council.

4. **MISCELLANEOUS CORRESPONDENCE - R Webb**

None.

5. **CONSTITUTION & MEMBERSHIP**

IR had rewritten the Constitution taking earlier comments into account.

It was agreed that the designation of President and Vice-President would be in the gift of the Committee for services rendered, would last for one year from the date of the AGM and would not confer Committee membership.

Para 18d) - amend to reflect the Charity Commissioners Model Constitution.

Para 18e) - replace the first "An" with "The"; delete "for the last year".

KN and PC had no comments on the latest draft but NO had attended a seminar on Charity Legislation which gave rise to a few points. NO and IR would finalise the Constitution and consult Mssrs Munday (Solicitors) of Crown House, Claygate, who, it seems, offer this service free of charge, and the Charity Commissioners before presenting it to an EGM.

9. SOCIAL COMMITTEE CHAIRMAN'S REPORT - N Budgen

NB reported on arrangements for "Birthday Gala" progress in general and made the following points:-

- after meetings with WBC, the Police, etc., everyone seems satisfied with the arrangements;
- A3 and A4 posters and A5 fliers are now ready for distribution;
- a detailed schedule of costs and receipts is available and accounts will be submitted to the next Committee. Receipts include i) £1500 sponsorship from Ideal Homes for Radio Mercury Roadshow and a Birthday Cake; ii) £100 from Nissan and £150 from Trident Rover, for pitches; iii) £40 from a local trader for a site; iv) receipts at £5 per table at the Craft Fair. Expenditure includes £63 for rosettes, £35 for printing and £6 for licences for the Dog Show. Merlin Print has done the artwork for the posters, etc., free; 2500 programmes are being printed and will be on sale at 20p each; RW agreed to invoice advertisers in the programme; WBC is providing some facilities free
- the firework display will cost £800 including an "arsonist"; after some discussion about whether costs could be reduced by committing arson ourselves, it was agreed that, in view of the need to co-ordinate the display with the musical accompaniment, we would use the "arsonist" provided;
- NO should write to Cornhill Insurance to inform them of the plans, to ensure cover;
- publicity includes a pull-out spread in the News & Mail, items on Radio Mercury and Surrey Radio, posters on WBC noticeboards and a link with the Centenary celebrations;
- the Police might provide Special Constables free of charge to act as car park marshalls, NO's mother and Mrs PW have volunteered to sell programmes, PC reports that people from her Church will assist but more helpers are still needed for the day;
- there will be a meeting every Tuesday at 8.00pm from now until the Gala.

RW thanked NB for all his hard work in arranging the Gala.

NB also reported that the Barndance, originally planned for 16th April, had been cancelled but the Guy Fawkes Day Fireworks, Christmas Parties and New Year's Eve dance were all booked.

6. TREASURERS REPORT - N O'Coffey

Accounts at 31st March were distributed. Particular points to note were:-

- the balances were improving; March had been a good month with the best income and profit from the hall, the bar and the newsletter for some time;
- £350 had been received from Manns but January's payment still appeared to be missing; if this arrived, the newsletter account would show a profit rather than the present slight loss;
- the social account is in profit;
- since speaking to the cleaner about duties and timesheets, the number of hours claimed per week have reduced from 12.5 to 6;

WBC has returned the cheque for £300 ground rent, pending agreement and signing of the lease, and it has been paid into the bank;

NO is paying receipts into the bank twice a week now;

Bank charges have been £30 this quarter; monthly statements have been requested;

RW and PW reported that the former Treasurer had pleaded guilty to six charges of fraud, false accounting, etc., and has agreed to pay the Association £5,000 by the end of the month. When received, the cheque will be paid into the deposit account and the accounts amended to show the liability to WBC.

There was a long discussion about the security of bar takings; money seems to go missing after being put in the safe; NO and IE are the only key holders but it seems that a key may have been passed to other persons on occasions; the controls over the payment of wages to bar staff seem to be inadequate.

The Committee expressed concern over the situation and agreed that:-

- a) the safe lock should be changed (at a cost of £65 + VAT) and new keys provided,
- b) NO and IE would each be asked to sign an undertaking that he would not allow the key with which he was issued to leave his possession without the prior authorisation of the Committee,
- c) NO would carry out spot checks as necessary.

7. LAKEVIEW COMMUNITY ACTION - T Lilley

There will be Car Boot Sale at Sythwood School on Saturday 16th starting at 10.30am; helpers would be welcome. NB gave TL a list of regular stall holders at the Association's Boot Sales.

TG circulated the first edition of the LAC newsletter.

8. HALL MANAGER'S REPORT

The hall with bar has been booked for four Saturdays in April, two in each of May and June and the hall alone on one Saturday in June; Thomas Scates of Knaphill has booked the hall for an Art Exhibition on 1st and 2nd May but was too late to advertise in the newsletter.

The lights in the ladies toilet have been repaired and a light in the Snug Bar is still to be repaired.

AH asked where the noise limiter key was; JD said he would try to find it.

10. BAR MANAGER'S REPORT

IE and NO have carried out a stock take and will do another in 3 months.

Turnover had been £3,000 and the bar was running at 44% gross profit.

11. NEWSLETTER EDITOR'S REPORT

RW and TG have compiled a central list of deliverers; more deliverers would be welcome and it seems that more newsletters will be required.

12. ANY OTHER BUSINESS

- a) Springclean 1994 - LAC is not planning a major event this year but will concentrate on one playground.



Registered Charity No: 287684

GOLDSWORTH PARK COMMUNITY ASSOCIATION

Presents a
GALA CELEBRATION
to mark Goldsworth Park's
21st Birthday

SATURDAY 14th MAY 1994

10.00 am at Goldwater Lodge,
Wishbone Way, Goldsworth Park.



Ticket Only
LATE NIGHT ENTERTAINMENT
at Goldwater Lodge 9pm-1am
to include Comedian • Guest Appearances •
• Live Band • Evening Menu •
• Table Reservations • Disco • And More
Tickets available from Goldwater Lodge
Tel: 0483 797072



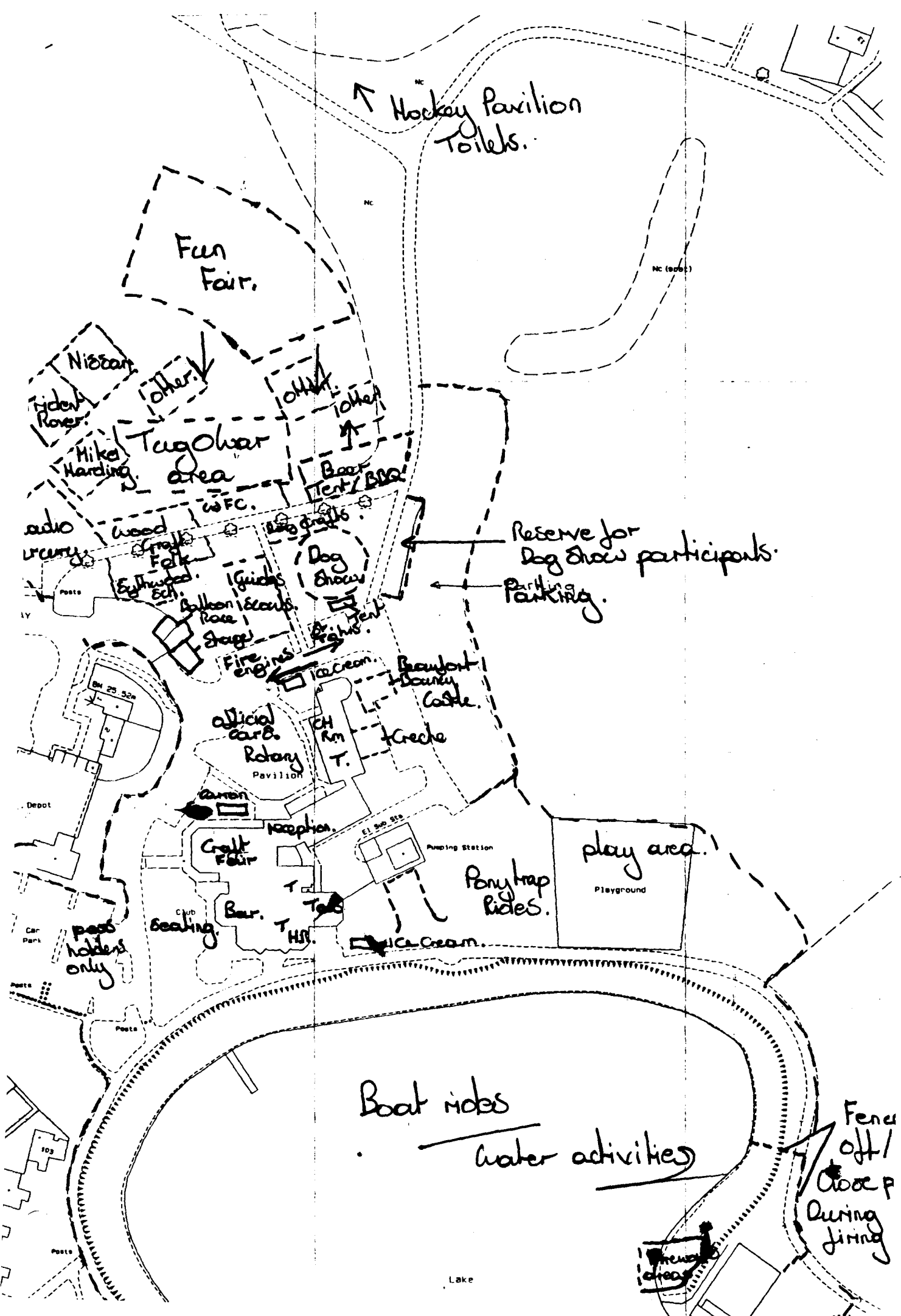
And More Besides

Win a Meal for Two courtesy of the Bridge Barn, to be drawn at the Gala.
Buy a programme to enter the draw. For more information contact Nigel on 0483 747336.

The meeting ended at 10.45pm.

Much 12/5/94

- b) IR will now proceed with arrangements for decorating the hall; PC has the names of some volunteer painters.
- c) British Gas are planning major works in Goldsworth Park starting in May for three months.
- d) RW has a copy of Surrey Police Annual Report.
- e) There will be Crime and Drugs Conference at 7.00pm on 20th April 1994 in the Shaw Room of the Peacocks Centre, cost £1.00.
- f) NB said that wished to tender his resignation as Social Chairman later in the year if there was another nomination.
- g) PW said that it was time to write to WBC to:-
- ensure that Goldsworth Park is included in the summer playscheme, and
- seek a grant for environmental planting.
- h) A letter from NO to RW was read out to the Committee and the contents were noted.



G.P.C.A. BALANCE SHEET

As of 31/03/94


01/04/94
GPCA-All Accounts

Page 1

Acct	31/10/93 Balance	31/12/93 Balance	31/03/94 Balance
ASSETS			
Cash and Bank Accounts			
NAT WEST DEP-Business Reserve	0.00	2,000.00	2,012.18
NAT WEST-Current	1,917.08	1,626.51	3,525.69
PETTY CASH	335.17	767.26	546.70
Total Cash and Bank Accounts	<u>2,252.25</u>	<u>4,393.77</u>	<u>6,084.57</u>
Other Assets			
1 Hall Premises-Consideration 1988	0.00	250,000.00	250,000.00
2 Fixtures	2,308.05	2,267.13	2,144.37
3 Bar Stock	0.00	0.00	690.77
Total Other Assets	<u>2,308.05</u>	<u>252,267.13</u>	<u>252,835.14</u>
TOTAL ASSETS	<u>4,560.30</u>	<u>256,660.90</u>	<u>258,919.71</u>
LIABILITIES & EQUITY			
LIABILITIES			
Other Liabilities			
Clients-Refundable Deposits	0.00	0.00	150.00
Total Other Liabilities	<u>0.00</u>	<u>0.00</u>	<u>150.00</u>
TOTAL LIABILITIES	<u>0.00</u>	<u>0.00</u>	<u>150.00</u>
EQUITY	<u>4,560.30</u>	<u>256,660.90</u>	<u>258,769.71</u>
TOTAL LIABILITIES & EQUITY	<u>4,560.30</u>	<u>256,660.90</u>	<u>258,919.71</u>

H5000.

I confirm the Balance Sheet ,Profit & Loss Statement , and attached Supplementary Reports are a true record of the Goldsworth Park Community Association accounts as at 31st March 1994.



Nigel O'Coffey

Treasurer - G.P.C.A.

1 April 1994

PROFIT & LOSS
01/11/93 Through 31/03/94

01/04/94
GPCA-All Accounts

Page 1

Category Description	11/93	12/93	1/94	2/94	3/94	OVERALL TOTAL
INCOME/EXPENSE						
INCOME						
Bar	292.36	753.29	353.85	3.33	924.58	2,327.41
Hall	358.46	117.08	553.67	646.51	377.83	2,053.55
Interest Income	0.00	0.00	12.18	0.00	0.00	12.18
Newsletter	-210.20	-165.83	-390.08	213.41	70.67	-482.03
Social	1,917.32	-273.13	16.50	126.93	4.33	1,791.95
TOTAL INCOME	2,357.94	431.41	546.12	990.18	1,377.41	5,703.06
EXPENSES						
Bank Charge	0.00	37.36	0.00	0.00	32.29	69.65
Depreciation	0.00	40.92	40.92	40.92	40.92	163.68
Insurance	0.00	0.00	-16.44	0.00	0.00	-16.44
Legal & Prof. Fees	515.97	0.00	465.30	0.00	0.00	981.27
Stationery & Postages	12.66	29.50	68.07	32.30	41.89	184.42
Sundry	53.44	-1.10	0.00	5.00	53.73	111.07
TOTAL EXPENSES	582.07	106.68	557.85	78.22	168.83	1,493.65
TOTAL INCOME/EXPENSE	1,775.87	324.73	-11.73	911.96	1,208.58	4,209.41

INCOME ONLY REPORT
01/11/93 Through 31/03/94

01/04/94
GPCA-Selected Accounts

Page 1

Category Description	11/93	12/93	1/94	2/94	3/94	OVERALL TOTAL
INCOME/EXPENSE						
INCOME						
Bar	779.40	1,313.78	840.21	28.00	2,117.16	5,078.55
Hall	1,112.75	679.20	1,312.20	967.58	1,149.44	5,221.17
Interest Income	0.00	0.00	12.18	0.00	0.00	12.18
Newsletter	459.00	497.50	320.25	823.74	804.00	2,904.49
Social	2,776.25	177.50	17.50	197.20	64.76	3,233.21
TOTAL INCOME	5,127.40	2,667.98	2,502.34	2,016.52	4,135.36	16,449.60
TOTAL INCOME/EXPENSE	5,127	2,667.98	2,502.34	2,016.52	4,135.36	16,449.60

HALL ACCOUNT REPORT

01/11/93 Through 31/03/94

01/04/94
GPCA-All Accounts

Page 1

Description	Amount
INCOME/EXPENSE	
INCOME	
Hall:	
Booking Clerk Commission	-167.40
Booking Clerk Monthly Fee	-300.00
Booking Income	5,160.67
Caretaker Fee	-525.00
Cleaning Expenses:	
Cleaner's Excess Charges	-37.50
Cleaner's Fee	-947.25
Cleaning Materials	-79.81
Cleaning Expenses - Other	-5.00
Total Cleaning Expenses	-1,069.56
Hall Advertising	-303.29
Lease + Ground Rent etc.	-300.00
Rates Re: Hall	-28.26
Telephone	-85.17
Hall - Other	-328.44
Total Hall	2,053.55
TOTAL INCOME	2,053.55
EXPENSES	
Depreciation:	
Hoover	-15.44
Safe & Grille	-71.84
Stage	-8.60
Trolley	-9.04
Total Depreciation	-104.92
TOTAL EXPENSES	-104.92
TOTAL INCOME/EXPENSE	1,948.63

reduced

BAR ACCOUNT REPORT

01/11/93 Through 31/03/94

01/04/94
GPCA-All Accounts

Page 1

Description	Amount
INCOME/EXPENSE	
INCOME	
Bar:	
Bar Stock	-1,895.82
Bar Takings	4,579.55
Bar Wages	-123.00
Bar - Other	-233.32
Total Bar	2,327.41
TOTAL INCOME	2,327.41
EXPENSES	
Depreciation:	
Glass Washer	-58.76
Total Depreciation	-58.76
TOTAL EXPENSES	-58.76
TOTAL INCOME/EXPENSE	2,268.65

NEWSLETTER REPORT

01/11/93 Through 31/03/94

01/04/94
GPCA-All Accounts

Page 1

Description	Amount
INCOME/EXPENSE	
INCOME	
Newsletter:	
Advertising Income	2,904.49
Booking Clerk Fees	-300.00
Distribution Expenses	-20.00
Printing Costs	-3,066.52
Total Newsletter	-482.03
TOTAL INCOME	-482.03
TOTAL INCOME/EXPENSE	-482.03

SOCIAL ACCOUNT REPORT

01/11/93 Through 31/03/94

01/04/94
GPCA-All Accounts

Page 1

Description	Amount
INCOME/EXPENSE	
INCOME	
Social:	
21st Birthday Gala	72.31
Fireworks	2,105.75
Social - Other	-386.11
Total Social	<u>1,791.95</u>
TOTAL INCOME	<u>1,791.95</u>
TOTAL INCOME/EXPENSE	<u>1,791.95</u> =====

SUNDRY ACCOUNT REPORT

01/11/93 Through 31/03/94

01/04/94
GPCA-All Accounts

Page 1

Description	Amount
<hr/>	
INCOME/EXPENSE	
INCOME	
Interest Income:	
Net Int Income	12.18
Total Interest Income	<hr/> 12.18
TOTAL INCOME	<hr/> 12.18
EXPENSES	
Bank Charge	-69.65
Insurance	<hr/> 16.44
Legal & Prof. Fees	-981.27
Stationery & Postages	-184.42
Sundry	-111.07
TOTAL EXPENSES	<hr/> -1,329.97
TOTAL INCOME/EXPENSE	<hr/> -1,317.79
	<hr/>

GOLDSWORTH PARK COMMUNITY ASSOCIATION

MINUTES OF THE SPECIAL MEETING HELD ON 19th MAY 1994

AT GOLDWATER LODGE GOLDSWORTH PARK

*Social Committee
minute file*

Present: J Davidson, R Webb, N O'Coffey, N Budgen, A Harmour, P Chapman, I Rickard,
I Watson, P Winter, T Goss, S Cameron, T Morris, T Mitchell

Apologies for Absence: T Lilley, I Eastwood.

1. OPENING

RW as Chairman opened the meeting at 8.10pm and explained that the purpose of this meeting was to review the events of the Gala while they were still fresh in peoples' minds. The format would be to ask each person to raise any points about the event, good or bad, which would then be discussed by all present.

2. N. Budgen

The disastrous weather meant that takings on the day were very low. Overall, it appeared likely that the GPCA would stand to lose some £900.

He felt that the organisation had been a success and had established a precedent for an annual event. If the event was to be annual, the day of the Cup Final should be avoided.

Most of the attractions worked well. The balloon race and the fireworks are probably more appropriate for special events and would not be needed annually.

Despite the bad weather, the fireworks went well and many people commented on how good they were.

3. N O'Coffey

What had been achieved was very good given the resources available.

The fireworks had been a major cost (£900) which was not offset by any specific income - was there any way in which income could be raised to fund the fireworks?

He felt there could have been more activity on the field particularly at the funfair.

The dog show had been very popular. Initially, we had overlooked the need for drinking water for the dogs.

He provided an income and expenditure statement to 19th May which showed the established loss as £310 plus the outstanding payment for the fireworks. Costs still to come may include:-

- a) Gardner Merchant for the hospitality meals provided.
- b) Newspaper advertising £100
- c) Dog show judges/marshals at £5 each

It was agreed to send a donation of £25 to the St. Johns Ambulance Brigade with a letter from NB expressing our thanks and our regret that, in the circumstances, the donation could not be any larger.

The balloon race was very badly received. Only 66 tickets had been sold. Since the event, an invoice had been received to cover losses incurred by the supplier. This is inaccurate and does not fall within the basis of the original agreement. The Committee decided that no payment should be made to the supplier without detailed justification being made to the committee.

4. Jim Davidson

We were short of manpower for setting up and on the day.

The assignment of tasks was not set out clearly and only known to NB. This resulted in many people chasing NB for decisions.

Felt we had not made the best use of publicity to groups such as Lakers, the Scouts, etc., who would have been more involved if we had "booked" the date with them earlier. The notes in the April newsletter were not enough.

The entrance to the main hall was too crowded. The tables of the Craft Fair in the main hall were too close together.

5. Pauline Chapman

The cost of refreshments on the field was far too high at £1.75 for a Beefburger. There was a long queue resulting in a 15 minute wait. No notice of the cost of the food was displayed.

There was inadequate signing to the toilet facilities.

She made adverse comments about the evening entertainment organised by Gardner Merchant.

6. Sandra Cameron

We must avoid Cup Final day.

Could we seek donations or sponsorship for the fireworks.

7. Tony Morris

Opinions overheard in Forbouys suggest that the Gala was well done.

8. Tony Mitchell

Thanked Tony Morris for all the work he had done.

Felt that hot and cold drinks should have been available on the field. Although the pub intended to provide tea/coffee it was overwhelmed particularly due to the bad weather.

The Ladies Tug of War team was a good attraction and should be booked for next year.

9. Tom Goss

Felt that the Gala had been enjoyed - most people thought it was good.

The publicity had worked well.

10. Irene Watson

Little to add. Would do it again.

11. Arthur Harmour

The service at the Gardner Merchant evening event was very poor; meals were ordered but never appeared. In future, we may wish to avoid any evening event, organised by Gardner Merchant, to become associated with the Gala.

12. Rachel Webb

Agreed with JD that access to NB was a problem. As the principal organiser he needed to be less mobile and more readily available.

Methods of attracting residents to the early events were discussed. One proposal was hold a car boot sale in the morning if sufficient space could be found.


The remains of the cake, presented by New Ideal Homes, had been donated to Brockhill House. They had expressed their gratitude.

The results of the MOT competition would be published in the newsletter.

13. Nigel Budgen

Expressed his thanks to all who had assisted with the organisation of the event. In particular, he wished to record his thanks to Sandra Cameron, Tony Morris and Tony Mitchell.

The meeting ended at 9.45pm.


9/6/94

GOLDSWORTH PARK COMMUNITY ASSOCIATION
MINUTES OF THE MEETING HELD ON 12th MAY 1994
AT GOLDWATER LODGE GOLDSWORTH PARK

Present: N Budgen, P Chapman, J Davidson, T Goss, A Harmour, T Lilley, N O'Coffey,
I Rickard, R Webb, P Winter, I Watson (part).

Apologies for Absence: I Eastwood.

1. **OPENING**

RW as Chairman opened the meeting at 8.05pm.

2. **MINUTES OF THE LAST MEETING**

The minutes of the last meeting were agreed.

3. **MATTERS ARISING**

None

4. **MISCELLANEOUS CORRESPONDENCE** - R Webb

- a) Mr Dallal, Borough Engineer, had forwarded a copy of the Goldsworth Park road safety study containing a number of detailed proposals including the provision of speed bumps and footpaths. Letters from residents regarding Lockfield Drive had been forwarded to Chris Edwards.
- b) RW has received voting papers for the election of members of the South West Thames Community Health Council. The Committee agreed the votes to be cast.
- c) PW proposed that, in view of the forthcoming Gala, he wished to lift the ban on Brian Bailey from entering the Community Hall. This was agreed.
- d) A letter had been received regarding the potentially dangerous condition of trees at the rear of Bainton Mead. This has been passed to Chris Edwards
- e) A letter had been received regarding the condition of trees in Paddocks Mead. This has been referred to Mr Lidstone, the Tree Warden.
- f) NO reported that he had received details of two meeting to be run by the Voluntary Service Council covering "Understanding Contracts" and "Information and Support for Fund Raising". If anyone wishes to attend please contact NO.

5. **LAKEVIEW COMMUNITY ACTION** - T Lilley

The Car Boot Sale at Sythwood School on Saturday 16th made a small loss. The cost of the School carpark (£46) was greater than the takings from the small number of stalls,

A "Fun Day" is to be held on the Bullbeggars Lane recreation ground on 14th August 1994.

Surrey CC has announced that they intend to close the "Jack & Jill" play group from July to use the facilities for nursery classes. This is of concern as the number of places will be reduced. Chris Edwards has been contacted and a new site will be sought.

6. SOCIAL COMMITTEE CHAIRMAN'S REPORT - N Budgen

NB reported on progress on the arrangements for the Birthday Gala and made the following points:-

- helpers are needed for setting up between 6 and 10pm on Friday (13/05), for car parking on Saturday morning and clearing up on Sunday;
- WBC notice boards will be used for posters;
- a detailed schedule of costs and receipts to date was considered. An income of £900 on the day is needed to cover costs. This was considered likely to be achieved.
- the sale of tickets for the evening function have been slow. The firework display will be at 9.45;
- the Police will provide three Special Constables and one PC free of charge.
- hospitality for the Mayor and local MP will be provided in the Snug Bar with PW as host.
- there will be a final meeting on Friday evening to sort out any details.

RW thanked NB for all his hard work in arranging the Gala.

NO proposed an evening out for those involved in the Gala. NO to arrange.

The committee requested that NB arrange for the repair of the main notice board, at a cost of up to £55, as funds are now available.

7. TREASURERS REPORT - N O'Coffey

PW reported that Mr Higby, ex GPCA treasurer had returned to court for sentencing. The judge ordered £1,400 cost, £5,000 to GPCA and 180 hours of community service. The payment to GPCA has been received.

The accounts at 30th April were distributed. Particular points to note were:-

- the balances were still improving; April had been a good month for bar takings (£650). It should be noted that the £5,000 received from Mr Higby is included.
- the contract for emptying the waste bins was agreed at a cost of £260 per annum.
- the cleaner's timesheets appear to have remained at about 6 hours per week.

The safe lock has been changed (at a cost of £67 + VAT) and new keys provided.

RW thanked NO for the accounts and requested that all Gala expenses should be in by the June meeting.

8. HALL MANAGER'S REPORT

No formal report was available from the Hall Manager. RW will write to the Hall Manager.

A letter was sent to Rob Cook on 18/04/94, passing on the Committee's proposal regarding additional toilets. The provision of four additional toilets (two Ladies, two Gents) was seen as necessary and far better than the proposal to provide access to the GPCA facilities.

The hall windows are in need of cleaning. It was hoped this would be arranged before the Gala.

Two light bulbs in the Snug need replacing. IR to arrange before Gala.

Redecoration on hold due to pressure of other work. IR will follow up as soon as possible. PC has the names of some volunteer painters.

9. BAR MANAGER'S REPORT

April was a good month with takings of £650.

New ash trays have been provided.

10. NEWSLETTER EDITOR'S REPORT

RW reported that charities had requested free advertising in the newsletter. Free advertising was offered in exchange for assistance with the Gala. This was not taken up.

The news letter still looks cramped. Alternate layouts, with more artwork on the front page, will be considered.


11. CONSTITUTION & MEMBERSHIP

No further progress by IR and NO due to pressure of other commitments.

12. ANY OTHER BUSINESS

- a) RW reported on progress with the signposting of the Denton Way centre. The sign will have a roof and be lit.
- b) The new shops are nearing completion and the toilets are open.
- c) RW will contact John Osgood regarding the removal of the "Box" on Parley Drive.
- d) There will be an open day at the Semaphore Tower at Chatley Heath.
- e) The new Sainsburys at Knaphill will open in July.

The meeting ended at 9.48pm.



9/6/94

G.P.C.A. BALANCE SHEET

As of 30/04/94

01/05/94
GPCA-All Accounts

Page 1

Acct	31/10/93 Balance	31/12/93 Balance	31/03/94 Balance	30/04/94 Balance
ASSETS				
Cash and Bank Accounts				
NAT WEST DEP-Business Reserve	1,917.08	2,000.00	2,012.18	2,019.12
NAT WEST-Current	0.00	1,626.51	3,525.69	8,286.77
PETTY CASH	335.17	767.26	546.70	348.41
Total Cash and Bank Accounts	2,252.25	4,393.77	6,084.57	10,654.30
Other Assets				
1 Hall Premises-Consideration 1988	0.00	250,000.00	250,000.00	250,000.00
2 Fixtures	2,308.05	2,267.13	2,144.37	2,103.45
3 Bar Stock	0.00	0.00	690.77	1,031.10
Other Assets	2,308.05	252,267.13	252,835.14	253,134.55
TOTAL ASSETS	4,560.30	256,660.90	258,919.71	263,788.85
LIABILITIES & EQUITY				
LIABILITIES				
Other Liabilities				
Clients-Refundable Deposits	0.00	0.00	150.00	200.00
Woking B.C.	0.00	0.00	0.00	6,000.00
Total Other Liabilities	0.00	0.00	150.00	6,200.00
TOTAL LIABILITIES	0.00	0.00	150.00	6,200.00
EQUITY	4,560.30	256,660.90	258,769.71	257,588.85
TOTAL LIABILITIES & EQUITY	4,560.30	256,660.90	258,919.71	263,788.85

\$5000 from Highly

*Woking B.C.
+ Redevelopment £1000*

I confirm the Balance Sheet ,Profit & Loss Statement , and attached Supplementary Reports are a true record of the Goldsworth Park Community Association accounts as at 30th April 1994.


Nigel O'Colley

Treasurer - G.P.C.A.

1 May 1994

PROFIT & LOSS
01/11/93 Through 30/04/94

01/05/94
GPCA-All Accounts

Page 1

Category Description	11/93	12/93	1/94	2/94	3/94	4/94	OVERALL TOTAL
INCOME/EXPENSE							
INCOME							
21st Birthday Gala	0.00	0.00	0.00	100.00	-27.69	-609.88	-537.57
Bar	292.36	753.29	353.85	3.33	924.58	46.82	2,374.23
Hall	358.46	117.08	553.67	646.51	377.83	law 84.17	2,137.72
Interest Income	0.00	0.00	12.18	0.00	0.00	6.94	19.12
Newsletter	-210.20	-165.83	-390.08	213.41	70.67	-92.50	-574.53
Social	1,917.32	-273.13	16.50	26.93	32.02	466.00	2,185.64
TOTAL INCOME	2,357.94	431.41	546.12	990.18	1,377.41	-98.45	5,604.61
EXPENSES							
Bank Charge	0.00	37.36	0.00	0.00	32.29	0.00	69.65
Depreciation	0.00	40.92	40.92	40.92	40.92	40.92	204.60
Insurance	0.00	0.00	-16.44	0.00	0.00	0.00	-16.44
Legal & Prof. Fees	515.97	0.00	465.30	0.00	0.00	146.87	1,128.14
Pre 1993 - 1994 Expenses	0.00	0.00	0.00	0.00	0.00	800.00	800.00
Stationery & Postages	12.66	29.50	68.07	32.30	41.89	27.64	212.06
Sundry	53.44	-1.10	0.00	5.00	53.73	66.98	178.05
TOTAL EXPENSES	582.07	106.68	557.85	78.22	168.83	1,082.41	2,576.06
TOTAL INCOME/EXPENSE	1,775.87	324.73	-11.73	911.96	1,208.58	-1,180.86	3,028.55

*\$200 charged against
for outside maintenance*

*Kenn & Co. Slack
Mining Machinery*

- outside maintenance

*Car Boot. 1st £486 - 20
£660 →
120 booked for End Prog.*

HALL ACCOUNT REPORT

01/11/93 Through 30/04/94

01/05/94
GPCA-All Accounts

Page 1

Description	Amount
INCOME/EXPENSE	
INCOME	
Hall:	
Booking Clerk Commission	-393.97
Booking Clerk Monthly Fee	-300.00
Booking Income	6,051.17
Caretaker Fee	-625.00
Cleaning Expenses:	
Cleaner's Excess Charges	-42.50
Cleaner's Fee	-1,064.50
Cleaning Materials	-79.81
Cleaning Expenses - Other	-5.00
Total Cleaning Expenses	-1,191.81
External Maintenance	-200.00
Hall Advertising	-323.09
Lease + Ground Rent etc.	0.00
Rates Re: Hall	-28.26
Telephone	-85.17
Hall - Other	-766.15
Total Hall	2,137.72
TOTAL INCOME	2,137.72
EXPENSES	
Depreciation:	
Hoover	-19.30
Safe & Grille	-89.80
Stage	-10.75
Trolley	-11.30
Total Depreciation	-131.15
TOTAL EXPENSES	-131.15
TOTAL INCOME/EXPENSE	2,006.57

BAR ACCOUNT REPORT

01/11/93 Through 30/04/94

01/05/94
GPCA-All Accounts

Page 1

Description	Amount
INCOME/EXPENSE	
INCOME	
Bar:	
Bar Stock	-2,465.68
Bar Takings	5,333.45
Bar Wages	-135.00
Bar - Other	-358.54
Total Bar	2,374.23
TOTAL INCOME	2,374.23
EXPENSES	
Depreciation:	
Glass Washer	-73.45
Total Depreciation	-73.45
TOTAL EXPENSES	-73.45
TOTAL INCOME/EXPENSE	2,300.78

INCOME ONLY REPORT

01/11/93 Through 30/04/94

01/05/94
GPCA-Selected Accounts

Page 1

Category Description	01/11/93- 30/04/94
INCOME/EXPENSE	
INCOME	
21st Birthday Gala	245.00
Bar	5,912.45
Hall	6,058.67
Interest Income	19.12
Newsletter	3,376.99
Social	3,614.21
TOTAL INCOME	19,226.44
TOTAL INCOME/EXPENSE	19,226.44

*good.**✓*

SOCIAL ACCOUNT REPORT

01/11/93 Through 30/04/94

01/05/94
GPCA-All Accounts

Page 1

Description	Amount
INCOME/EXPENSE	
INCOME	
21st Birthday Gala:	
Dog Show	-67.80
Donations	100.00 <i>£200</i>
Firework Display	-470.00
Stall Holders Fees/Costs	135.31
21st Birthday Gala - Other	-235.08
Total 21st Birthday Gala	-537.57
Social:	
Car Boot Sales	466.00
Fireworks	2,105.75
Social - Other	-386.11
Total Social	2,185.64
TOTAL INCOME	1,648.07
TOTAL INCOME/EXPENSE	1,648.07

Balloon Race.

~~100~~ Sales will recover costs

Programs, Cost Covered by Advertising

Sale - Profit.

SUNDRY ACCOUNT REPORT

01/11/93 Through 30/04/94

01/05/94
GPCA-All Accounts

Page 1

Description	Amount
<hr/>	
INCOME/EXPENSE	
INCOME	
Interest Income:	
Net Int Income	19.12
Total Interest Income	<hr/> 19.12
TOTAL INCOME	<hr/> 19.12
EXPENSES	
Bank Charge	-69.65
Insurance	16.44
Legal & Prof. Fees	-1,128.14
Pre 1993 - 1994 Expenses	-800.00
Stationery & Postages	-212.06
Sundry	-178.05
TOTAL EXPENSES	<hr/> -2,371.46
TOTAL INCOME/EXPENSE	<hr/> -2,352.34 =====

*← Non ut element.***NEWSLETTER REPORT**

01/11/93 Through 30/04/94

01/05/94
GPCA-All Accounts

Page 1

Description	Amount
<hr/>	
INCOME/EXPENSE	
INCOME	
Newsletter:	
Advertising Income	3,376.99
Booking Clerk Fees	-300.00
Distribution Expenses	-20.00
Printing Costs	-3,631.52
Total Newsletter	<hr/> -574.53
TOTAL INCOME	<hr/> -574.53
TOTAL INCOME/EXPENSE	<hr/> -574.53 =====

WOKING BOROUGH COUNCIL

01/11/93 Through 30/04/94

01/05/94
GPCA-Woking B.C.

Page 1

Date	Num	Description	Memo	Category	Clr	Amount
BALANCE 31/10/93						0.00
22/04/94	S	Woking B.C.	Rent	Pre 1993 - 1994		-1,500.00
			Insurance to 30th June 1993	Pre 1993 - 1994		-1,077.33
			Services approx. total	Pre 1993 - 1994		-2,422.67
23/04/94		Maintenance	4 years @ £200	Pre 1993 - 1994		-800.00
23/04/94		Maintenance	Estimate 1993/94	Hall: Maintenance		-200.00
TOTAL 01/11/93 - 30/04/94						-6,000.00
BALANCE 30/04/94						-6,000.00
TOTAL INFLOWS						0.00
TOTAL OUTFLOWS						-6,000.00
NET TOTAL						-6,000.00

GOLDSWORTH PARK COMMUNITY ASSOCIATION

MINUTES OF THE SPECIAL MEETING HELD ON 19th MAY 1994

AT GOLDWATER LODGE GOLDSWORTH PARK

Present: J Davidson, R Webb, N O'Coffey, N Budgen, A Harmour, P Chapman, I Rickard, I Watson, P Winter, T Goss, S Cameron, T Morris, T Mitchell

Apologies for Absence: T Lilley, I Eastwood.

1. OPENING

RW as Chairman opened the meeting at 8.10pm and explained that the purpose of this meeting was to review the events of the Gala while they were still fresh in peoples' minds. The format would be to ask each person to raise any points about the event, good or bad, which would then be discussed by all present.

2. N. Budgen

The disastrous weather meant that takings on the day were very low. Overall, it appeared likely that the GPCA would stand to lose some £900.

He felt that the organisation had been a success and had established a precedent for an annual event. If the event was to be annual, the day of the Cup Final should be avoided.

Most of the attractions worked well. The balloon race and the fireworks are probably more appropriate for special events and would not be needed annually.

Despite the bad weather, the fireworks went well and many people commented on how good they were.

3. N O'Coffey

What had been achieved was very good given the resources available.

The fireworks had been a major cost (£900) which was not offset by any specific income - was there any way in which income could be raised to fund the fireworks?

He felt there could have been more activity on the field particularly at the funfair.

The dog show had been very popular. Initially, we had overlooked the need for drinking water for the dogs.

He provided an income and expenditure statement to 19th May which showed the established loss as £310 plus the outstanding payment for the fireworks. Costs still to come may include:-

- a) Gardner Merchant for the hospitality meals provided.
- b) Newspaper advertising £100
- c) Dog show judges/marshals at £5 each

It was agreed to send a donation of £25 to the St. Johns Ambulance Brigade with a letter from NB expressing our thanks and our regret that, in the circumstances, the donation could not be any larger.

The balloon race was very badly received. Only 66 tickets had been sold. Since the event, an invoice had been received to cover losses incurred by the supplier. This is inaccurate and does not fall within the basis of the original agreement. The Committee decided that no payment should be made to the supplier without detailed justification being made to the committee.

4. Jim Davidson

We were short of manpower for setting up and on the day.

The assignment of tasks was not set out clearly and only known to NB. This resulted in many people chasing NB for decisions.

Felt we had not made the best use of publicity to groups such as Lakers, the Scouts, etc., who would have been more involved if we had "booked" the date with them earlier. The notes in the April newsletter were not enough.

The entrance to the main hall was too crowded. The tables of the Craft Fair in the main hall were too close together.

5. Pauline Chapman

The cost of refreshments on the field was far too high at £1.75 for a Beefburger. There was a long queue resulting in a 15 minute wait. No notice of the cost of the food was displayed.

There was inadequate signing to the toilet facilities.

She made adverse comments about the evening entertainment organised by Gardner Merchant.

6. Sandra Cameron

We must avoid Cup Final day.

Could we seek donations or sponsorship for the fireworks.

7. Tony Morris

Opinions overheard in Forbouys suggest that the Gala was well done.

8. Tony Mitchell

Thanked Tony Morris for all the work he had done.

Felt that hot and cold drinks should have been available on the field. Although the pub intended to provide tea/coffee it was overwhelmed particularly due to the bad weather.

The Ladies Tug of War team was a good attraction and should be booked for next year.

9. Tom Goss

Felt that the Gala had been enjoyed - most people thought it was good.

The publicity had worked well.

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11. Arthur Harmour

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12. Rachel Webb

Agreed with JD that access to NB was a problem. As the principal organiser he needed to be less mobile and more readily available.

Methods of attracting residents to the early events were discussed. One proposal was hold a car boot sale in the morning if sufficient space could be found.

The remains of the cake, presented by New Ideal Homes, had been donated to Brockhill House. They had expressed their gratitude.

The results of the MOT competition would be published in the newsletter.

13. Nigel Budgen

Expressed his thanks to all who had assisted with the organisation of the event. In particular, he wished to record his thanks to Sandra Cameron, Tony Morris and Tony Mitchell.

The meeting ended at 9.45pm.

GOLDSWORTH PARK COMMUNITY ASSOCIATION
MINUTES OF THE MEETING HELD ON 9th JUNE 1994
AT GOLDWATER LODGE GOLDSWORTH PARK

Present: N Budgen, P Chapman, I Eastman (part), A Harmour, N O'Coffey,
I Rickard, P Winter, I Watson.

Apologies for Absence: R Webb, J Davidson, T Goss.

1. **OPENING**

IW as Chairman and Secretary opened the meeting at 8.05pm.

2. **MINUTES OF THE LAST MEETING**

Item 7 para 2 line 5 should read "the cleaner's timesheets appear to have remained at about 9 hours per week".

With this amendment, the minutes of the last meeting were agreed.

3. **MATTERS ARISING**

None

4. **MISCELLANEOUS CORRESPONDENCE - P Winter**

- a) Letter from RW to Rob Cook (GPCA solicitor) asking him to write to WBC with regard to the maintenance of the drains, stressing that the latest problems again demonstrate a design fault and seeking full reimbursement of the cost of a second call out in one week.
- b) Letter from RW to Cllr. Chris Edwards to say that the parking problems near the Hockey Club have become more serious and seeking action by WBC and/or the Hockey Club.
- c) Letter from RW to the Hall Manager, Sue Nieman, seeking a regular written report to the Committee on current bookings, trends and any problems.
- d) Letter from RW to WBC to say that the "Wardrobe" on Parley Drive belongs to Ideal Homes.
- e) Letter from Mr Dallal, Borough Engineer, acknowledging receipt of GPCA's comments on the Goldsworth Park road safety study and giving notice of public consultation meetings. Cycle tracks and pedestrian crossings at the Harelands roundabout will be considered when the new school opens. Problems with constructing a layby for the re-sited bus-stop in Bampton Way are due to a major gas main.

The Committee agreed that the current arrangements are lamentable and suggested that WBC should install parking restriction outside the Fox and Flowerpot PH.

RW to confirm that the Committee's proposals for the new toilet block have been sent to WBC.

5. **LAKEVIEW COMMUNITY ACTION**

LCA is holding a "Fun Day" at the Bullbeggers Lane recreation ground on 14th August 1994; further information from John Edwards.

6. **SOCIAL COMMITTEE CHAIRMAN'S REPORT - N Budgen**

The Social Committee will hold its last meeting before the summer recess on 14th June 1994. Details of the barndance, fireworks, childrens Christmas Party and New Years Eve dance will be finalised. An adult entertainment evening, provisionally arranged for 9th September 1994, may be cancelled due to lack of interest in the last one.

PC suggested that Iain Wakeford be invited to give a talk on the history of Goldsworth Park; there was general agreement to this proposal.

NB will ask RW about progress on collecting the fees from advertisers in the Gala programme.

NB reported that he had met with the "Balloon Man" to discuss the invoice but the matter was still unresolved; he accepted that he had sought payment for more gas than he had used and that he was holding money from the sale of 15 balloons race tickets. NB and IR will write to him.

NB reported that 3 balloon race tickets had been returned so far; the furthest one was from Guildford. Profile Travel will present the prize to the purchaser of the winning ticket at an evening event on 20th June 1994. The Committee authorised NB to spend £5 on a gift for the returner of the winning ticket.

The Committee authorised NB to spend in the region of £75 on the repair of the notice board.

NB reminded the Committee that the New Victoria Theatre offers concessionary rates for groups of 10 or more. PC will circulate details of events to Committee members. A group booking for the pantomime should be considered.

7. TREASURERS REPORT - N O'Coffey

NO submitted his expenses, which were agreed, and reminded the Committee to so submit any expenses before the end of the month.

NO circulated the accounts up to 31st May 1994 and commented:-

- May had been a good month mainly because of the two Car Boot Sales. Because of problems at the Gala, Mr Pascoe, the Ice Cream Man, had been allowed a free pitch at the last Car Boot Sale and would not be charged for the one in August either. Charging will recommence next year.
- The Bar had taken £700 during the month.
- The Newsletter finances were disappointing. Mann & Co still owe for January's advertisement and payment for May has not been received. As SN's representations have been unsuccessful, RW should write formally to Mann & Co.
- The income during the first 7 months of the year is approximately £25,000 so we should be within the VAT limit of £45,000 for the year.

8. HALL MANAGER'S REPORT

SN had submitted a written report noting:-

- Problems with the drains in the ladies toilets in the snug bar (see Misc. Corres. above). The Committee said that this problem should be investigated thoroughly while the new lavatory block is being built and any design fault rectified.
- Litter and dirty laundry left by Gardner Merchant in the corridor between our kitchen and store despite complaints and requests to move it. IE and PC endorsed this complaint.
- The gas cooker needed repair. It was inspected by a Gas Board fitter on 12th June 1994 and found to be in excellent condition. SN should keep call-out sheet and invoice in case of future complaints.
- Although the Wine Society has cancelled its booking, there are now 7 regular weekly bookings. The hall is booked for the next 11 Saturdays. 4 bookings for next year have already been made.

PW reported that the yard is full of rubbish and PC reported problems of access to the yard for GPCA hirers. PW suggested that a portion of the yard be marked off for GPCA use.

PC reported that, on the last 2 Sunday mornings, there had a lot of broken glass (from drinking glasses) around the Community Centre.

RW should write to WBC with regard to marking off an area in the yard for GPCA use and about the broken glass.

IE reported problems with refuse collection; there was a dispute between Waste Management and Gardner Merchant over whether the bill had been paid. WBC had collected the refuse as it was an environmental health hazard.

PW reported that the kitchen was in dire need of a thorough clean, a situation which had got worse since the cleaners hours were being monitored. PC endorsed this complaint and added that the hall, and especially the carpet, was looking a bit worse for wear. Redecoration on hold due to pressure of other work but IR will follow up as soon as possible. The carpet should be cleaned after redecoration and at least once a year thereafter.

IR asked if there was an inventory of the kitchen equipment hirers could expect. PW said that the kitchen equipment was GPCA property and not generally available to hirers except by prior arrangement.

PC suggested that hirers be asked to complete an evaluation questionnaire on their experience when hiring the hall; this would help with prioritising work. PC and IW to produce a draft questionnaire for comment.

9. BAR MANAGER'S REPORT

The hall was inspected by the Magistrates Licensing Committee and IE expects a comment about the lack of the licensee's name outside the entrance.

The bar is booked for 10 functions in July and for 4 weddings in August.

A chill cabinet or tray would be useful as there is demand for cold drinks in summer.

10. NEWSLETTER EDITOR'S REPORT

Not available

The photograph on the front of the Newsletter was noted; more pictures would break up the text and make the Newsletter more attractive.

NB asked whether RW personally edited articles submitted for printing as the editing of his last "Gardeners Diary" had rendered it unintelligible in parts; he was concerned about any possible reflection on Squires Garden Centre.

11. CONSTITUTION & MEMBERSHIP

No further progress by IR and NO due to pressure of other commitments.

12. ANY OTHER BUSINESS

- a) NB reported that he was undertaking a 35 mile bicycle ride to raise money for charity and sought sponsorship (duly given) from Committee members.
- b) AH reported that he had arranged to take 2 coachloads of senior citizens to Brighton for the day on 7th July 1994 at a cost of £3.50 per head covering transport and a packed lunch. There were still a few places available.
- c) PC thanked NO for arranging the Committee dinner.
- d) PC reported that the Multiple Sclerosis Society was holding a "Fun Day" at the St Johns Health Centre on Saturday, 11th June 1994; support would be welcomed.
- e) At the last meeting on 19th May 1994, Tom Goss had reported that he was changing his job and moving to the West Country. He would, therefore, be leaving Lakeview Community Action and could no longer organise the distribution of the Newsletter.

The meeting ended at 9.55pm.

J. Davidson

HALL MANAGER'S REPORT

A few problems encountered this month; namely
Trouble with drains from ladies' toilets in Snug Bar.
J and G Drains called out on Sunday 22 May and solved
problem for the time being. Said it could be an ongoing
problem due to design of drains.

A lot of "clutter" and boxes have been lying around
in the corridor leading from our kitchen to store room.
Kingsley Smith was asked on four occasions to clear
this away, eventually a letter was written to him
after which he cleared it away. This morning, Sunday
5 ~~May~~ ^{June} I went over to the Community Centre Hall and
there was a large pile of dirty table linen lying around
in the same corridor.

Gas cooker in need of repair. Oven not working properly.
Handle that opens cooker becomes very hot - caterer
burnt herself last weekend.

Hall Bookings

Unfortunately, due to lack of support we have lost
our Wine Society monthly booking.

We now have three Aerobics classes, Slimmers, Weight-
watchers, a Toddlers Group and Lakeside Fellowship,
which all have weekly bookings.

Hall booked for the next 11 Saturdays in succession,
either for wedding receptions or birthday parties.
I have already taken four bookings for next year!

Sue

*Checked
in 9/6*

GOLDSWORTH PARK
COMMUNITY ASSOCIATION

GOLDWATER LODGE, WISHBONE WAY, WOKING, SURREY.

Mr I Rickard & Ms I Watson
37 Willowmead Close
Woking
Surrey
GU21 3DN

35 Greythorne Road
Goldsworth Park
Woking
Surrey
GU21 3PG

NO'C/GPCA-64

9 July 1994

-
Dear Ian & Irene

MANAGEMENT ACCOUNTS

I am enclosing copies of the usual Management accounts for the period ending 30th June 1994 as I shall not be able to attend the next monthly meeting.

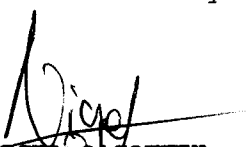
I have now prepared the draft final accounts and report for the year a copy of which is also enclosed. I shall be seeking the Committee's approval to accept these accounts for presentation at the next Annual General Meeting following the usual examination.

Following last month's meeting Ian Eastwood and I have carried out a further 3 month stock taking for the bar. I am disappointed to have to report that the figures are not particularly encouraging as the Gross Profit Margin has dropped from 44% to 33%. The result is that a book entry loss of £331.74 has been recorded within the accounts.

I have sent all relevant details to Ian Eastwood suggesting that we continue with quarterly stock takings in the future. Ian may make comment at the next meeting, however, I feel that the point should be raised and recorded in the minutes.

I do not know if you have written to Jeff Hounsham with regard to the balloon invoice but we have received an amended invoice which I enclose.

Yours sincerely


NIGEL O' COFFEY
TREASURER - G.P.C.A.

GOLDSWORTH PARK COMMUNITY ASSOCIATION

1993 / 1994

FINANCIAL ACCOUNTS

AND

ANNUAL REPORT

GOLDSWORTH PARK COMMUNITY ASSOCIATION

G.P.C.A. BALANCE SHEET

As of 30/06/94

GPCA-All Accounts

	31/10/93	30/06/94
<u>Account</u>	<u>Balance</u>	<u>Balance</u>
ASSETS		
Cash and Bank Accounts		
NAT WEST DEP-Business Reserve	1,917.08	8,038.03
NAT WEST-Current	0.00	5,062.13
PETTY CASH	335.17	1,261.23
	-----	-----
Total Cash and Bank Accounts	2,252.25	14,361.39
Other Assets		
1 Hall Premises-Consideration 1988	0.00	250,000.00
2 Fixtures	2,308.05	2,021.61
3 Bar Stock	0.00	963.46
	-----	-----
Total Other Assets	2,308.05	252,985.07
TOTAL ASSETS	<u>£4,560.30</u>	<u>£267,346.46</u>
LIABILITIES & EQUITY		
LIABILITIES		
Other Liabilities		
Clients-Refundable Deposits	0.00	350.00
Hall Lease / Maintenance	0.00	6,000.00
	-----	-----
Total Other Liabilities	0.00	6,350.00
TOTAL LIABILITIES	£ 0.00	£6,350.00
EQUITY	4,560.30	260,996.46
	-----	-----
TOTAL LIABILITIES & EQUITY	<u>£4,560.30</u>	<u>£267,346.46</u>

GOLDSWORTH PARK COMMUNITY ASSOCIATION

PROFIT & LOSS

GPCA-All Accounts

	01/11/92- 31/10/93 (12 Months)	01/11/93- 30/06/94 (8 Months)
INCOME/EXPENSE		
INCOME	£	£
21st Birthday Gala		(338.64)
Bar	(416.13)	3,112.63
Hall	1,678.41	3,378.68
Interest Income		38.03
Newsletter	(1,415.16)	(132.35)
Social	(672.93)	3,660.97
TOTAL INCOME	£(825.81)	£9,719.32
EXPENSES		
Bank Charge		121.37
Depreciation		286.44
Insurance		439.21
Legal & Prof. Fees		1,128.14
Pre 1993 - 1994 Expenses		800.00
Stationery & Postages		328.35
Sundry	2,224.45	179.65
TOTAL EXPENSES	£2,224.45	£3,283.16
TOTAL PROFIT / (LOSS)	£(3,050.26)	£6,436.16

TREASURER'S REPORT

The Accounts for 1993/94 are for the 8 month period 1st November 1993 to 30th June 1994. In order to allow sufficient time for the accounts to be finalised and examined prior to the Association's Annual General Meeting the Management Committee felt it prudent to amend the financial year end to the 30th June.

The change to this revised arrangement will have the added benefit of allowing the cost and income from the annual firework display to coincide within the same financial period. The reported Profit & Loss for this year includes, therefore, the income from last year's display (£2,105) without cost.

Further changes to the Accounts include the following:

Reporting of the Hall Premises within the Fixed Assets.

Introduction of depreciation, for all fixtures & fittings, over either a 3 year or 5 year period.

Introduction of the Bar Stock Valuation (at cost) within the accounts.

Introduction of current liabilities within the accounts:

- (a) Clients Deposits - representing monies taken as a deposit from hirers of the hall.
- (b) Hall Lease / Maintenance - represents the amount of money put aside for the outstanding lease and maintenance payments due since 1988.

The gross income for the Association for the period to 30th June amounts to £28,665.

Following last year's reported financial loss it has been the Committee's intention to ensure that costs are contained and I am, therefore, pleased to report a profit for this period.

I confirm that the Balance Sheet and Profit & Loss Statement are a true record of the Association's Accounts as at 30th June 1994.

NIGEL O'COFFEY

TREASURER - G.P.C.A.

EXAMINER'S COMMENTS

Sign

GOLDSWORTH PARK COMMUNITY ASSOCIATION

MINUTES OF THE MEETING HELD ON 14th JULY 1994

AT GOLDWATER LODGE GOLDSWORTH PARK

Present: J Davidson, I Eastman (part), A Harmour, S Nieman, I Watson.

Apologies for Absence: N Budgen, P Chapman, N O'Coffey, I Rickard, R Webb.

1. OPENING

JD as Chairman opened the meeting at 8.01pm.

2. MINUTES OF THE LAST MEETING

The minutes of the last meeting were agreed.

3. MATTERS ARISING

4. a) No response yet.

4. b) No response yet.

12. b) AH reported that the senior citizens' coach trip to Brighton on 7th July 1994 had been very successful.

4. MISCELLANEOUS CORRESPONDENCE - I Watson

a) letter (08.06.94) from Waitrose to say that there is insufficient space in the Branch to install cash machines.

b) letter (08.06.94) from RW to SN regarding an outstanding payment from RS Frames (now paid) and the engagement of a window cleaner for the Hall at a cost of £20.00 p.m.

c) letter (10.06.94) from the South Thames Regional Health Authority regarding proposals to merge four District Health Authorities into two.

d) letter (14.06.94) from RW to TG thanking him for his work on behalf of the community and for his very generous donation to the GPCA 21st celebration.

e) letter (14.06.94) from RW to Surrey Library Service regarding the review of the Mobile Library Service.

f) letter (15.06.94) from RW to IW reminding the Committee that she would be resigning all Committee responsibilities at the AGM.

RW confirmed that Rob Cook had sent the Committee's proposals for the new toilet block to WBC in May.

g) letter (16.06.94) from RW to Surrey CC regarding an entry in the Directory of Residents Associations and Amenity Groups in Surrey.

h) letter (20.06.94) from WBC seeking assistance with publicity for the consultation exercise on traffic calming measures in Sythwood. (IR and IW will attend the exhibition)

i) letter (27.06.94) from Surrey CC enclosing a copy of the Strategic Policy Plan for the County for 1994 - 1997.

j) letter (29.06.94) from the Chairman of Surrey CC regarding the publication of the Local Government Commission's draft proposals for Surrey and a public conference.

k) letters (25.06.94) from a resident and (30.06.94) from RW to WBC concerning signposting around the Centre and on a number of roads.

5. LAKEVIEW COMMUNITY ACTION - T Lilley

No report.

6. SOCIAL COMMITTEE CHAIRMAN'S REPORT - N Budgen

No report.

Iain Wakeford will give a talk on the history of Goldsworth Park on 9th September 1994.

NB and IR met to discuss a response to the invoice from J C Wholesale (the Balloon Man) but have not yet responded. An amended invoice has been received but it is still unacceptable.

Gardner Merchant has submitted an invoice for £64.00 for refreshments for the St John's Ambulance personnel and the "pyrotechnicians". However, they still owe £50.00 for their advertisement in the GALA programme.

7. TREASURERS REPORT - N O'Coffey

Prior to the meeting, NO circulated the management accounts up to 30th June 1994 and a draft of the annual financial accounts & annual report seeking the Committee's approval to accept these accounts for presentation at the AGM.

The Committee deferred discussion of the accounts until NO could be present.

The Committee noted that a stock take of the Bar had disclosed disappointing results and agreed to another stock take in three months time.

SN reported that a check of her records showed that Mann & Co had paid for January's advertisement; she would discuss with NO.

8. HALL MANAGER'S REPORT - S Nieman

Hall bookings are going well with virtually every Saturday through to December booked.

Due to lack of time, RW had not written to WBC concerning use of the yard but the rubbish had been cleared now but the door to the GPCA storage shed had been blocked by the rubbish bins on occasions. When the letter is written, it should include comment about glasses being left scattered around the lake as well as broken glass around the building.

SN confirmed that regular, well-known hirers may use the crockery in the kitchen. A few cheap glasses or clear plastic beakers will be purchased for the use of GPCA members and regular hirers.

A draft evaluation questionnaire on Hall booking and facilities had been circulated; SN and PC will make comments for discussion at the next meeting.

The decorating of the Hall is still outstanding. Sunday 7th to Friday 12th August (with the exception of the afternoon of Tuesday 9th) is a convenient time. Volunteers to contact IR.

9. BAR MANAGER'S REPORT - I Eastman

No report.

10. NEWSLETTER EDITOR'S REPORT - R Webb

RW had sent NB a copy of the most recent distribution list and has advertised for a new organiser in the newsletter. NB has written to Keelan & Co with regard to the distribution. RW submitted a list of the roads not covered yet.

RW proposed, through JD, that the GPCA pays Merlin Print £40.00 per month to type/typeset the contributions for the Newsletter. The Committee decided that more information about the amount of work involved was needed before this proposal could be agreed.

11. CONSTITUTION & MEMBERSHIP

No further progress by IR and NO due to pressure of other commitments. JD suggested crosschecking with the new constitution being written for Strollers.

12. ANY OTHER BUSINESS

- a) IW explained that the GPCA had been served with an Abatement Notice in respect of Noise Nuisance by WBC Environmental Health Department, arising from an incident on Friday, 24th June 1994 when the Hall windows and doors were opened while loud amplified music was being played. The notice requires the GPCA to ensure that, in future, door and windows are kept closed and the noise limiter is in operation whenever amplified music is being played. The key to the noise limiter is missing so it is not possible to check its state of operation. IW will try to trace the key or the manufacturer to get a new key. IW and SN will liaise over revising the conditions of hire and house rules to ensure that hirers are aware of their responsibilities. IW asked IE to remind bar staff of the rules regarding doors and windows.
- b) PC reported that the aids in the lavatory for people with disabilities were inadequate; there should be another handrail. Also, the tap sprayed rather than poured and the hand-drier was not working. Investigations showed the tap was "furred" up and the hand-drier was switched off. PC and IW will liaise over the handrail specification.
- c) The AGM will be held on Friday, 25th November 1994.
- d) The next Committee meeting will be held on Thursday 8th September 1994 but any urgent items in the interim should be reported to Committee members.

The meeting ended at 9.35pm.

Mud

11/8/94

GOLDSWORTH PARK COMMUNITY ASSOCIATION
MINUTES OF THE MEETING HELD ON 11th AUGUST 1994
AT GOLDWATER LODGE GOLDSWORTH PARK

Present: P Chapman, N O'Coffey, A Harmour, I Rickard, R Webb, I Watson, P Winter.

Apologies for Absence: N Budgen, J Davidson.

1. **OPENING**

RW opened the meeting at 8.04pm.

2. **MINUTES OF THE LAST MEETING**

The minutes of the last meeting were agreed subject to the correction of the misspelling of "Eastwood".

3. **MATTERS ARISING**

Any "matters arising" were dealt with under the appropriate item.

4. **MISCELLANEOUS CORRESPONDENCE - R Webb**

- a) RW had written to and phoned Rob Cook (solicitor) on a number of occasions and now reported that all outstanding issues were being dealt with.
- b) RW had written to Councillor Chris Edwards on a number of issues which were reported in the Newsletter.
- c) Parking near the Hockey Club is still a problem. RW will contact residents to ask them to record the Reg. No.'s of cars creating a problem or to phone IW who would photograph the offending vehicles.
- d) RW has received the minutes of the last GP Area Police Liaison Committee meeting.
- e) RW has received letters from SCC and WBC regarding Local Government Review.
- f) RW has received letter from WBC concerning Volunteer Conservation Work in the borough.
- g) RW has written to WBC regarding signposting and lighting but has received only holding replies.
- h) IW reported that she had been appointed to the NW Surrey Community Health Council.

5. **LAKEVIEW COMMUNITY ACTION**

No report.

It is thought that TL has resigned from LCA but will still help with GPCA social events.

6. **SOCIAL COMMITTEE CHAIRMAN'S REPORT** - written report from N Budgen

IR has written to J C Wholesale (the Balloon Man) about his invoices.

NO has sent NB a cheque for £14.00 to settle the Gardner Merchant invoice for £64.00 for refreshments for the St John's Ambulance personnel and the "pyrotechnicians" less the £50.00 they owe for their advertisement in the GALA programme.

NO has sent the contractor a cheque for £125.00 for the noticeboard repairs.

The car boot sale on 29.08.94 is fully booked and assistance on the day is required; NO will liaise with garage and pub; IW and IR will help on the day.

Iain Wakeford's talk on the history of Goldsworth Park may have to be postponed from 09.09.94 to some time in October.

The Hallowe'en Disco has been booked for 28.10.94

WBC's Centenary firework display will be held on 05.11.94; PW reported that it will be at Goldwater Lodge and that Carters Steam Fair will be there. Various dates were put forward for GPCA fireworks but if WBC's plans are as stated above, it was agreed that GPCA should not hold its own display. NB to discuss plans with WBC with a view to working in partnership with them (help with marshalling, a creche, refreshments, etc) and seeking some share in receipts.

An offer of sponsorship for a fireworks display in exchange for a site for a two day funfair has been received from Frank Ayres; this would need WBC's agreement and NB to discuss.

The Children's Christmas Party is booked for 12.12.94 and last year's entertainers have been rebooked at a cost of £100.00. There will be no disco following the party due to poor attendance for the last two years.

The New Year Party has been booked and a DJ engaged with a deposit of £175.00.

NB proposed a Gala be held in June. WBC, the Funfair and Dog Show are all keen. It was agreed in principal subject to checking on a suitable date. It was noted that the catering needed to be improved.

RW reported the possibility that Waitrose might start opening on Sundays and Bank Holiday Mondays, which would affect the Car Boot Sales. NB to write to Waitrose for clarification.

7. TREASURERS REPORT - N O'Coffey

The Committee approved the annual financial accounts & annual report for presentation at the AGM subject to the addition of a short management report explaining the differences from previous years.

PW commended NO and said that the accounts were the best the GPCA had ever had.

NO reported that an independent person had been found to examine the accounts at a possible fee of £50.00.

NO circulated the accounts for July which were healthy; the hall and bar are both doing well. The bar stocks appear to be £300.00 down and the records are incomplete, both of which are a matter of some concern.

NO reported that NatWest had proposed raising the bank charges; he had written to query this and the charges had been reduced. Barclays are offering free banking and an interest bearing account to charities. The Committee agreed to the transfer of the account to Barclays.

8. HALL MANAGER'S REPORT - written report from S Nieman

Problems continued with the sound limiter, it has now been securely fixed in place and is working. WBC was asked to check the calibration but has not done so yet.

The burglar alarm has been causing a problem but is working correctly now.

People using the playground and open space have been entering the building through the yard and using the GPCA toilet facilities so that they are not clean when paying customers want to use them. RW will write to WBC regarding the provision of washrooms and then the GPCA toilets can be locked.

Hall bookings are going well; there are bookings up to July 1995.

A new manager, David Boon, is taking over from Kingsley Smith at Gardner Merchant. It was agreed that the Committee should meet Mr Boon formally to discuss matter of joint interest. Complaints to WBC about use of the yard, rubbish, abandoned glasses, etc., will be deferred.

SN has purchased clear plastic beakers and put them in the kitchen for the use of regular, well-known hirers.

The chairs in the hall are getting very worn; the Committee authorised SN to get quotes for their refurbishment.

IW and SN had revised the booking form, conditions of hire, questionnaire, etc., and circulated them for comments. The comments made will be incorporated and any other comments should be made as soon as possible.

There had been a letter from a hirer complaining that the noise limiter had reacted to clapping during his barn dance, cutting the power frequently and spoiling his party; the bar staff had told him that the limiter was malfunctioning. The hall had been recommended to the hirer by NO who confirmed that he had paid £117.00 for the evening hire. NO recommended a small, ex-gratia payment in the interests of good PR; RW disagreed as it might create a precedent; the Committee agreed a "consideration" of £20 and a careful letter.

PC and IW are liaising over a handrail for the lavatory.

The Hall decoration is still outstanding; IR is awaiting a call from WBC about the ceiling tiles.

9. BAR MANAGER'S REPORT - I Eastwood

No report.

10. NEWSLETTER EDITOR'S REPORT - R Webb

Mann & Co. have withdrawn their sponsorship of the Newsletter and RW has approached Cornerstone, who had expressed interest, but they have not replied yet.

Chris Edwards of Merlin Print proposed a new way of managing the Newsletter; he would control the advertising and keep the income in exchange for publishing the Newsletter free of charge to the GPCA; the GPCA would have full editorial control. This proposal does not depend on sponsorship. The Committee welcomed the idea in principle and asked for a written proposal from CE. The publication would be on a licence basis and there would need to be an Editorial Sub-Committee to control the agreed amount of space for the GPCA.

SE, who currently manages the Newsletter advertising, will be invited to manage distribution in exchange for her current remuneration, subject to agreement with Merlin Print.

RW reminded the Committee that she was resigning from all of her GPCA roles at the AGM.

11. CONSTITUTION & MEMBERSHIP

IR and NO had still not met due to pressure of work. JD had provided a copy of the new "Strollers" constitution for comparison. IR thought that the constitution was ready for final approval and would circulate it before the next Committee Meeting for agreement prior to the AGM. PC said that the Charity Commissioners had a Telephone Help Line. NO said he needed a copy to send to the Commissioners with the Audit Report.

PC suggested that the time was right for the GPCA to consider its aims and objectives, its direction and future; the age ranges, social structure, needs, etc., of the community had changed since the GPCA was first set up; there had also been changes to the Committee. PW confirmed that the GPCA had certain obligatory functions but agreed that it would be useful to ascertain what else the community might want - if it was possible to do so. It was agreed that there was a large measure of apathy. After some discussion, it was agreed that PC should put some ideas down on paper for discussion prior to the AGM.

12. ANY OTHER BUSINESS

- a) JD reminded RW that Rob Cook still had the floor plans for the Community Centre and these should be returned as soon as possible.
- b) JD asked RW to write to OPI requesting new "No Cycling" signs around the shopping centre.
- c) RW has arranged for a Poppy Wreath to be laid by the GPCA at the Remembrance Day Service in November.
- d) The next Committee meeting will be held on Thursday 8th September 1994.
- e) The AGM will be held on Friday, 25th November 1994.

The meeting ended at 10.25pm.



G.P.C.A. BALANCE SHEET

As of 31/07/94

01/08/94
GPCA-All Accounts

Page 1

Acct	30/06/94 Balance	31/07/94 Balance
ASSETS		
Cash and Bank Accounts		
NAT WEST DEP-Business Reserve	8,038.03	10,038.03
NAT WEST-Current	5,062.13	5,658.32
PETTY CASH	1,261.23	895.81
Total Cash and Bank Accounts	14,361.39	16,592.16
Other Assets		
1 Hall Premises-Consideration 1988	250,000.00	250,000.00
2 Fixtures	2,021.61	1,980.69
3 Bar Stock	963.46	526.94
Total Other Assets	252,985.07	252,507.63
TOTAL ASSETS	267,346.46	269,099.79
LIABILITIES & EQUITY		
LIABILITIES		
Other Liabilities		
Clients-Refundable Deposits	350.00	350.00
Woking B.C.	6,000.00	6,000.00
Total Other Liabilities	6,350.00	6,350.00
TOTAL LIABILITIES	6,350.00	6,350.00
EQUITY	260,996.46	262,749.79
TOTAL LIABILITIES & EQUITY	267,346.46	269,099.79

I confirm the Balance Sheet ,Profit & Loss Statement , and attached Supplementary Reports are a true record of the Goldsworth Park Community Association accounts as at 31st July 1994.


Nigel O' Coffey

Treasurer - G.P.C.A.

1 August 1994

PROFIT & LOSS
01/07/94 Through 31/07/94

01/08/94
GPCA-All Accounts

Page 1

Category Description	7/94
<hr/>	
INCOME/EXPENSE	
INCOME	
Bar	809.73
Hall	591.61
Newsletter	392.91
	<hr/>
TOTAL INCOME	1,794.25
EXPENSES	
Depreciation	40.92
	<hr/>
TOTAL EXPENSES	40.92
TOTAL INCOME/EXPENSE	<hr/> 1,753.33 <hr/>

INCOME ONLY REPORT
01/07/94 Through 31/07/94

01/08/94
GPCA-Selected Accounts

Page 1

Category Description	01/07/94- 31/07/94
<hr/>	
INCOME/EXPENSE	
INCOME	
Bar	2,404.09
Hall	1,237.98
Newsletter	442.91
	<hr/>
TOTAL INCOME	4,084.98
TOTAL INCOME/EXPENSE	<hr/> 4,084.98 <hr/>

HALL ACCOUNT REPORT

01/07/94 Through 31/07/94

01/08/94
GPCA-All Accounts

Page 1

Description	Amount
INCOME/EXPENSE	
INCOME	
Hall:	
Booking Clerk Commission	-190.69
Booking Clerk Monthly Fee	-50.00
Booking Income	1,187.98
Caretaker Fee	-125.00
Cleaning Expenses:	
Cleaner's Excess Charges	-20.00
Cleaner's Fee	-155.75
Cleaning Materials	-28.93
Total Cleaning Expenses	-204.68
Rates Re: Hall	-26.00
Total Hall	591.61
TOTAL INCOME	591.61
EXPENSES	
Depreciation:	
Hoover	-3.86
Safe & Grille	-17.96
Stage	-2.15
Trolley	-2.26
Total Depreciation	-26.23
TOTAL EXPENSES	-26.23
TOTAL INCOME/EXPENSE	565.38

BAR ACCOUNT REPORT
01/07/94 Through 31/07/94

01/08/94
GPCA-All Accounts

Page 1

Description	Amount
INCOME/EXPENSE	
INCOME	
Bar:	
Bar Stock	-1,219.92
Bar Takings	2,227.28
Bar Wages	-174.00
Bar - Other	-23.63
Total Bar	<u>809.73</u>
TOTAL INCOME	<u>809.73</u>
EXPENSES	
Depreciation:	
Glass Washer	-14.69
Total Depreciation	<u>-14.69</u>
TOTAL EXPENSES	<u>-14.69</u>
TOTAL INCOME/EXPENSE	<u>795.04</u> =====

NEWSLETTER REPORT
01/07/94 Through 31/07/94

01/08/94
GPCA-All Accounts

Page 1

Description	Amount
INCOME/EXPENSE	
INCOME	
Newsletter:	
Advertising Income	442.91
Booking Clerk Fees	-50.00
Total Newsletter	<u>392.91</u>
TOTAL INCOME	<u>392.91</u>
TOTAL INCOME/EXPENSE	<u>392.91</u> =====

GOLDSWORTH PARK COMMUNITY ASSOCIATION.
WISHBONE WAY, GOLDSWORTH PARK,
WOKING. SURREY.

NIGEL BUDGEN.
7 TEMPLECOMBE MEWS,
THE GRANGE,
ORIENTAL ROAD,
WOKING,
GU22 7DL.

TO ALL MEMBERS OF
GPCA COMMITTEE.

29th JULY 1994

RE: ENTERTAINMENTS.

Dear All,

As we are now into our summer recess, with no meetings planned until September, I felt it necessary to write to you all on a number of issues.

Firstly, the Fireworks scheduled for 5th November. We have a clash with Wokings centenary celebration, they are planning a major event for the same evening. Do we cancel our event or move it back one week?

The cost of repairing the notice board has risen to £105 before VAT. I do not have the time to obtain competitive quotes, should I still go ahead? (This quote, incidentally, is from Deroy plastics in Guildford).

The New Year eve party remains unbooked, but we do have two contacts to follow up.

With reference to the Gala, we have an invoice from Kingsley Smith re food provision for St. John's ambulance and the firework technicians. This amounts to £64, but he still owes £50 for the prog add. We are still waiting for an invoice from Merlin re the prog printing and the balloon race remains unresolved.

If you could come back to me on or before August 6th re these points I would appreciate comments or suggestions.

Best wishes,



Nigel Budgen.

28th July 1994

46 Inglewood
Goldsworth Park
Woking
Surrey GU21 3HX

0483-723026

To all Committee Members of the GPCA

It is with regret that I have to inform you that Mann & Co are ceasing their sponsorship of the newsletter with effect from 31st August 1994 ie this issue being prepared, 6 months earlier than our agreement.

I have asked them to reconsider but they are being completely intransigent. Nigel Budgen is contacting Keelan & Co in an attempt to gain alternative sponsorship but we must have a contingency plan just in case. Could I ask you to phone me within the next few days with your ideas when these can be assimilated and hopefully a decision can be made at the next committee meeting in August. (Irene is writing to you with details of this unscheduled meeting.)

Please also bear in mind that I will no longer be preparing the newsletter after the October/November issue ie at the end of October - or earlier depending on the outcome of our discussions.

Your sincerely



Rachel L Webb (Mrs)
Secretary
Goldsworth Park Community Association
Registered Charity Number 287684

Hall Manager/Booking Clerk Report

Problems experienced with sound limiter. It has been repaired twice by Ken and Ian. Now seems to be working properly. It cannot be removed!!

Burglar alarm caused a bit of a problem also this month, but seems to be working properly now.

It appears that "outside parties" are using the loos ~~to the~~ back of our hall, so subsequently, they are not always in a very clean condition. Can they be locked when the hall is not in use?

Another bit of news - a new manager will be starting at Goldwater Lodge later this month replacing Kingsley Smith, I believe his name is David Boon.

Bookings are coming along quite well for next year. We already have four weddings booked for July, plus other events.

gub

*Chairs are looking fatty + cored
do with recovering*

GOLDSWORTH PARK COMMUNITY ASSOCIATION

MINUTES OF THE SPECIAL MEETING HELD ON 5th SEPTEMBER 1994

AT GOLDWATER LODGE GOLDSWORTH PARK

Present: N Budgen, P Chapman, A Harmour, I Rickard, R Webb, P Winter.

Apologies for Absence: I Watson, N O'Coffey, J Davidson, (I Eastwood was requested not attend as a potential conflict of interest could occur).

1. **OPENING**

RW as Chairman opened the meeting at 8.05pm. The purpose of this special meeting was to discuss the proposals made by Woking BC regarding the long term management of the hall.

2. **BACKGROUND**

The background to the proposals is as set out in RW's note attached. The written submissions made by N Budgen, N O'Coffey and I Watson/I Rickard are also attached.

RW summarised the comments made in writing by NB, NO and IW/IR. RW reported that both Ken and Sue Nieman strongly supported retaining the hall.

PW reported his reaction to the meeting with WBC. His opinion was that WBC's wished to dispose of responsibility for the centre in order to save money. It appears that a proposal from the Hockey club led to WBC raising this issue with GPCA although it was the Rugby club which was referred to at the meeting. Under any new arrangements, WBC would still require that the "Pub" facilities continued to be available.

3. **DISCUSSION**

RW suggested the need for better co-operation with the "Pub" on the marketing of facilities.

PC felt the hall had to be retained, marketing needed to be improved and possibly the business study carried out for the Maybury centre could be of value.

NB felt the GPCA must not relinquish control of a superb facility which could not be matched.

IR pointed out that the constitution of the GPCA gave a specific mandate for the management of the hall and this could not be changed without consultation and agreement of the members.

IR felt that as the GPCA controlled one third of the hall already that it should offer, subject to a detailed study of the financial viability, to assume responsibility for the complete complex. This would allow marketing and management to be rationalised and improved.

AH felt that the Hockey Club was not an appropriate body to manage the complex as it was dedicated to Hockey and not the provision of facilities for Goldsworth Park in general.

4. **RESOLUTION**

RW was asked to reply to WBC in writing setting out the following points:-

- a) The Association is totally committed to retaining control and management of the Hall.
- b) The constitution of the GPCA provides specifically for the maintenance of the Community Centre. To change the objectives of the Association full public consultation is required and this is unlikely to be obtained.
- c) The Association offers, subject to the results of a detailed study of the financial viability, to assume responsibility for the complete complex.
- d) The Association feels that there are considerable benefits to be obtained by closer ties with the other users of the Lodge particularly in marketing the facilities.
- e) The Association will be pleased to co-operate with other organisations to make available, as far as is possible, any facilities they require.

A copy of the letter is attached.

CONFIDENTIAL

22nd August 1994

46 Inglewood
Goldsworth Park
Woking
Surrey GU21 3HX

0483-723026

To all Committee Members of the GPCA

Peter Winter and I attended a meeting last week with Council Officers Graham Keyworth and Geoff Ward, at their request.

They wished to discuss the progress, or lack of, of the review of the lake and surrounding area, including the Lodge. Specifically, they were seeking our views on the future running of the Lodge to improve and widen its usage. They wanted to know whether we were receptive to handing over the running of our hall to someone who would then manage the Lodge as one unit, rather than two as at present; as an example they suggested for the use of sporting clubs. Either we could continue to use the hall, as could our hirers, as at present, albeit on a reduced basis, or we could relinquish the hall altogether and concentrate our energies elsewhere.

Whilst conceding that the Association would be relieved of an administrative burden, Peter and I could see no other advantage for the Association or the community in these arrangements and our objections are outlined below:

Firstly, we would be giving up a profitable venture which at present finances the Newsletter (and could do so in the future); social events for the residents; admin expenses of all committee members in correspondence etc for the benefit of the Park; charitable donations, for eg Strollers, Mayor's Appeal; and any other use we may earmark for this money, both now and in the future.

It was tentatively suggested that the Association could have the use of another hall, say the Wayside, or hire other halls on the Park on an ad hoc basis, or change our way of operating and "ensure facilities were available on the Park for all sections of the community", whatever was meant by this. The Wayside is less central (off Langmans Way) and is not in such an attractive location which undoubtedly means we would attract fewer hirers. If we no longer have a hall of our own, we would have to pay to hire others, as well as lose our own source of income. If we do change our way of operating, we do so if we see a tangible benefit for the community, and not to get the Council out of a pickle.

Peter and I could not see how handing over the management of the hall to a commercially based organisation could be to the benefit of the residents of Goldsworth Park. It was pointed out that more people on the Park don't play rugby or hockey than do play, and it was up to us to ensure that the hall was available for as many Park residents as possible - this was our priority.

We cannot overlook that money was earmarked by the Council for a community centre, that Surrey County Council gave us a grant in excess of £40,000 for a community centre and that countless residents worked extremely hard and dug deep into their pockets to pay for the building of a community centre. We are trustees of this community centre, and we have a duty to maintain this facility despite our own manpower and other difficulties. The Council Officers commented on the problems we have in attracting manpower to sit on our committee. As far as Peter and I are concerned, this is nothing to do with them. The fact is, we manage and we manage well and we manage in accordance with our constitution and the mandate we have from the community. If we just walk away from our responsibilities and this valuable community asset, I expect the Charity Commissioners and other watchdogs and audit bodies might have something to say about it!

It was interesting to hear Messrs Ward and Keyworth ask us to consider the Council's ideas in the light of our considered future role on the Park. As I said above, and as we discussed at our last committee meeting when this issue was coincidentally raised then, our future role will be determined by the residents, not a small number of committee members and certainly not by pressure from outside. As we agreed, Pauline is currently investigating the first stages of this review, and I feel that we should continue along our chosen course of action.

I have been asked to report back to the Council by 10th September. In view of the potential length of our discussions, a special meeting has been convened on Monday, September 5th at 8.00pm in our snug bar. Could you please let me have your views on all the above issues and perhaps more, in writing by 1st September at the latest so that we can focus the meeting on the key concerns. I will then prepare a report for the Council on the committee's stance.

~~As~~ I said at the beginning, this letter outlines the views of Peter and myself, and if I do not hear from you, I will assume that you are in total agreement with us. I look forward to hearing from you all, whether you agree with us or not.

Yours sincerely



Rachel L Webb (Mrs)
Secretary
Goldsworth Park Community Association
Registered Charity Number 287684

GOLDSWORTH PARK COMMUNITY ASSOCIATION

GOLDWATER LODGE, WISHBONE WAY, WOKING, SURREY.

Mrs R Webb
46 Inglewood
Goldsworth Park
Woking
Surrey GU21 3HX

35 Greythorne Road
Goldsworth Park
Woking
Surrey
GU21 3PG

NO'C/GPCA-74

1 September 1994

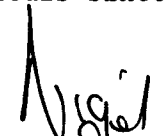
Dear Rachel

I refer to your letter of the 22nd August concerning the Community Centre Hall and my views are as follows:

- 1) The Association needs to retain a "Centre" from which we can be identified by the local community and as far as I can see the Community Centre at the Lodge serves the purpose well and I do not think we would find a more suitable location.
- 2) I agree with the Council's view that our hall, as well as the Lodge as a whole, is under utilised and it would benefit us if a wider use could be made of the facilities.
- 3) I do not believe we should hand over the management of the Hall to any other body or organisation. We should be looking to have a closer liaison with the Council with the view that if our facilities are required in conjunction with the remainder of the Lodge for a particular function or event, as with the our Gala this year, then they might wish to approach us so that the appropriate arrangements re. bookings etc. can be made.
- 4) I would not wish to see any acrimony between the G.P.C.A. and Woking Borough Council, on the contrary we should be looking to have a harmonious relationship which could, perhaps, help us recruit more help on the Committees.

These are my views for what they are worth and I hope you find them of some help. At the present time I am not certain if I shall be able to attend the meeting on Monday evening but if it is possible I shall be there.

Yours sincerely


NIGEL O'COFFEY
TREASURER - G.P.C.A.

MRS.R.WEBB.
46 INGLEWOOD,
GOLDSWORTH PARK,
WOKING.
SURREY.

NIGEL BUDGEN.
7 TEMPLECOMBE MEWS.
THE GRANGE,
ORIENTAL ROAD,
WOKING.
SURREY.
GU22 7DL.

29/8/94.

RE YOUR LETTER DATED 22/8/94.

Dear Rachel,

Thank you for your letter dated the 22nd August re the future use of Goldwater Lodge.

My feelings on the matter are as follows.

The facility that we currently enjoy at Goldwater Lodge is superb, by most community centre standards, and could probably never be matched, except at considerable cost.

We are, as an association, suffering badly from lack of both interest and manpower, the centre is also in the wrong place. As a result of this, the group is unable to provide the services that perhaps a community association ought.

What to the future, will we become a management company, controlling an asset for the benefit of whom?

The area around the lake, including Goldwater lodge, needs vitality. Could a more leisure orientated direction provide this. I am not sure!


Should the area be solely for the benefit of Goldsworth Park or the borough as a whole?

Does Goldsworth Park need a community association?

In my limited experience, there appears to be a lot of community groups struggling for survival, suffering from lack of interest and manpower. The Addlestone community association appears very successful but it serves a wider community and has a full time secretary.

As you know I do not live on the Park, but hold an 'affection' for it. I do not personally believe that we should relinquish control at Goldwater lodge, but what is the future?

Best wishes,


Nigel.

GOLDSWORTH PARK COMMUNITY ASSOCIATION

GOLDWATER LODGE, WISHBONE WAY, WOKING, SURREY.

Mrs R Webb
46 Inglewood
Goldsworth Park
Woking
Surrey GU21 3HX

35 Greythorne Road
Goldsworth Park
Woking
Surrey
GU21 3PG

NO'C/GPCA-74

1 September 1994

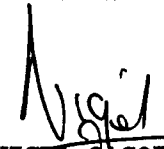
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- 3) I do not believe we should hand over the management of the Hall to any other body or organisation. We should be looking to have a closer liaison with the Council with the view that if our facilities are required in conjunction with the remainder of the Lodge for a particular function or event, as with the our Gala this year, then they might wish to approach us so that the appropriate arrangements re. bookings etc. can be made.
- 4) I would not wish to see any acrimony between the G.P.C.A. and Woking Borough Council, on the contrary we should be looking to have a harmonious relationship which could, perhaps, help us recruit more help on the Committees.

These are my views for what they are worth and I hope you find them of some help. At the present time I am not certain if I shall be able to attend the meeting on Monday evening but if it is possible I shall be there.

Yours sincerely


NIGEL O COFFEY
TREASURER - G.P.C.A.

**37 Willowmead Close
Woking Surrey
GU21 3DN**

Tel: 0483 714096

Rachel L Webb,
Secretary - Goldsworth Park Community Association,
46 Inglewood,
Goldsworth Park,
Woking,
Surrey,
GU21 3HX.

4th September 1994

Dear Rachel,

We are sorry that we have not replied to your letter of 22nd August 1994 by the date you requested but we have been rather busy during the last few days.

The first point we think should be noted is constitutional. Both the original and the revised constitutions state that one of the objects of the Association is:-

"to establish or to secure the establishment of a Community Centre and to maintain and manage, or to co-operate with any local statutory authority in the maintenance or management of such a Centre for activities promoted by the Association and its constituent bodies....."

Any change to this constitution would require:-

"the approval of both:

- (a) a simple majority of members of the Committee present and voting at a Committee meeting,
- (b) a two thirds majority of individual (full) members and representatives of the constituent bodies and sections of the Association present and voting at a General Meeting."

As any proposal to give up the Community Centre must be discussed at a General Meeting, we feel that the Committee needs far more information from Woking Borough Council about their ideas for the building before we can consider the proposals and put them to the community at a General Meeting.

We are concerned about the Association's position with regard to ownership of the Hall. We know the Association has not signed a lease but is this lease for the ground on which the Hall stands or for the Hall building? What is the Association's legal interest in the property? Who holds the title deeds of the Hall?

You comment on the "administrative burden" of managing the Hall (although "burden" is an emotive terms for what is, in fact, one of the Association's objects). We have a paid Hall Manager, who brings in more than she costs, so this aspect is not a great load on the Committee. We are far more concerned with the management of the bar, which has been a problem over recent months. However, we would be prepared to consider some form of joint management arrangements for the whole of the complex, provided the Association retained ownership of the Community Centre and had a say in its management. There may be benefits of scale in marketing and purchasing; for example, joint advertising could bring in more customers for the complex as a whole.

The Council has suggested that the complex could be run "for the use of sporting clubs".

Who are they suggesting would run it? If they propose that a contract be let for the management of the whole complex, this is not so different from the existing situation and, as stated above, the Association could be involved in a Management Committee or other controlling body. If they propose that the sporting clubs themselves should manage the complex, what form of management arrangements are they suggesting? As voluntary organisations, they are likely to have similar problems to the Association but might be far less sympathetic and accommodating to residents. I do not think that this use would gain much support from the residents of Goldsworth Park if it meant they lost, at best, their present level of ready access to or, at worst, their use of the Hall.

You may be interested to know that the new manager from Gardner Merchant wants to change the nature of the Lodge for the rough pub it had become to a more family-oriented venue where the food is good and the atmosphere friendly. He appears to be far more co-operative than his predecessor and is someone we could work with.

We agree that we should bear in mind that the Hall is a major source of income but we should also remember that we have had almost no outgoings for the Hall to date. We still owe the rates and ground rent (?), the hall needs decorating and the furniture needs repairing. The income is probably sufficient to cover these expenses as well as to contribute to the general running costs of the Committee. We understood that the Newsletter was and will probably continue to be self-financing.

We note that the Council suggested that the Association "could have the use of" another hall. What does this mean? Would ownership be transferred? The Committee should note that our current high level of lucrative all-day bookings for weddings, etc. is primarily because it is a site with good parking and an attractive outlook. It is unlikely that we would get the same level of bookings for a less well sited hall and the income could, therefore, drop sharply, possibly to the level where we could not afford to maintain the hall.

Irene has been acting as Hall Manager for the last couple of weeks and would like to point out that the majority of enquiries came from residents of Goldsworth Park who are all very keen to use the hall, to the extent of changing dates for parties rather than go somewhere else.

In summary, we would like to say:-

- what ever the future of the Community Association and the Community Centre, it must be decided by the residents;
- Woking Borough Council does not appear to have given the Committee a sufficiently clear idea of what is in their minds to enable proper consideration and submission to the community;
- if the Borough Council wants to proceed along the lines outlined, there should be properly conducted consultation exercise, run jointly by the Association and the Council, with sufficient information for the residents to make an informed decision.

While on the topic of information from the Council, what is happening about the review of the lake and surrounding area?

At present, we are not personally in favour of giving up the existing Community Centre but would go along with the wider public response.

Yours sincerely,



Irene Watson and Ian Rickard,
Goldsworth Park Community Association,
Committee Members.

PS I won't be at Monday's meeting as I have
a CTC meeting - my first!

6th September 1994

46 Inglewood
Goldsworth Park
Woking
Surrey GU21 3HX
0483-723026

G Keyworth esq
Woking Borough Council
Gloucester Square
Woking
Surrey GU21 1YL

Dear Graham

GOLDWATER LODGE

Further to our meeting to discuss the future running of the Lodge, the committee of the Goldsworth Park Community Association has now had the opportunity to consider its position, and unanimously agrees on the following.

The Association is totally committed to Goldsworth Park and the constitution that governs its operations, which provides specifically for the maintenance of a Community Centre for activities promoted by the Association. To change our main object clause would require the agreement of a significant majority of the residents of the Park, and a straw poll unequivocally suggests that this would not be the case. We cannot, therefore, and will not relinquish the Community Centre hall at Goldwater Lodge.

As we suggested in March, the committee feels that the Lodge would be a more successful venture if closer ties were forged between the Association and the owners/managers of the remainder of the Lodge. Aspects of the running of the halls, such as advertising and marketing, could be carried out jointly, and closer cooperation on mutually beneficial projects, such as the Gala, could reap even greater success and a more profitable return on investment. This, of course, applies to whoever owns/manages the "Council" part of the Lodge.

Alternatively, the committee wishes to investigate further the possibility of the Association taking over the overall management of the Lodge as one unit. Obviously we would have to investigate this option in great detail in the light of the Council review of the Goldsworth Lake area. Perhaps if the Association had been more closely involved in this review and had been aware much earlier of the Council's intentions, many months might have been saved in determining the future of the Lodge.

We therefore look forward to hearing from you regarding both of the options outlined above.

Yours sincerely

Rachel L Webb (Mrs)
Secretary GPCA
Registered Charity Number 287684

Dear Nigel,

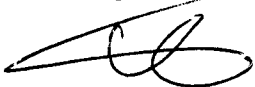
With regards to the meeting this evening, please could you note the following;

1. My apologies for absence, due to rehearsals
2. My personal thanks to Ian Rickard re dealing with Geoff Hounsham (The balloon man)
3. Please give the financial report as per your own notes (I have not disappeared yet to the West Indies.
4. The entertainments committee will be meeting Tuesday 13th in the snug to discuss the autumn programme.
5. Autumn prog as follows.

QUIZ NIGHT 30th SEPTEMBER
HALLOWEEN FOR KIDS 28th OCTOBER
JUMBLE SALE TO BE ADVISED (PROPOSAL IS FOR OCTOBER)
FIREWORKS 29th OCTOBER (DUE TO WBC CENTENARY EVENT ON THE 5th OF NOVEMBER)
BARN DANCE 19th NOVEMBER
CHILDRENS CHRISTMAS PARTY 10th DECEMBER
(NO DISCO IN THE EVENING THIS YEAR DUE TO POOR ATTENDANCE IN PREVIOUS YEARS)
NEW YEARS EVE 31st DECEMBER
6. The poster board nr Waitrose is now repaired, for how long who knows?
7. Posters/publicity/promotions etc of coming events is in hand

Many thanks Nigel.

Regards,



Nigel.

GOLDSWORTH PARK COMMUNITY ASSOCIATION

MINUTES OF THE MEETING HELD ON 8th SEPTEMBER 1994

AT GOLDWATER LODGE GOLDSWORTH PARK

Present: J Davidson, A Harmour, N O'Coffey, I Rickard, I Watson.

Apologies for Absence: N Budgen, R Webb.

1. **OPENING**

IR opened the meeting at 8.05pm.

2. **MINUTES OF THE LAST MEETING**

The minutes of the last meeting were agreed subject to:-

- a) Item 2: NO pointed out that the Annual Accounts and Report already contained an explanation of the differences from previous years.
- b) Item 10: SE should read SN.

3. **MATTERS ARISING**

Any "matters arising" were dealt with under the appropriate item.

4. **MISCELLANEOUS CORRESPONDENCE - IW for RW**

- a) letter to NB from M A Watts introducing himself as the newly appointed Community Liaison Officer at Woking Police Station and RW's reply inviting him to attend a committee meeting, the AGM and Police Liaison Meeting.
- b) further letter from WBC seeking volunteers to become involved in Volunteer Conservation Work in the borough; will be publicised in Newsetter.
- c) letter from WBC enclosing the Code of Good Practice agreed between the Council and CableTel who will shortly be laying fibre optic cable throughout the Borough.
- d) letter from a resident expressing concern over cessation of Newsletter and reply from RW informing him of the new sponsorship arrangements.
- e) letter from a new resident expressing interest in the GPCA and concern over the proposed traffic calming measures in Sythwood and RW's reply; letter referred to Cllr Edwards.

5. **LAKEVIEW COMMUNITY ACTION**

No formal report.

Tim Lilley has written to GPCA confirming his resignation from LCA and his willingness to help with social events. John Edwards will take over from TL.

6. **SOCIAL COMMITTEE CHAIRMAN'S REPORT** - written report from N Budgen

NB thanked IR for writing to J C Wholesale (the Balloon Man) about his invoices. IR reported the content of the reply and, after some discussion, the claim for 4 men's labour was not accepted and it was agreed to pay £126.90, to cover the costs of the tickets and 0.25 of a cylinder of gas, and no more.

The noticeboard outside Waitrose has been repaired. JD said that the repair did not look very satisfactory as the wrong type of screws had been used. IR to check and advise.

The Entertainment Committee will meet on 13th September 1994 to discuss the autumn programme, as follows:-

30.09 - Quiz Night

- ??.10 - Jumble Sale
- 28.10 - Children's Hallowe'en Disco
- 29.10 - Fireworks Display (not to clash with WBC's display)
- 19.11 - Barndance
- 10.12 - Children's Christmas Party (no disco this year)
- 31.12 - New Year's Eve Dance

The publicity and posters for these events are in hand.

AH reported that the Senior Citizens Christmas Party will be on 16.12.

7. TREASURERS REPORT - N O'Coffey

NO circulated the accounts for August. He pointed out that the hall and bar takings were both down but that the majority of Gala expenses had now been settled.

✓ Mann & Co still owe £350.00 for their last month's sponsorship and SN should chase.

NO reported that he has continued to monitor the situation regarding the cash in the bar; discrepancies continue and there is money missing from the safe which requires more investigation and discussion.

8. HALL MANAGER'S REPORT - IW for S Nieman

WBC will check the calibration of the sound limiter but need to see it in action; the Children's Hallowe'en Disco was agreed to be the most appropriate event. NO reported that, last Saturday, a disco had been plugged into a socket in the kitchen to bypass the sound limiter. Apart from breaching the Conditions of Hire, this broke Health and Safety rules by obstructing the fire exit and the bar staff should be instructed not to permit this in future.

The new manager at Gardner Merchant, David Booth, is locking the gate to the yard when not in use. Keys have been supplied to NB, SN and IE.

IW had investigated the possibility of a grant from Surrey CC to upgrade the facilities for people with disabilities but the timing was inappropriate. JD reported that there were folding handrails in the "Portakabin" Strollers which might be available now. IW will contact WBC.

Hall bookings are continuing to go well; there are bookings up to August 1995.

9. BAR MANAGER'S REPORT - I Eastwood

No report.

10. NEWSLETTER EDITOR'S REPORT -

Keelan & Co Estate Agents have confirmed that they will sponsor the Newsletter for the next 12 months. RW has written to Cornerstone Estate Agents informing them of this. RW has also written to all advertisers regarding the future arrangements.

Chris Edwards of Merlin Print has been asked to put his proposals for the future management of the Newsletter in writing and details are awaited.

11. CONSTITUTION & MEMBERSHIP

IR has sent a copy of the revised constitution to the Charity Commissioners for comment prior to its adoption at the AGM. NO said he needed a copy to give to the GPCA's Bank.

12. ANY OTHER BUSINESS

- a) IR reported on the special committee meeting held on Monday 5th September 1994 to discuss WBC's suggestions regarding the long term future of the Lodge. RW has written to WBC outlining the views of the Committee. Copies of the minutes of this meeting, the papers discussed and RW's letter to WBC will be circulated.
- b) The next Committee meeting will be held on Thursday 13th October 1994.
- c) The AGM will be held on Friday, 25th November 1994.

The meeting ended at 9.30pm.

Amber 11/10

GOLDSWORTH PARK COMMUNITY ASSOCIATION
MINUTES FOR THE MEETING HELD ON TUESDAY 11TH OCTOBER 1994
AT GOLDWATER LODGE GOLDSWORTH PARK

Present for the GPCA: I Rickard, R Webb, P Winter.

Present for Woking Borough Council: G Keyworth, G Ward.

Purpose of meeting:

Preliminary discussions for future overall management of Goldwater Lodge to be transferred to GPCA.

Requirement of WBC:

To improve usage of hall and ensure Lodge is managed for the benefit of community as a whole and to rid themselves of present financial deficit.

Lodge to be transferred to overall management under a thirty year, full-repairing lease.

WBC to ensure necessities of all major users to be accommodated by new managers and for WBC to gradually take a more back-seat approach to the Lodge.

Public bar area to remain as such.

Concerns of GPCA:

Lodge is maintained for benefit of Park residents and in accordance with our constitution.

Ethical transfer and accountability of capital value of Lodge.

IR concerned changing rooms are under-charging for usage.

PW concerned that management by a sports club would lead to seasonal bias.

Public bar cannot be run as a trading concern by a registered charity.

Large hall not suitable as conference venue - examples discussed.

Way forward:

Council very reluctant for round-table meeting between GPCA, hockey club etc - also want to keep negotiations secret from Gardner Merchant. They prefer to hold a series of meetings with each interested party.

PW insists a round-table meeting/ brain-storming session is the ideal next step.

RW wishes to pursue future of Lodge on two consecutive fronts: overall management by GPCA and closer cooperation with all major users under present management arrangement.

GK will report back to Council working party with a view to providing booking records and financial accounts to GPCA for consideration.

GOLDSWORTH PARK COMMUNITY ASSOCIATION

MINUTES OF THE MEETING HELD ON 13th OCTOBER 1994

AT GOLDWATER LODGE GOLDSWORTH PARK

Present: P Chapman J Davidson, J Edwards, A Harmour, N O'Coffey, I Rickard,
R Webb and I Watson.

Apologies for Absence: N Budgen, P Winter.

1. OPENING

RW opened the meeting at 8.05pm.

2. MINUTES OF THE LAST MEETING

The minutes of the meeting on 5th September were agreed subject to the following amendments in Item 3:-

Para 1 - "pub" should read Woking Borough Council/£150.00 should read £350.00

Para 2 - should read "the type of feasibility study"

The minutes of the meeting on 8th September were agreed subject to an amendment in 7 - £150.00 should read £350.00

3. MATTERS ARISING

Any "matters arising" were dealt with under the appropriate item.

4. EXTRA ITEM - SPECIAL MEETING ON 5th OCTOBER 1994 - RW

RW reported back on the meeting with officer of WBC on the future of the Lodge complex. Minutes of this meeting are enclosed.

WBC has written to GPCAs solicitor concerning the monies owed by the Association and saying that an officer, Graham Keyworth, would be discussing the matter with the Committee. There is some confusion over a phrase in this letter concerning the toilets. The letter also implies that GPCA is reneging on an agreement to pay for its share of drain maintenance. It was agreed that RW should write saying that GPCA is willing to pay for maintenance but not for work to remedy a design fault.

5. MISCELLANEOUS CORRESPONDENCE - RW

a) M A Watts, the newly appointed Community Liaison Officer at Woking Police Station has not yet replied to RW's letter inviting him to attend a committee meeting, the AGM and Police Liaison Meeting.

b) Letter from Surrey Wildlife Trust seeking volunteers.

c) Letter from WBC inviting a representative to attend the Countryside Forum on 22nd November 1994.

d) Letter from WBC in response to request for better signposting to say that signing round the lake would be included in landscape review.

e) PC asked RW to write to WBC asking for new maps of Goldsworth Park, with the new roads on, to be displayed at the entrances to the park.

5. LAKEVIEW COMMUNITY ACTION - JE

Bingo sessions are being run in the Community Centre on Saturday nights; 27 members so far.

LCA are collecting newspaper (they can get £8.00 per ton) so old newspapers to JE at 50 French's Wells.

LCA has been campaigning for improved street lighting; 4 new lights have been installed (but not yet turned on!) behind Brookfield and 2 in Hartshill Walk.

6. SOCIAL COMMITTEE CHAIRMAN'S REPORT

J C Wholesale (the Balloon Man) has not replied to IRs letter of 12th September 1994 and has cashed the cheque for £126.90.

IR confirmed that the repairs to the noticeboard outside Waitrose are unsatisfactory and has volunteered to take remedial action.

NB will attend a meeting of the Waitrose Action Group to discuss vandalism in the Centre on 17th November 1994.

NB should contact Waitrose to discuss any plans for opening on Bank Holiday Mondays and the future of Car Boot Sales.

7. TREASURERS REPORT - N O'Coffey

NO circulated the accounts for September. He pointed out that the large balance in the Current Account was a temporary phenomenon while the accounts were being transferred and the bulk will soon be in a new deposit account. £6,000.00 has been set aside to pay the outstanding debt to WBC.

The Social Committee Account was showing a deficit because of the outlay for the fireworks but this should be recouped on the night. NB should check with Cornerstones who offered sponsorship. It was felt that the charge of £1.50 for children was rather high and also could cause problems with change on the gate.

Mann & Co still owe £350.00 for the August issue; RW will write.

The situation regarding the bar was discussed and PC expressed her concern about the situation and particularly the money missing from the safe.

The Association made £783.00 at the last Car Boot Sale.

The accounts are currently being audited.

The Committee agreed to give £100.00 to purchase raffle prizes for the Pensioners Xmas Party.

8. HALL MANAGER'S REPORT - IW for S Nieman

WBC will be asked to check the calibration of the sound limiter at the Kid's Hallowe'en Disco on 28th October 1994. It was reported that disco's are still bypassing the noise limiter by using a socket in the kitchen to bypass the sound limiter in contravention of the Conditions of Hire and the Health and Safety rules. IE to instruct the bar staff not to permit this in future.

IW is investigating the possibility of a grant from WBC to upgrade the facilities for people with disabilities. The folding handrails in the "Portakabin" Strollers would not become available. Expenditure of up to £200.00 was agreed without further reference to the Committee.

IW had obtained 2 estimates for recovering the chairs in the hall and was awaiting a third. IR had identified a design fault which needed to be rectified and could affect the amount of work which needs to be done.

The provision of a pay-phone in the Snug Bar was discussed and PC said that BT may make concessions for the Association as it is a charity.

9. BAR MANAGER'S REPORT - I Eastwood

The current situation was discussed.

10. NEWSLETTER EDITOR'S REPORT - RW

Chris Edwards of Merlin Print has yet to put his proposals for the future management of the Newsletter in writing.

The Newsletter was 12 pages this month (instead of 8) to accommodate the amount of advertising received (£750.00). The cost of the issue was £780.00 but it looked very good.

RW has agreed to free advertisements for "1st Impressions", a printing company, until Christmas, in exchange a free advertisement for the hall in "Starting Together" their Wedding Brochure.

Newsletter distribution was discussed; RW has recruited 7 new distributors.

Keelan's have reported that they are very pleased with the response to their sponsorship of the Newsletter.

11. CONSTITUTION & MEMBERSHIP

The Charity Commissioners have approved the new constitution. It will be tabled at the next meeting for agreement prior to its adoption at the AGM.

12. ANY OTHER BUSINESS

- a) The next Committee meeting will be held on Thursday 10th November 1994.
- b) The AGM will be held on Friday, 25th November 1994.

The meeting ended at 10.15pm.

Mud 10/11/94

G.P.C.A. BALANCE SHEET

As of 31/10/94

01/11/94
GPCA-All Accounts

Page 1

Acct	30/06/94 Balance	31/10/94 Balance
ASSETS		
Cash and Bank Accounts		
BARCLAYS BPA-Business Premium	0.00	10,087.40
BARCLAYS-Current	0.00	4,075.66
NAT WEST DEP-Business Reserve	8,038.03	0.00
NAT WEST-Current	5,062.13	45.17
PETTY CASH	1,261.23	1,016.66
Total Cash and Bank Accounts	14,361.39	15,224.89
Other Assets		
1 Bar Stock	963.46	848.95
2 Fixtures	2,021.61	1,857.93
3 Hall Premises-Consideration 1988	250,000.00	250,000.00
Total Other Assets	252,985.07	252,706.88
TOTAL ASSETS	267,346.46	267,931.77
LIABILITIES & EQUITY		
LIABILITIES		
Other Liabilities		
Clients-Refundable Deposits	350.00	0.00
Woking B.C.-Hall Maintenance etc.	6,000.00	6,000.00
Total Other Liabilities	6,350.00	6,000.00
TOTAL LIABILITIES	6,350.00	6,000.00
EQUITY	260,996.46	261,931.77
TOTAL LIABILITIES & EQUITY	267,346.46	267,931.77

I confirm the Balance Sheet ,Profit & Loss Statement , and attached Supplementary Reports are a true record of the Goldsworth Park Community Association accounts as at 31st October1994.



Nigel O'Cooley

Treasurer - G.P.C.A.

1 November 1994

PROFIT & LOSS
01/07/94 Through 31/10/94

01/11/94
GPCA-AI Accounts

Page 1

Category Description	7/94	8/94	9/94	10/94	OVERALL TOTAL
INCOME/EXPENSE					
INCOME					
21st Birthday Gala	0.00	-218.34	-126.90	0.00	-345.24
Bar	809.73	319.27	429.29	10.23	1,568.52
Hall	591.61	478.72	132.33	-272.79	929.87
Interest Income	8.62	0.00	40.75	0.00	49.37
Newsletter	392.91	-722.00	102.44	527.00	300.35
Social	0.00	743.00	-1,310.46	-195.19	-762.65
TOTAL INCOME	1,802.87	600.65	-732.55	69.25	1,740.22
EXPENSES					
Bank Charge	0.00	0.00	0.00	37.36	37.36
Depreciation	40.92	40.92	40.92	40.92	163.68
Donations Given	0.00	0.00	0.00	100.00	100.00
Legal & Prof. Fees	0.00	0.00	0.00	158.63	158.63
Stationery & Postages	0.00	16.49	0.00	20.65	37.14
Sundry	0.00	157.00	150.00	1.10	308.10
TOTAL EXPENSES	40.92	214.41	190.92	358.66	804.91
TOTAL INCOME/EXPENSE	1,761.95	386.24	-923.47	-289.41	935.31

to OAP's

HALL ACCOUNT REPORT

01/07/94 Through 31/10/94

01/11/94
GPCA-All Accounts

Page 1

Description	Amount
INCOME/EXPENSE	
INCOME	
Hall:	
Booking Clerk Commission	-336.69
Booking Clerk Monthly Fee	-200.00
Booking Income	3,015.08
Caretaker Fee	-450.00
Cleaning Expenses:	
Cleaner's Excess Charges	-82.50
Cleaner's Fee	-511.00
Cleaning Materials	-58.82
Cleaning Expenses - Other	-1.00
Total Cleaning Expenses	-653.32
Rates Re: Hall	-104.00
Telephone	-44.29
Hall - Other	-296.91
Total Hall	929.87
TOTAL INCOME	929.87
EXPENSES	
Depreciation:	
Hoover	-15.44
Safe & Grille	-71.84
Stage	-8.60
Trolley	-9.04
Total Depreciation	-104.92
TOTAL EXPENSES	-104.92
TOTAL INCOME/EXPENSE	824.95
	=====

BAR ACCOUNT REPORT

01/07/94 Through 31/10/94

01/11/94
GPCA-All Accounts

Page 1

Description	Amount
INCOME/EXPENSE	
INCOME	
Bar:	
Bar Stock	-3,447.60
Bar Takings	5,503.09
Bar Wages	-452.00
Bar - Other	-34.97
Total Bar	<u>1,568.52</u>
TOTAL INCOME	<u>1,568.52</u>
EXPENSES	
Depreciation:	
Glass Washer	-58.76
Total Depreciation	<u>-58.76</u>
TOTAL EXPENSES	<u>-58.76</u>
TOTAL INCOME/EXPENSE	<u>1,509.76</u> =====

35%

INCOME ONLY REPORT

01/07/94 Through 31/10/94

01/11/94
GPCA-Selected Accounts

Page 1

Category Description	01/07/94- 31/10/94
INCOME/EXPENSE	
INCOME	
Bar	5,976.52
Hall	3,135.08
Newsletter	2,285.35
Social	1,844.57
TOTAL INCOME	<u>13,241.52</u>
TOTAL INCOME/EXPENSE	<u>13,241.52</u> =====

SOCIAL ACCOUNT REPORT

01/07/94 Through 31/10/94

01/11/94
GPCA-All Accounts

Page 1

Description	Amount
INCOME/EXPENSE	
INCOME	
21st Birthday Gala:	
Balloon Race	-126.90
Dog Show	-20.00
Programmes:	
Programme Advertising	50.00
Programmes - Other	-155.74
Total Programmes	-105.74
21st Birthday Gala - Other	-92.60
Total 21st Birthday Gala	-345.24
Social:	
Car Boot Sales	783.00
Firework Display	-1,382.76
Hallowe'en Disco	-22.89
Social - Other	-140.00
Total Social	-762.65
TOTAL INCOME	-1,107.89
EXPENSES	
Donations Given	-100.00
TOTAL EXPENSES	-100.00
TOTAL INCOME/EXPENSE	-1,207.89
	=====

NEWSLETTER REPORT

01/07/94 Through 31/10/94

01/11/94
GPCA-All Accounts

Page 1

Description	Amount
INCOME/EXPENSE	
INCOME	
Newsletter:	
Advertising Income:	
Keelan & Co	700.00
Mann & Co Sponsorship	700.00
Advertising Income - Other	1,585.35
Total Advertising Income	2,985.35
Booking Clerk Fees	-200.00
Distribution Expenses	-10.00
Printing Costs	-2,475.00
Total Newsletter	300.35
TOTAL INCOME	300.35
TOTAL INCOME/EXPENSE	300.35

SUNDRY ACCOUNT REPORT

01/07/94 Through 31/10/94

01/11/94
GPCA-All Accounts

Page 1

Description	Amount
INCOME/EXPENSE	
INCOME	
Interest Income:	
Gross Int Income	49.37
Total Interest Income	49.37
TOTAL INCOME	49.37
EXPENSES	
Bank Charge	-37.36
Legal & Prof. Fees	-158.63
Stationery & Postages	-37.14
Sundry	-308.10
TOTAL EXPENSES	-541.23
TOTAL INCOME/EXPENSE	-491.86

GOLDSWORTH PARK COMMUNITY ASSOCIATION

MINUTES OF THE ANNUAL GENERAL MEETING

HELD AT 8.00 PM ON 25th NOVEMBER 1994

AT GOLDWATER LODGE, GOLDSWORTH PARK

Present:

Mr Peter Winter	President
Mr Ken Nieman	Vice President
Mrs Rachel Webb	Secretary
Mr Nigel O'Coffey	Treasurer
Mr Nigel Budgen	Committee Member/Social Sub-Committee Chairman
Mr Jim Davidson	Committee Member/Strollers Representative
Mr Arthur Harmour	Committee Member
Mr Ian Rickard	Committee Member
Ms Irene Watson	Committee Member

Guests, including:-

Cllr Ian Eastwood	Borough Councillor
Cllr Chris Edwards	Borough Councillor
Inspector B Wicher	Surrey County Constabulary
Mr Peter Oldfield	Water Sports Centre
Mr John Curran	Claydon Road Residents Association
Mr Robert Cook	Solicitor

and nine residents attended the meeting.

Apologies for absence:

Ms Pauline Chapman	Committee Member
Mr John Edwards	Committee Member/Lakeview Community Action
Cllr Rosie Sharpley	Borough Councillor
Cllr J Clark	County Councillor
Cllr M Hill	County Councillor
P.C. Craig Matthews	Surrey County Constabulary
Mr Geoff Ward	Woking Borough Council Amenities Services
Mr Michael Lidstone	Woking Borough Council Treewarden
Mr Damian Grimshaw	Auditor

1. **OPENING**

1.1 The President, acting as Chairman, opened the the meeting at 8.05pm.

1.2 Item 4 was taken first.

4. **PRESIDENT'S REPORT** - Mr Peter Winter

4.1 The President welcomed residents and guests to the Annual General Meeting.

4.2 The President summarised the key events in the life of Goldsworth Park during the past year.

4.3 The lake and surrounding area had been the subject of a review by a Working Party of Woking Borough Councillors and officers; despite strong representations, the Community Association had not been invited to participate.

- 4.4 There had been a suggestion that the Association should give up the Community Centre and the Hall; the suggestion had been resisted strongly and the President assured the meeting that the Committee had no intention of relinquishing the Centre.
- 4.5 The meeting was reminded that a previous Treasurer had absconded with approximately £5,000; the President was pleased to tell the meeting that the money had now been recovered.
- 4.6 Mann & Co, who had sponsored the Newsletter for many years, had unfortunately withdrawn from this arrangement this year. The President thanked Keelan & Co for taking over sponsorship.
- 4.7 Oil Properties, who owned the Goldsworth Park Centre, have sold the freehold but the purchaser is, as yet, not known.
- 4.8 The President thanked all the people who had helped over the year and particularly wished to mention:-
- the Borough and County Councillors for their support;
 - Squires Garden Centre for sponsoring the Best Front Garden Competition;
 - Cllr Rosie Sharpley who, while Mayor of the Borough, had presented a prize for the Best Plant Container;
 - Mrs Sue Nieman for her work in managing the Hall and the Newsletter advertising.

2. MINUTES OF 1993 AGM

- 2.1 The minutes were agreed.

3. MATTERS ARISING FROM 1993 AGM

- 4.3 The President wished to make it absolutely clear that the "previous Treasurer" referred to in 4.5 above was not Philip Bohling.
- 4.3.4 The Treasurer reported that the loss per issue of the Newsletter in 1993 had been slightly in excess of £100.00.
5. The President thanked Mrs Webb for taking on the role of Chairman and Ms Watson for acting as Secretary; otherwise, the Committee was as stated. He particularly thanked Mr O'Coffey for his efforts on the accounts.

5. TREASURER'S REPORT - Mr Nigel O'Coffey

- 5.1 The Treasurer explained that the Accounts were being presented in a different format from previous years and highlighted:-
- the change in the accounting year end date implemented, inter alia, to give the auditor sufficient time to audit the accounts;
 - assets, which include the Hall, together with its fixtures and bar stocks;
 - liabilities which include the funds set aside to cover ground rent and maintenance charges, and customers returnable security deposits. The ground rent etc., will be due when Woking Borough Council and the Association reach agreement over the lease,
 - the Profit and Loss Account which includes a more detailed explanation of the Association's expenses.

- 5.2 The Treasurer commented that the Association had done much better in the last year, the only substantial loss being the 21st Birthday Gala which had been spoiled by rain. Currently, nearly every section is paying its way.
- 5.2 As a Charity, the Association did not wish to make substantial profits but it was essential to have sufficient funds to operate and these funds had to be properly managed and accounted for. In highlighting a surplus of nearly £6,500.00, the Treasurer explained that expenses would be incurred shortly on long-needed refurbishments to the Hall and furniture.
- 5.3 The Association's Auditor, Mr Ron Bell, has now stepped down and the position has been filled by Mr Damian Grimshaw; the Treasurer expressed his gratitude to both.
- 5.4 The Treasurer explained that the Association's bank accounts had been transferred from the National Westminster Bank to Barclays Bank to take advantage of much more generous terms offered to Registered Charities.
- 5.5 Mr Davidson asked whether the balance of £3,660.97 shown in the Social accounts included income from car boot sales; the Treasurer confirmed that it did and added that car boot sales had raised £1,926.00 in the past financial year.
- 5.6 Mr Chapple, a resident, queried the description of the Hall as an asset while there was a liability dependent upon a lease. The President explained that the Association owned the Hall and that the lease was in respect of the land on which it was built.
- 5.7 Mr Davidson expressed his thanks to the Treasurer for the very clear accounts and the meeting concurred with the view that the accounts were the best ever presented.
- 5.8 The Treasurer said the results had been made possible only with the cooperation of others for which he was grateful and he particularly thanked Mrs Sue Nieman for her support during the year over the Hall management and advertising revenues.

6. SOCIAL SUB-COMMITTEE REPORT - Mr Nigel Budgen

- 6.1 Mr Budgen highlighted the small number of residents present at the meeting and said that it reflected the interest, generally, of the residents of Goldsworth Park in the activities of the Association. The number of volunteers actively involved in organising social events had fallen to three and attendance at events had continued to fall to the extent that many are now making a loss.
- 6.2 There had been a proposal to hold another Gala this year which would be an opportunity to bring together other organisations on Goldsworth Park, e.g. Scouts and Guides, Schools, etc.
- 6.3 He sought guidance from the meeting concerning the future and asked whether the Association should carry on with social events or just manage the Hall. He commented that there was a need to do more for the young people of the area as there was little for them to do out of school hours. A lively discussion ensued during which the following points were made:-
- Mr Curran explained that the Claydon Road Residents Association were experiencing a similar lack of support for social events;
 - Mr Nieman commented that attendance at events was very erratic; what was a success on year could be a failure the next and there was no way to predict;
 - Mr Winter added that the policy in previous years was just to keep going;
 - Mr Bailey, a past Committee Member, commented that there had been more resources in past years; he added that the Hall was looking very dilapidated and that refurbishment might make it more welcoming;

- Mr Winter said this would cost money which, until recently, the Association did not have and Mr Rickard added that the Hall bookings were buoyant and stable;
- Ms Cameron, a resident, asked if any event was consistently successful; Mr Budgen replied that car boot sales were always financially successful and Mr Winter added that the Fireworks Display had always been successful in past years. Mr Budgen pointed out that even the Fireworks Display had suffered and that the gate was halved this year, although there were a number of contributory factors.
- Mr Winter echoed the call for more volunteers but Ms Cameron pointed out that it was customers at the events which were needed.
- She pointed out that the Newsletter frequently commented on the poor attendance at social events and this discouraged people from attending other functions. She suggested limiting the events on offer to those which were regularly successful, e.g. car boot sales and fireworks, and put the main effort into a Gala.
- Inspector Wicher thought that the Association had been very unlucky this year with the weather and strong local competition. He commented on the level of apathy on Goldsworth Park and attributed this in part to the fact that many residents commuted, worked very hard and were too tired to participate in social activities. He thought that more targeted marketing might be more effective in generating support than advertising.
- Cllr Edwards commented that 1995 appeared to be the 21st Birthday of the Association and that this could be the impetus for a relaunch.

Mr Budgen said the meeting seemed to agree that the number of events should be reduced and the main effort put into the 1995 Gala; the Committee would take this on board. He thanked everyone who had helped at social events during the year.

6.4 Mrs Davidson, a resident, suggested that the Association reverted to having a formal membership and collecting a membership fee and the following points were made:-

- Mr Green, a resident, agreed that this might encourage more participation;
- Mr Rickard thought that the cost of collecting subscriptions would be greater than the benefits and that personal contact was more successful;
- Mr Nieman said that, during the period of formal membership when every one of the 5,000 homes had been visited, there had been only 1,200 members;
- Inspector Wicher suggested a postal subscription and membership offering discounts at events and for Hall hiring.

The President said that the Committee would give serious consideration to question of membership subscriptions.

7. REVISED CONSTITUTION - Mr Ian Rickard

- 7.1 Mr Rickard explained that the Constitution had been revised to comply with new Charities legislation; there had been no significant changes to the content and the objectives remained the same. The Constitution had been approved by the Charity Commissioners and the Committee and now required the approval of the meeting. There were no questions from the floor concerning the changes and the President put the matter to the vote. The vote was unanimous and the revised Constitution was adopted.

8. ELECTION OF OFFICERS AND COMMITTEE

- 8.1 The President had received the following nominations which had been proposed and seconded in line with the Constitution:-

- Chairman Mr Peter Winter
- Vice Chairman Mr Ian Rickard

- Treasurer Mr Nigel O'Coffey
- Secretary Ms Fiona Cameron
- Committee Mr Nigel Budgen
 Ms Pauline Chapman
 Mr John Edwards (Lakeview Community Action)
 Mr Arthur Harmour
 Ms Adrienne Thornton (Strollers)
 Ms Irene Watson

The meeting elected the Committee Officers and Members as above.

- 8.2 The President proposed that Mr Robert Cook be retained as Solicitor and Mr Damian Grimshaw be retained as Auditor for the following year; the proposals were agreed.
- 8.3 Mr Winter, in his new role as Chairman of the Association, announced that the Committee wished to bestow the honorary title of President upon Mr Jim Davidson in recognition of his work for the Association. Mr Ken Nieman was invited to retain the title of Vice-President for a further year. These positions will be confirmed at the next Committee Meeting.

9. ANY OTHER BUSINESS

- 9.1 Peter Winter advised the meeting that CableTel would shortly be working in Goldsworth Park and that residents might be aware of complaints, from other places, about such work killing trees. The company has entered into an agreement with Woking Borough Council about standards of work and care for the environment and the Council wishes to know of any problems. Cllr Eastwood added that forms were available for making complaints and all complaints would be followed up.
- 9.2 Mr Rickard wished to minute his appreciation of the speed with which Woking Borough Council had responded to his recent reports of vandalised lights around the lake; he asked Cllr Eastwood to pass this on to the appropriate officers.
- 9.3 Mrs Webb informed the meeting that this week is National Tree Week. This year, it is being marked with a less formal event: tree maintenance rather than a ceremonial planting.
- 9.4 Ms Watson presented the Chairman with an album of photographs as a record of the 21st Birthday Gala.
- 9.5 Inspector Wicher reminded the meeting that the Community and Police Liaison Group meeting on Monday 28th November 1994.
- 9.6 Mr Bailey expressed his concern that one of the new retail units in the Centre had been taken by a second estate agency. In the past, the Association had always pressed for diversity. Mrs Webb explained that the original planning consents were for retail or financial services but that no retailer or bank/building society had come forward. Cllr Eastwood added that there was no covenant on the use of the property to prevent this use and that the other retail unit might become a coffee shop.
- 9.7 Mr Winter paid tribute to Mrs Webb who would shortly be moving away from the area; she would be leaving the Association and her role as Secretary for the second time. He thanked her for all her efforts over the years and wished her well for the future.

The meeting ended at 9.30 pm.

GPCAAGMM.DOC
27.11.94

CONSTITUTION OF
THE GOLDSWORTH PARK COMMUNITY ASSOCIATION

1. NAME

- (a) The name of the Association is the Goldsworth Park Community Association (hereinafter called "the Association").

2. ADMINISTRATION

- (a) Subject to the matters set out below the Association and its property shall be administered and managed in accordance with this constitution by the members of the Executive Committee, constituted by clause 10 of this constitution].

3. OBJECTS

- (a) The objects of the Association are:
- (i) to promote the benefit of the inhabitants of the area bounded by Robin Hood Road, St. John's Road, Goldsworth Road, Bridge Barn Lane, Well Lane, Bullbeggars Lane, Horsell Birch and Littlewick Road in the County of Surrey (hereinafter called "the area of benefit") without distinction of sex, ethnic origin or of political, religious or other opinions by associating the local authorities, voluntary organisations and inhabitants in a common effort to promote the interests of the residents, to provide facilities in the interests of social welfare for recreation, leisure-time occupation and education with the object of improving the conditions of life for the said inhabitants;
 - (ii) to establish or to secure the establishment of a Community Centre (hereinafter called "the Centre") and to maintain and manage, or to co-operate with any local statutory authority in the maintenance and management of, such a Centre for activities promoted by the Association and its constituent bodies in furtherance of the above objects.
- (b) The Association shall be non-party in politics and non-sectarian in religion.

4. POWERS

- (a) In furtherance of the objects but not otherwise the Executive Committee may exercise the following powers:
- (i) power to raise funds and to invite and receive contributions provided that in raising funds the Executive Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law;
 - (ii) power to invest the moneys of the Association not immediately required for the objects in or upon such investments, securities or property as may be thought fit, subject to such conditions as may be imposed or required by law;
 - (iii) power to buy, take on lease or in exchange any property necessary for the achievement of the objects and to maintain and equip it for use;

- (iv) power subject to any consents required by law to sell, lease or dispose of all or any part of the property of the Association;
- (v) power to employ such staff (who shall not be members of the Executive Committee) as are necessary for the proper pursuit of the objects and to make all reasonable and necessary provision for the payment of pensions and superannuation for the staff and their dependants;
- (vi) power to repay to members reasonable out-of-pocket expenses which have been properly incurred with the prior agreement of the Executive Committee;
- (vii) power to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them;
- (viii) power to establish or support any charitable trusts, associations or institutions formed for all or any of the objects;
- (ix) power to appoint and constitute such advisory committees as the Executive Committee may think fit;
- (x) power to do all such other lawful things as are necessary for the achievement of the objects.

5. MEMBERSHIP

- (a) Membership of the Association shall be of two kinds:
 - (i) individual members who shall be Full, Junior or Associate Members;
 - (ii) group members who shall be the Constituent Bodies and Sections.

6. INDIVIDUAL MEMBERSHIP

- (a) Individual membership shall be open, irrespective of political party, nationality, religious opinion, race, colour or sex, to:
 - (i) all persons aged eighteen and over living in the area of benefit who shall be called Full Members;
 - (ii) all persons under the age of eighteen living in the area of benefit who shall be called Junior Members. Junior Members shall not have the right to vote at members' meetings but may elect from among themselves two representatives to the Executive Committee. The manner in which Junior Members elect their representatives shall be determined by the Executive Committee from time to time;
 - (iii) Well-wishers anywhere who shall be called Associate Members. Associate Members shall not have the right to vote at members' meetings.

7. GROUP MEMBERSHIP

- (a) Constituent Bodies shall be local statutory authorities and such voluntary organisations as operate in the area of benefit and satisfy the Executive Committee that they are independent organisations or branches of independent national or other organisations.

- (b) Sections shall be such groups as may, with the permission of the Executive Committee, be formed within the Association among the individual members for the furtherance of a common activity.
- (c) Each Constituent Body and Section shall have the right to appoint one representative to be a member of the Executive Committee and at any time by giving notice in writing to the Secretary of the Association to revoke the appointment of such a member and to appoint another member in his/her place. Such a member shall have the right to attend and to vote at meetings of the Executive Committee.

8. TERMINATION OF MEMBERSHIP

- (a) The Executive Committee shall have the right for good and sufficient reason to terminate the membership of individual members or of Constituent Bodies or Sections. Such members shall have the right to be heard by the Committee before a decision is made.

9. SUBSCRIPTIONS

- (a) All members and Constituent Bodies shall pay such subscription as the Executive Committee may from time to time determine.

10. EXECUTIVE COMMITTEE MEMBERSHIP

- (a) The Executive Committee shall consist of:
 - (i) the Officers of the Association in accordance with Clause 12(a);
 - (ii) the representatives appointed by Constituent Bodies and Sections in accordance with Clause 7;
 - (iii) such number of representatives of Full Members elected at the Annual General Meeting, not exceeding sixteen persons;
 - (iv) in addition the Executive Committee may co-opt further members who shall be members of the Association provided that the number of co-opted members shall not exceed one-third of the total number of members of the Executive Committee as defined above.

11. EXECUTIVE COMMITTEE CONDITIONS OF MEMBERSHIP

- (a) Members appointed to the Executive Committee shall be over 18 years of age.
- (b) All members of the Executive Committee shall retire annually but shall be eligible to be appointed or co-opted again.
- (c) No person shall be entitled to act as a member of the Executive Committee whether on a first or on any subsequent entry into office until after signing in the minute book of the Executive Committee a declaration of acceptance and of willingness to act in the trusts of the charity.
- (d) The Executive Committee shall comply with their obligations under the Charities Act 1992 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual report and return and their transmission to the Charity Commissioners.

- (e) No member of the Executive Committee shall acquire any interest in property belonging to the Association (otherwise than as a trustee for the charity) or receive remuneration or be interested (otherwise than as a member of the Executive Committee) in any contract entered into by the Executive Committee.
- (f) A member of the Executive Committee shall cease to hold office if he or she:
 - (i) is disqualified from acting as a member of the Executive Committee by virtue of section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision);
 - (ii) becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;
 - (iii) is absent without permission of the Executive Committee from all their meetings held within a period of six months and the Executive Committee resolve that his or her office be vacated; or
 - (iv) notifies to the Executive Committee a wish to resign (but only if at least three members of the Executive Committee will remain in office when the notice of resignation is to take effect).

12. OFFICERS

- (a) The Annual General Meeting shall elect a Chairman, a Vice-Chairman, a Treasurer, a Secretary and such other officers as the Association as it may from time to time determine. Any casual vacancy arising in the officers will be filled by a person appointed by the Executive Committee.
- (b) In recognition of the contribution of certain individuals the Executive Committee may from time to time bestow the title of President, Vice-President or other title on particular members. The presence of these respected members at meetings of the Executive Committee is welcomed but they may not vote. These titles will become void at each Annual General Meeting.

13. RULES OF PROCEDURE AT ALL MEETINGS

- (a) Subject to the provisions of Clause 21, all questions arising at any meeting shall be decided by simple majority of those present and entitled to vote thereat. No member shall exercise more than one vote notwithstanding that he or she may be appointed to represent two or more interests but in case of an equality of votes the Chairman shall have a second or casting vote.
- (b) One-third of the members shall form a quorum at meetings of the Executive Committee and all other committees. Twenty-five members shall form a quorum at General Meetings of the Association.
- (c) Minute books shall be kept by the Association, the Executive Committee and all other committees and the appropriate Secretary shall enter therein a record of all proceedings and resolutions.
- (d) If the Chairman is absent from any meeting, the members of the Executive Committee present shall choose one of their number to be chairman of the meeting before any other business is transacted.

14. EXECUTIVE COMMITTEE MEETINGS

- (a) The Executive Committee shall meet not less than four times a year.
- (b) The Executive Committee may appoint one or more sub-committees consisting of three or more members of the Executive Committee for the purpose of making any enquiry or supervising or performing any function or duty provided that all acts and proceedings of any sub-committee shall be fully and promptly reported to the Executive Committee.
- (c) The Executive Committee will encourage the presence at their meetings of the following representatives who may not vote:
 - (i) two representatives of Junior Members, if such representatives have been appointed in accordance with Clause 6(b);
 - (ii) two representatives appointed by the Trustees if Trustees shall have been appointed in accordance with Clause 19;
 - (iii) such persons employed by or seconded to the Association as the Executive Committee may from time to time determine in accordance with Clause 4.

15. ANNUAL GENERAL MEETING

- (a) Once each year, in the month of November, the Executive Committee shall convene an Annual General Meeting of the Association, which all individual members and representatives of the Constituent bodies and Sections shall be entitled to attend, for the purpose of receiving the Annual Report of the Executive Committee and the annual audited Statement of Account; of appointing Officers of the Association; of accepting resignations of members of Executive Committee; of electing representatives of Full Members to serve on the Executive Committee; of appointing an auditor or auditors; of making recommendations to the Executive Committee and, whenever necessary, of voting on proposals to amend this Constitution in accordance with Clause 21 hereof.

16. SPECIAL GENERAL MEETINGS

- (a) The Chairman or Secretary may at any time at their discretion, and shall within twenty-one days of receiving a written request to do so signed by not less than twenty members having the power to vote and giving reasons for the request, call a Special General Meeting of the Association for the purpose of altering the constitution in accordance with Clause 21 hereof or of considering any matter which may be referred to them by the Executive Committee or for any other purpose.

17. STANDING ORDERS AND RULES FOR USE OF THE CENTRE

- (a) The Executive Committee shall have the power to adopt and issue Standing Orders and Rules for the use of the Centre. Such Standing Orders shall come into operation immediately, provided always that they shall not be inconsistent with the provisions of this constitution.

18. FINANCE

- (a) All money raised by or on behalf of the Association shall be applied to further the objects of the Association and for no other purpose.

- (b) The funds of the Association shall be paid into an account operated by the Executive Committee in the name of the Association at such bank as the Executive Committee shall from time to time decide. All cheques drawn on the account must be signed by at least two members of the Executive Committee.
- (c) The Executive Committee shall comply with their obligations under the Charities Act 1992 (or any statutory re-enactment or modification of that Act) with regard to the keeping of proper accounting records of the Association.
- (d) The accounts shall be audited at least once a year by auditors who shall be appointed at the Annual General Meeting.
- (e) An audited statement of accounts for the last year shall be submitted by the Executive Committee to the Annual General Meeting and transmitted to the Charity Commissioners.

19. PROPERTY

- (a) The title of all and any real property which may be acquired by or for the purpose of the Association shall be vested in the Official Custodian for Charities or Holding Trustees who shall be appointed by the Executive Committee and who shall enter into a Deed of Trust setting forth the purpose and conditions under which they hold the said property in trust for the Association. The number of Trustees shall not be less than three nor more than four.

20. DISSOLUTION

- (a) If the Executive Committee by a simple majority decides at any time that on the ground of expense or otherwise it is necessary or advisable to dissolve the Association it shall call a meeting of Full Members of the Association of which meeting not less than twenty-one days notice (stating the terms of the resolution to be proposed thereat) shall be posted in a conspicuous place or places in the area of benefit and advertised in a newspaper circulating in the area of benefit and given in writing to the Charity Commissioners for England and Wales and the Secretary for the National Federation of Community Associations. If such decision shall be confirmed by a simple majority of those present and voting at such meeting the Executive Committee shall have power to dispose of any assets held by or in the name of the Association. Any assets remaining after the satisfaction of any proper debts and liabilities shall be applied towards charitable purposes for the benefit of the inhabitants of the area of benefit as the Executive Committee decide and as may be approved by the Charity Commissioners for England and Wales.

21. ALTERATION TO THE CONSTITUTION

- (a) Any proposal to alter this Constitution must be delivered in writing to the Secretary of the Association not less than twenty-one days before the date of the meeting at which it is to be considered.
- (b) An alteration will require the approval of both:
 - (i) a simple majority of the members of the Executive Committee present and voting at a Executive Committee meeting;

- (ii) a two-thirds majority of Full Members and representatives of the Constituent Bodies and Sections of the Association present and voting at a General Meeting.
- (c) Notice of such meeting must have been given in accordance with normal procedure but not less than twenty-one days prior to the meeting in question and giving the wording of the proposed alteration.
- (d) No alteration shall be made which would cause the Association to cease to be a charity in Law.
- (e) No amendment may be made to clause 1 (the name of the Association), clause 3 (objects), clause 11(e) (personal interest), clause 19 (dissolution) or this clause without the prior consent in writing of the Charity Commissioners.

Dated November 1994

Signed  Chairman

Signed  Secretary

GOLDSWORTH PARK COMMUNITY ASSOCIATION
MINUTES OF THE MEETING HELD ON 10th NOVEMBER 1994
AT 37 WILLOWMEAD CLOSE, GOLDSWORTH PARK

Present: J Edwards, A Harmour, N O'Coffey, I Rickard, R Webb

Apologies for Absence: N Budgen, P Winter, I Watson and J Davidson,.

1. OPENING

RW opened the meeting at 8.20pm. The venue was moved from the Snug bar due to a late booking.

2. MINUTES OF THE LAST MEETING

The minutes of the meeting on 13th October were agreed subject to the following amendments in Item 2:-

The corrections to Paragraph 1 is correct but confused by the reference to "£150 should read £350" which should be deleted.

3. MATTERS ARISING

Any "matters arising" were dealt with under the appropriate item.

4. FUTURE MANAGEMENT ARRANGEMENTS - RW

RW reminded the meeting of the forthcoming AGM and the need for nominations for officers to be received two days before the meeting. The nomination forms are printed in the newsletter.

For personal reasons both RW and JD will not be available in the forthcoming year. Following a discussion of the roles those available may play in the committee it was agreed that it was essential to finalise an agreement on the role of Merlin Print as soon as possible. The role S Nieman has offered to undertake in distributing the Newsletter also needs to be defined.

5. MISCELLANEOUS CORRESPONDENCE - RW

- a) M A Watts, the newly appointed Community Liaison Officer at Woking Police Station has still not replied to RW's letter. This is understood to be due to his personal circumstances.
- b) RW has yet to write to WBC asking for new maps of Goldsworth Park, with the new roads on, to be displayed at the entrances to the park. This will be done as soon as possible.
- c) RW has written to GPCA's solicitor asking for clarification of what is meant by the statement by WBC that the present arrangements would continue for the time being.
- d) RW has written to G. Keyworth confirming the views expressed at the meeting on 11th October 1994
- f) RW has received a letter from Jim Davidson indicating he will not stand as a committee member for the forthcoming year.
- g) A Jones of WBC has confirmed that the improved signposting, for areas other than round the lake, is in hand. The lake area would be included in landscape review.
- h) RW has learnt that the freehold of the shopping area has passed from Oil Property Investments to Hypo Property Services. The implications of this, if any, are not yet clear.

- i) RW reported to the committee on the correspondence she has had with Paulene Chapman regarding the future role of the Association.

6. LAKEVIEW COMMUNITY ACTION - JE

Bingo sessions at the Community Centre on Saturday nights; now up to 34 members.

LCA are holding a jumble sale on 26/11/94. Any jumble to JE at 50 French's Wells.

7. SOCIAL COMMITTEE CHAIRMAN'S REPORT

The fireworks display on 31/10/94 was poorly attended due to the muddled dates in the publicity and the weather. Overall the even lost some £1400 which has been met from the income from car boot sales.

It was agreed that any future events should be advertised more widely. The distribution of leaflets, to children, through the local schools was felt to be an approach which may increase to attendance.

AH felt the price of tickets was too high for a family. The committee agreed to consider "family" tickets in future.

IR confirmed that the repairs to the notice board outside Waitrose are unsatisfactory and has volunteered to take remedial action.

NB still to contact Waitrose to discuss any plans for opening on Bank Holiday Mondays and the future of Car Boot Sales.

8. TREASURERS REPORT - N O'Coffey

NO circulated the accounts for October. He pointed out that the Nat. West account was still open as a cheque had been paid in but would be closed shortly.

The Social Committee Account was still showing a deficit due to the outlay for the fireworks. The fireworks took £1002 against a cost of £2400.

RW has written to Mann & Co. regarding the outstanding sum of £350. This has now been received.

The bar profits at £1,568.52 is healthy.

The accounts have been audited and the auditor paid.

The Committee agreed leave Sue Neuman to decide whether to place an advert in Thompson Directory.

9. HALL MANAGER'S REPORT - IR for S Nieman

Sue Nieman reports a good uptake of bookings around Christmas.

WBC have checked the calibration of the sound limiter at the Kid's Hallowe'en Disco. The limiter was found to be set at 85dba. The level used by the disk jockey, with the limiter disabled, was 90 to 93dba.

The sound was also monitored on the opposite side of the lake with the fire door on the lake side closed and levels over 90dba. The sound from the hall was inaudible under these conditions. With the fire door and windows on the lake side open and levels over 90dba the noise on the other side of the lake was very noticeable and unacceptable to WBC. Following discussions WBC agreed that the limiter could be readjusted to say 95dba but only if the doors and windows are kept closed.

The committee resolved to investigate fitting a switch to the fire door (to trip the sound limiter if the door is opened) and calibrating the meter to 95dba.

IW has applied to WBC for a grant to upgrade the facilities for people with disabilities. The cost of the work would be approximately £500 for the handrail and new hot water supply.

No further progress had been made on estimates for recovering the chairs in the hall. IR/IW will obtain revised estimates.

The provision of a pay-phone in the Snug Bar deferred to next meeting.

The mens toilet, next to the kitchen, was blocked after one event. The committee was concerned that a contractor was not called, to clear the blockage, until four days later.

The Hoover has been rebuilt and all damaged parts replaced at a cost of £21.

Sue Nieman will be asked to check the curtains for damage and put in hand any repairs needed.

The committee resolved to obtain notices for the main light switches asking that they be turned off after use.

10. BAR MANAGER'S REPORT

IR reported on the investigation of alternative arrangements for running the bar. A proposal had now been made in writing to Gardner Merchant and would form the basis of further discussions.

11. NEWSLETTER EDITOR'S REPORT - RW

Chris Edwards of Merlin Print has yet to put his proposals for the future management of the Newsletter in writing. The draft agreement is required before the AGM and RW will chase.

This issue was the last with RW as editor and this task will now pass to Jean Winter. In future Sue Nieman will recruit and organise local distributors and make bulk deliveries to them, for the fee of £50/month.

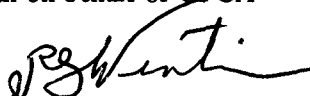
12. CONSTITUTION & MEMBERSHIP

Awaiting adoption at the AGM.

13. ANY OTHER BUSINESS

- a) The next Committee meeting will be held on Thursday 8th December 1994.
- b) Goldsworth School will be holding an open day on Saturday 12th November 1994. IR/IW will attend and make contact with the Head Teacher as it is now located within our definition of Goldsworth Park.
- c) Remembrance Sunday. JD will lay the wreath on behalf of GPCA

The meeting ended at 10.35pm.



GOLDSWORTH PARK COMMUNITY ASSOCIATION
MINUTES OF THE MEETING HELD ON 8th DECEMBER 1994
AT GOLDWATER LODGE GOLDSWORTH PARK

Present: F Cameron, A Harmour, N O'Coffey, I Rickard, A Thornton, P Winter

Apologies for Absence: N Budgen, I Watson

1. **OPENING**

PW opened the meeting at 8.05pm and welcomed new committee members.

2. **MINUTES OF THE LAST MEETING** - 10th November 1994

The minutes of the meeting on 10th November were agreed subject to the following amendment in Item 8:-

Final paragraph should read: "The Committee agreed not to place an advertisement in the Thompsons Directory."

3. **MATTERS ARISING**

Item 13. b) IR confirmed that he and IW attended the Goldsworth School open day on 8th December, and made a general offer of help to the Head Teacher.

All other "matters arising" were dealt with under the appropriate item.

4. **MANAGEMENT ARRANGEMENTS**

IR advised that Committee members are required to sign the Minute Book to indicate that they have read and accept the new Constitution. Any committee member who prefers not to become a Charity Trustee has that prerogative, but will be disenfranchised in the event that a Committee decision goes to a vote.

5. **MISCELLANEOUS CORRESPONDENCE**

- a) R Webb has written to Woking Borough Council requesting that new, updated street maps of Goldsworth Park be erected at the entrances to the Park.
- b) Letter from R Webb thanking the Committee for the bouquet presented to her at the AGM.
- c) Letter from R Cook, regarding recent correspondence with Woking Borough Council on the matter of the Lease. PW to follow up with R Cook.

6. **LAKEVIEW COMMUNITY ACTION** No report.

7. **SOCIAL COMMITTEE CHAIRMAN'S REPORT** - written report from N Budgen

Childrens' Party	38 tickets sold to date.
1995 Gala	The intention is to hold a Gala in June/July 1995; NB is contacting participants of the 1994 event to gauge their support.

NB advised he has major commitments at work at present which may require him to stand down temporarily from his position as Social Committee Chairman.

PW stressed the need to determine from Oil Property Investments and Waitrose whether the Car Park would be available for Car Boot Sales on Bank Holiday Mondays in 1995.

8. TREASURER'S REPORT - N O'Coffey

NO circulated the accounts for November, which showed a profit of £1,794 for the period 1 July - 30 November 1994, with no major expenses outstanding.

NO drew attention to the negative balance on the Newsletter account, which resulted from cost of publishing two issues of the Newsletter with 12 pages, but advised that under the new arrangements agreed with Merlin Print this would not occur in future (see Item 11.)

NO advised that it was necessary to complete a new bank mandate to record the change of Officers and new specimen signatures. IR advised that the Charity Commissioners recommend that two signatures be required to authorise all cheques and payment instructions.

It was agreed that the new mandate should require the signatures of any two of the following: Chairman, Vice-Chairman, Treasurer, Secretary and President.

9. HALL MANAGER'S REPORT - No report

NO reported that it was necessary to call out JG Drains for some minor work on the drains, at a cost of £41. The cleaner has suggested that if the Association buys some rods he will undertake minor maintenance work. It was agreed that the cleaner should purchase rods, up to a cost of £25, and obtain reimbursement from NO.

Following a discussion on the hall-letting terms it was confirmed that the hall can be let without the bar and that, subject to the agreement of the booking clerk, hirers may bring their own drinks into the hall for the purpose of toasts, etc.

IR advised he has still to do the repairs to the noticeboard and the shed, and install the sound limiter switch to the fire doors.

IR and AH agreed to put up the Christmas decorations prior to the Childrens' Party.

IR reported that the Entertainment License had to be issued in a personal name, not GPCA, and that his name has been used.

IR/IW still to obtain revised estimates for recovering the chairs in the hall.

The provision of a pay-phone in the Snug Bar was discussed. The existing line behind the bar could be utilised for a pay-phone, the income from which would offset the line rental. IR advised that pay-phones cost approx. £200, £400 or £600 and a mid-price model would be adequate. PW confirmed that he can obtain a 30% discount. It was agreed that PW and IR should purchase a pay-phone at a net cost of approx. £300 for installation in the Snug Bar.

PW confirmed that the decoration in the hall, including the quality of the lighting, would be investigated in the new year.

10. BAR MANAGER'S REPORT - No report

PW recapped the history of the problems experienced with running the bar, and reported that agreement has been reached with Gardner Merchant (GM) that they will takeover management of the bar on the following terms:

- i. the hirer of the hall will pay for the bar staff
- ii prices in the GPCA bar must be lower than prices in the Council bar
- iii GM will pay GPCA 25% of the bar turnover
- iv GM and the GPCA may terminate the agreement at any time on giving written notice

D Booth, GM is to advise PW of the date when the agreement will become effective.

11. NEWSLETTER EDITOR'S REPORT - No report

PW confirmed that he has agreed with C Edwards the terms on which Merlin Print will produce the Newsletter, with effect from the Jan/Feb 1995 issue. Merlin Print will handle all advertising and absorb all income and expenses associated with producing the Newsletter, and guarantee the GPCA 45% of the space.

PW asked FC to write to Merlin Print to confirm agreement.

12. CONSTITUTION AND MEMBERSHIP OF COMMITTEE

PW reported that the new Constitution had been adopted at the AGM.

IR advised that the Constitution would be lodged now with the Charity Commissioners.

13. ANY OTHER BUSINESS

- a) PW and IR reported the details of their meeting on 30th November with representatives of Woking Borough Council (the Council) and Woking Hockey Club (the Hockey Club) to discuss the possibility of integrated management of the whole complex.

Background: The Council owns the freehold of the Lodge. Two-thirds of the building is owned by the Council - the main bar and sports hall, managed by Gardner Merchant, and the changing rooms, managed by Woking Leisure. One-third of the building is owned lease-hold by GPCA - the hall, snug bar and toilets.

The Council wish to dispose of their part of the Lodge, which runs at a loss, and the Hockey Club have expressed an interest in acquiring it to replace their existing facilities which are inadequate.

Substantial work is required on the building with regard to the toilets and drains, and the outside decoration.

From the meeting it was apparent that the Hockey Club expect to obtain planning permission for their second artificial pitch when the appeal is heard, and they are keen to improve their club house facilities. However, they were unable to present clear proposals as to how they would like to manage the Council's facilities at the Lodge.

The GPCA and the Hockey Club agreed that they should discuss the matter with their respective committees and meet in the new year to establish a way forward.

PW and IR suggested that the GPCA has three options:

- i the GPCA continues to run its own operations and liaises with whoever takes over the remainder of the Lodge in the same way that it has with the Council;
- ii the GPCA apply to act as executive managers for the whole complex;
- iii the GPCA and the Hockey Club jointly provide an executive management for the complex, in which the aim of the GPCA would be to safeguard the interests of the Association and the hall-users.

The meeting agreed with PW and IR, and that the Hockey Club have to make the running. IR to contact the Hockey Club in the new year to arrange a further meeting.

- b) The next Committee meeting will be held on Thursday 12th January 1995.

The meeting closed at 9.35pm.



GOLDSWORTH PARK COMMUNITY ASSOCIATION

GOLDWATER LODGE, WISHBONE WAY, WOKING, SURREY, GU21 3RT

TRUSTEES AGREEMENT

10th December 1994.

The following officers of the Goldsworth Park Community Association accept their responsibilities and duties as trustees of the charity. Each has received a copy of the constitution and the Charity Commissioners booklet CC3.

- 1) Social Committee Chairman - Nigel Budgen



- 2) Committee Member - Paulène Chapman



- 3) Secretary - Fiona Cameron

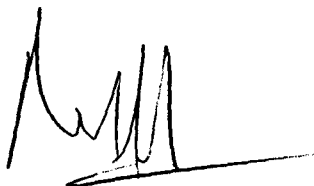


- 4) Lakeview Representative - John Edwards

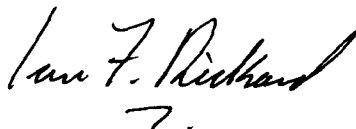
- 5) OAP Representative - Arthur Harmour



- 6) Treasurer - Nigel O'Coffey



- 7) Vice Chairman - Ian Rickard



- 8) Strollers Representative - Adrienne Thornton



- 9) Committee Member - Irene Watson



- 10) Chairman - Peter Winter

