

GOLDSWORTH PARK COMMUNITY ASSOCIATION

MINUTES OF THE MEETING HELD ON 9th JANUARY 2003

Present: John Green, John Perry, Ian Rickard, Irene Watson, Peter Winter.

Apologies: John Bray, Tony Burgoyne, Ann Taylor.

1. OPENING

IR opened the meeting at 7.37pm.

2. MINUTE OF THE LAST MEETING

The minutes of the meeting on 12th December 2002 were agreed, subject to the spelling of "Sharon" and "Harmour" being corrected.

3. MATTERS ARISING

PW said that Car Boot Sales bookings were coming in. It was agreed that the rules would be given out to sellers on arrival. IFR will draft the rules before the next meeting. IFR will also seek permission to use the car park from Savills.

4. MISCELLANEOUS CORRESPONDENCE

None.

5. ENTERTAINMENTS REPORT

5.1 Children's Christmas Party (06.12.03).

IW has spoken to the Performing Arts staff at Brooklands College about students providing an entertainment at the party. JG asked if we had considered Woking College, where there was a drama group.

5.2 Party in the Park (05.07.03).

IW will discuss mailshots with SL.

6. TREASURERS REPORT

JP circulated the monthly accounts and highlighted year to date figures, as follows:-

- Total Income:	£12,357.91
- Total Expenditure	£23,088.80
- Total Cash and Bank:	£9,636.38

JP will prepare last year's accounts for auditing.

7. HALL MANAGER'S REPORT

IR reported that the urn was not working and that the spare was leaking. Spare parts were not available due to the age of the urns. IR had researched replacements and, after discussion, it was agreed to purchase a smaller urn at a cost of £79.50 + VAT, provided that Lakeside Fellowship and Bingo would find the capacity sufficient.

IR reported that Michael Armstrong had repaired a number of chairs but that there were half a dozen or so that required welding. He would contact Project 18.

8. BAR MANAGER'S REPORT

No report; JP said that it had been a quiet month with few bars.

IR reported that the outer storeroom had not yet been re-organised to keep empty bottles out of the yard.

9. ANY OTHER BUSINESS

- 9.1 PW had received a communication from Nigel Budgen (ex-committee member) regarding sponsorship for a cycle ride to raise funds for Macmillan Nurses. It seems he may be coming to Goldsworth Park to run a fund-raising quiz. It was agreed that, if he wanted to use the Hall, it would be free of charge.
 - 9.2 PW referred to reports that a 3-month trial of the use wheelie bins would take place in a yet unspecified area of Goldsworth Park. There are concerns about who is to supply the bins, their size (240 or 120 litres), where they are to be stored, how the elderly and disabled will move them, their hygiene, etc. He will write an article for the Newsletter seeking residents' views.
 - 9.3 PW referred to notices on lamp posts around the lake asking visitors not to feed the ducks; these notices were small and well above head height so were not very visible. There was discussion about the reason for the signs – to limit the rat population about which residents were concerned.
 - 9.4 IR reported that Geoff Ward (WBC) had permission from Thames Water to proceed with the slipway, disabled access ramp and bank improvements, subject to more detailed drawings. GW should have a response by 10.01.03. He has £20K for this work but the contractor has gone into liquidation, which may delay matters. PW reported that GW was likely to start on work to improve the wildlife habitat in the autumn.
10. There being no other business, the meeting ended at 8.20pm.

**GOLDSWORTH PARK COMMUNITY ASSOCIATION
MINUTES OF MEETING HELD ON 13th FEBRUARY 2003
AT GOLDWATER LODGE, GOLDSWORTH PARK.**

Present; Ian F. Rickard, Irene Watson, John Perry, Tony Burgoyne, Peter Winter
John Bray, Ann Taylor.

Apologies: None

1. OPENING

1.1 IFR opened the meeting at 7.35pm.

2. MINUTES OF THE LAST MEETING

2.1. The minutes of the last meeting were agreed.

3. MATTERS ARISING

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

4. MISCELLANEOUS CORRESPONDENCE

4.1 There has been contact from WAVS. A 25year old man has asked if he can get involved. More information will be sent to him.

5. ENTERTAINMENTS REPORT-Party in the Park 2003

5.1 The hall, fun fair, and ice cream man has been booked. WBC has sent their usual forms and St. John Ambulance has sent a risk assessment form. The Bouncy Castle and slide are booked @ £135. The usual Punch and Judy man is not available but a lady is available instead, although she is more expensive she can do 5 hours. Charlie the Clown is available @ £230. The committee agreed that we should book him.

5.2 There has not been an answer from Aenne Hayman about the church running the bouncy castle and slide. The Chess Club will be running the giant chess set again. A master of ceremonies may be needed as Brian Bailey has other commitments. Gerald O'Coffey will be coming and the firebrigade may come with an engine. If possible the veteran police cars and veteran bikes might come. As yet the Sea Cadets are to inform IW about their attendance as it might coincide with other things.

5.3 Sharon has already done a mail shot to 150 people.

6. TREASURERS REPORT

6.1 JP presented the accounts for 01.07.02 through 31.01.03

Total Income	£14,858.76
Total Expenditure	£25,172.18
Total Cash & Bank	£10,053.85

Fairly quiet with a few medium bars last month.

7. HALL MANAGERS REPORT

7.1 The manager reports that the fridge was wrecked while it was being cleaned. Fortunately we have a replacement fridge. Bookings are better. The Hall ceiling needs attention as some tiles are coming loose. The yard is in use by the contractors who are building the boat ramp. A JCB broke through the electricity cables and put the lights out. The builders should be finished this week.

7.2 The Environment architect is to design the disabled ramp outside the hall. The urn in the kitchen is still not working and complaints are coming in. The Committee agreed to buy a new smaller urn.

8. BAR MANAGERS REPORT.

8.1 No bar report. A stocktake is required before the end of the year.

9. ANY OTHER BUSINESS

9.1 PW – has heard nothing from Nigel Budgen. Also wheelie bin questions to WBC have been completely lost.

9.2 It has been reported that 4 new dog bins are to be placed around the lake

9.3 John Bray is pushing for a meeting with WBC. The Sea Cadets do not want to share new buildings with Air and Army Cadets. They would love to come to Goldsworth Park on their own and have a purpose built building just for them. As JB pointed out there could be problems with all three cadet units in one place.

10. The meeting closed at 8.15pm.

11. The next meeting is on 13th March 2003.

Cash Flow Year to date
01/07/02 Through 31/01/03 (in Pounds)

Page 1

Category Description	01/07/'02- 31/01/'03
INFLOWS	
Bank Int-charge	63.07
Bar Income:	
Bookings	481.50
Takings	4,540.36
TOTAL Bar Income	5,021.86
Hall Income:	
Bookings	6,504.03
TOTAL Hall Income	6,504.03
Social:	
Car Boot	1,042.58
Kids Party	-149.69
Party In The Park 2002	375.82
TOTAL Social	1,268.71
FROM Bar Stock	2,001.09
TOTAL INFLOWS	14,858.76
OUTFLOWS	
Bar Expenses:	
Cleaning	-100.00
Stock Deduction	1,787.17
Sundry	25.98
Wages	955.57
TOTAL Bar Expenses	2,668.72
Charity	38.50
Hall Expenses:	
Cleaning	1,663.50
Cleaning Excess	370.00
Cleaning Mat.	147.43
Electricity	850.90
Locking Up	980.00
Maintenance	4,838.76
Manager	1,070.00
Rates	266.00
Rent	423.00
Sundry	398.95
Telephone	115.34
TOTAL Hall Expenses	11,123.88
Insurance	2,433.37
Miscellaneous Expense	5,000.00
Newsletter Dist:	
Deliverers Party	19.25
Newsletter Dist-Other	128.99
TOTAL Newsletter Dist	148.24
Stationery&Post	38.13
TO Bar Stock	3,721.34
TOTAL OUTFLOWS	25,172.18
OVERALL TOTAL	-10,313.42

Account Balances Report by Month

As of 31/01/03 (in Pounds)

Page 2

Acct	01/11/02 Balance	30/11/02 Balance	31/12/02 Balance	31/01/03 Balance
ASSETS				
Cash and Bank Accounts				
Barclays	1,555.33	1,704.91	613.51	1,284.39
Barclays BPA	10,647.71	10,647.71	8,147.71	8,147.71
GPCA Cash	1,322.13	1,493.78	875.16	621.75
TOTAL Cash and Bank Accounts	13,525.17	13,846.40	9,636.38	10,053.85
Other Assets				
Asset	253,670.80	253,670.80	253,670.80	253,670.80
Bar Stock	8,305.60	7,545.67	7,545.67	7,087.39
TOTAL Other Assets	261,976.40	261,216.47	261,216.47	260,758.19
TOTAL ASSETS	275,501.57	275,062.87	270,852.85	270,812.04
LIABILITIES				
Other Liabilities				
Client Deposits	100.00	100.00	100.00	100.00
TOTAL Other Liabilities	100.00	100.00	100.00	100.00
TOTAL LIABILITIES	100.00	100.00	100.00	100.00
OVERALL TOTAL	275,401.57	274,962.87	270,752.85	270,712.04

GPCA Cash Flow Report

01/11/02 Through 31/01/03 (in Pounds)

Page 3

Category Description	01/11/02	01/12/02	01/01/03	OVERALL TOTAL
INFLOWS				
Bank Int-charge	0.00	0.64	0.00	0.64
Bar Income	1,583.63	45.00	871.80	2,500.43
Hall Income	344.00	956.50	1,170.77	2,471.27
Social	0.00	-149.69	0.00	-149.69
TOTAL INFLOWS	1,927.63	852.45	2,042.57	4,822.65
OUTFLOWS				
Bar Expenses	1,563.99	-10.00	784.47	2,338.46
Charity	13.50	25.00	0.00	38.50
Hall Expenses	820.93	5,047.47	1,288.02	7,156.42
Stationery&Post	5.91	0.00	10.89	16.80
TOTAL OUTFLOWS	2,404.33	5,062.47	2,083.38	9,550.18
OVERALL TOTAL	-476.70	-4,210.02	-40.81	-4,727.53

GOLDSWORTH PARK COMMUNITY ASSOCIATION MINUTES OF MEETING HELD ON 13th MARCH 2003 AT GOLDWATER LODGE, GOLDSWORTH PARK.

Present; Ian F. Rickard, Irene Watson, John Perry, Tony Burgoyne, Peter Winter
Ann Taylor, John Green, Sharon Lawrence

Apologies: John Bray

1. OPENING

1.1 IFR opened the meeting at 7.35pm.

2. MINUTES OF THE LAST MEETING

2.1. The minutes of the last meeting were agreed.

3. MATTERS ARISING

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

4. MISCELLANEOUS CORRESPONDENCE

4.1 There has been contact from WAVS. A 25year old man has asked if he can get involved. More information will be sent to him.

5. ENTERTAINMENTS REPORT-Party in the Park 2003

5.1 Sharon is still taking bookings which are slow at the moment. The veterans have been contacted and the Bike Club want to do rides around the lake. The Sea Cadets are definitely not attending due to other commitments. Mike Burns from the Lakeside Church will operate the Bouncy Castle and Slide.

5.2 Car Boot Sales As Waitrose will be opening on Bank Holiday Mondays in future with the exception of this Easter Monday there will be a problem with car boot sales for the rest of the year. A meeting is arranged with management and agents next week.

6. TREASURERS REPORT

6.1 JP presented the accounts for 01.07.02 through 28.02.03

Total Income	£18,260.32
Total Expenditure	£27,325.30
Total Cash & Bank	£11,302.29

- 6.2 There have been three quite good bars about £500 each. Some cheques are to be paid in next months accounts. Prices in the bar need to be reviewed and stock take needs to be done for end of year.

7. HALL MANAGERS REPORT

- 7.1 Bookings are better for April. The hall ceiling tiles have been tidied up and tiling around the handbasin in gents have been attended to. Urn still needs replacing.
- 7.2 IFR is meeting with the Surrey Voluntary Council for financing village halls. This could be handy for getting extra money when needed.

8. BAR MANAGERS REPORT.

- 8.1 No bar report. A stocktake is required before the end of the year.

9. ANY OTHER BUSINESS

- 9.1 PW has seen all the documents on the new warehouse from council. Most people who complained did not go and look at plans. PW will ask Brian Cross to put an article in GP newsletter to explain to the public.
- 9.2 Rosie Sharpley has e-mailed a newsletter article.
- 9.3 Hopefully there will be instructions in time for next car boot sale.
- 9.4 There is a need for an eye to be kept on planning for Waitrose refit. Could be complaints for loss of amenities.

- 10. The meeting closed at 8.30pm.

- 11. The next meeting is on 10th April 2003

Cash Flow Year to date
01/07/02 Through 28/02/03 (in Pounds)

Page 1

Category Description	01/07/'02- 28/02/'03
INFLOWS	
Bank Int-charge	63.07
Bar Income:	
Bookings	567.00
Takings	6,083.26
TOTAL Bar Income	6,650.26
Hall Income:	
Bookings	7,378.45
TOTAL Hall Income	7,378.45
Social:	
Car Boot	1,042.58
Kids Party	-144.69
Party In The Park 2002	375.82
Party In The Park 2003	-82.00
TOTAL Social	1,191.71
FROM Bar Stock	2,926.83
FROM Client Deposits	50.00
TOTAL INFLOWS	18,260.32
OUTFLOWS	
Bar Expenses:	
Cleaning	-120.00
Stock Deduction	3,129.37
Sundry	30.18
Wages	1,189.57
TOTAL Bar Expenses	4,229.12
Charity	38.50
Hall Expenses:	
Cleaning	1,870.50
Cleaning Excess	417.50
Cleaning Mat.	176.09
Electricity	850.90
Locking Up	1,085.00
Maintenance	4,838.76
Manager	1,070.00
Rates	266.00
Rent	423.00
Sundry	398.95
Telephone	115.34
TOTAL Hall Expenses	11,512.04
Insurance	2,433.37
Miscellaneous Expense	5,000.00
Newsletter Dist:	
Deliverers Party	19.25
Newsletter Dist-Other	328.99
TOTAL Newsletter Dist	348.24
Stationery&Post	42.69
TO Bar Stock	3,721.34
TOTAL OUTFLOWS	27,325.30
OVERALL TOTAL	-9,064.98

Account Balances Report by Month

As of 28/02/03 (in Pounds)

Page 2

Acct	01/12/02 Balance	31/12/02 Balance	31/01/03 Balance	28/02/03 Balance
ASSETS				
Cash and Bank Accounts				
Barclays	1,704.91	613.51	1,284.39	2,032.31
Barclays BPA	10,647.71	8,147.71	8,147.71	8,147.71
GPCA Cash	1,229.05	875.16	621.75	1,122.27
TOTAL Cash and Bank Accounts	13,581.67	9,636.38	10,053.85	11,302.29
Other Assets				
Asset	253,670.80	253,670.80	253,670.80	253,670.80
Bar Stock	7,545.67	7,545.67	7,087.39	6,161.65
TOTAL Other Assets	261,216.47	261,216.47	260,758.19	259,832.45
TOTAL ASSETS	274,798.14	270,852.85	270,812.04	271,134.74
LIABILITIES				
Other Liabilities				
Client Deposits	100.00	100.00	100.00	150.00
TOTAL Other Liabilities	100.00	100.00	100.00	150.00
TOTAL LIABILITIES	100.00	100.00	100.00	150.00
OVERALL TOTAL	274,698.14	270,752.85	270,712.04	270,984.74

GPCA Cash Flow Report

01/12/02 Through 28/02/03 (in Pounds)

Page 2

Category Description	01/12/02	01/01/03	01/02/03	OVERALL TOTAL
INFLOWS				
Bank Int-charge	0.64	0.00	0.00	0.64
Bar Income	45.00	871.80	1,628.40	2,545.20
Hall Income	956.50	1,170.77	874.42	3,001.69
Social	-149.69	0.00	-77.00	-226.69
FROM Client Deposits	0.00	0.00	50.00	50.00
TOTAL INFLOWS	852.45	2,042.57	2,475.82	5,370.84
OUTFLOWS				
Bar Expenses	-10.00	784.47	1,560.40	2,334.87
Charity	25.00	0.00	0.00	25.00
Hall Expenses	5,047.47	1,288.02	388.16	6,723.65
Newsletter Dist	0.00	0.00	200.00	200.00
Stationery&Post	0.00	10.89	4.56	15.45
TOTAL OUTFLOWS	5,062.47	2,083.38	2,153.12	9,298.97
OVERALL TOTAL	-4,210.02	-40.81	322.70	-3,928.13

**GOLDSWORTH PARK COMMUNITY ASSOCIATION
MINUTES OF MEETING HELD ON 10th APRIL 2003
AT GOLDWATER LODGE, GOLDSWORTH PARK.**

Present; Ian F. Rickard, Irene Watson, John Perry, Tony Burgoyne,
Ann Taylor, John Green, Sharon Lawrence

Apologies: Peter Winter

1. OPENING

1.1 IFR opened the meeting at 7.32pm.

2. MINUTES OF THE LAST MEETING

2.1. The minutes of the last meeting were agreed.

3. MATTERS ARISING

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

*no application re
landrover*

4. MISCELLANEOUS CORRESPONDENCE

4.1 WBC has sent a letter explaining the planning permission for the warehouse.

It has been built according to the plans. A letter was also received from
Joyce Dunford about the above warehouse.

4.2 A member of the Woking Voluntary Service may like to come to our meetings.

the members interested in WCA

5. ENTERTAINMENTS REPORT-Party in the Park 2003

5.1 Car Boot Sales – following a meeting with T. Whitten and the agents a suitable
compromise could not be reached. They only offered to allow spaces by the pub
to be used which would not be enough. No decision was reached. A letter was
sent to Bracknell (to be circulated) but no reply was received as yet. Bookings
cannot be taken for future car boot sales until we know. A cheque for £200 was
received from Waitrose.

5.2 Party In The Park – still waiting for a reply from veteran bikes museum. About
10 stalls have booked so far. Another mail shot needs to be done. Future parties
will have to be looked at.

p.t.o

*£10 Bikes
1) Mail shot out
2) Rickard Home at First Aid
3) Rickard Home at First Aid
4) Rickard Home at First Aid
5)*

6. TREASURERS REPORT

6.1 JP presented the accounts for 01.07.02 through 31.03.03

Total Income	£24,098.96
Total Expenditure	£30,186.56
Total Cash & Bank	£14, 279.67

6.2 All outstanding cheques have been paid in. Three bars about £1500 total.
Accounts have been sent in.

7. HALL MANAGERS REPORT

- 7.1 The new urn has not been ordered owing to lack of time. A.H. phoned to say repaired urn is now playing up. Spare urn is being used but need a smaller one.
- 7.2 A letter from the solicitor asking for progress report on lease. IFR – no progress until drains are running well.
- 7.3. James Walker Long Service Party has cancelled all standing bookings.

8. BAR MANAGERS REPORT.

- 8.1 No bar report. The Brewers have decided that they no longer want to take empty bottles back. Ian Eastwood has found a company who will provide bins for recycling.
To be followed up.

9. ANY OTHER BUSINESS

- 9.1 AT will write to WBC about condition of road surfacing. – *Not yet*

10. The meeting closed at 8.25pm.

11. The next meeting is on 8th May 2003

DRAFT SUGGESTIONS

HEALTH AND SAFETY DOCUMENT

In compiling this Policy Document, a "risk assessment" has been completed, in order that potential hazards and risks to employees and all users of the premises might first be identified. Basic guidelines covering methods of conduct and courses of action etc. have thereby been developed, and are enumerated below.

The inherent requirement is that all concerned (employees, trustees and users) should be aware of their legal and moral obligations in relation to the need to follow good practise in all aspects of HEALTH and SAFETY AT WORK, and that they should be aware of their responsibilities under the appropriate Health and Safety legislation. Simply put, this requires that everyone adopts and practises a common-sense and responsible attitude towards Health and Safety.

PARTICULAR ATTENTION SHOULD BE GIVEN TO THE FOLLOWING:-

1. Risk of electric shock from portable electrical equipment and/or damaged or dangerously exposed parts of the general electrical installation.
2. Risk of electric shock caused by operation of the main electrical switch gear.
3. Risk of slipping on stairs, polished and/or wet floors.
4. Risk of accident when using ladders, step ladders inside and outside the building.
5. Risk of injury through incorrectly lifting/moving heavy or bulky items, e.g. tables, (stacked) chairs, etc.
6. Inadequate use of artificial lighting- e.g. in areas of insufficient natural light.
7. Risk to any person while in sole occupancy of the building.
8. Risks involved in the handling, storage and usage of cleaning or similar materials which may be toxic or generally dangerous.
9. Risks involved in handling or using kitchen equipment, e.g. knives, water heaters, gas stove.

ADOPTION OF THE FOLLOWING PRACTICES WILL MINIMISE THESE AND ANY OTHER POTENTIAL RISKS

MAKE SURE THAT ALL EMERGENCY EXIT DOORS ARE CLEAR AND UNLOCKED AS SOON AS THE HALL IS TO BE USED.

Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.

Do not work on steps or ladders until same are properly secured, and another person is present.

Do not stand on chairs or other objects that are not designed to stand on.

Do not leave portable electrical or gas appliances operating while unattended.

Do not allow unaccompanied children in the kitchen area.

Do report any evidence of damage, potential damage or misuse of the building structure and/or contents and facilities to the **House Chairman** or if unavailable to **The Chairman**.

Do wear suitable protective clothing when handling/using cleaning or other similar (toxic) materials.

Do report any items used or missing from the first aid box.

Do report any and every accident (whether or not resulting in injury to person or damage to property) to an **Executive Officer**, and ensure that all relevant details are recorded.

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**GOLDSWORTH PARK COMMUNITY ASSOCIATION
MINUTES OF MEETING HELD ON 10th APRIL 2003
AT GOLDWATER LODGE, GOLDSWORTH PARK.**

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Ann Taylor

Apologies: John Perry

1. OPENING

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2. MINUTES OF THE LAST MEETING

2.1. The minutes of the last meeting were agreed.

3. MATTERS ARISING

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

4. MISCELLANEOUS CORRESPONDENCE

4.1 A subsidiary planning application has been submitted for screening the warehouse. A forum may be set up in Woking to deal with difficult planning applications to try and avoid monstrosities being built in the future.

5. ENTERTAINMENTS REPORT-Party in the Park 2003

5.1 Car Boot Sales – After the Easter Boot sale a letter was received from FPDSavills authorizing the next car boot sale on the restricted area imposed by Waitrose. A survey was done at the sale between 10a.m and 12 noon. The boot sale actually brought in more people who then shopped at Waitrose. Because of shortage of time there was not enough advertising so fewer people turned up. No more sales until further notice.

5.2. Party In The Park – Veteran Bikes want £10 donation and will attend. A mail shot has gone out. Risk assessments for first aid. No barbeque at the moment but the church may like to do one. Screens needed for art work.

p.t.o

6 TREASURERS REPORT

6.1 IFR presented the accounts for 01.07.02 through 08.05.03

Total Income	£27,844.16
Total Expenditure	£31,662.78
Total Cash & Bank	£16,548.65

6.2 JP is in hospital and the committee wishes him well and that he is soon back on his feet.

7. HALL MANAGERS REPORT

7.1 Bookings fine. Surrey Raft have moved so Fridays nights are free.

Batteries have been replaced in the telephone and also the water economizer in the Gents toilets.

7.2 The water heater in the bar has failed and has been replaced. The cold tap is now leaking so needs to be fixed. A new urn has been ordered and should arrive soon. In the meantime the old urn seems to be working.

7.3 The bottle bank service is not free but we may still take it on as the first year is free. There is no guarantee that they will provide a service, only that they will fit you in if a convenient round exists

8. BAR MANAGERS REPORT.

8.1 Bookings every weekend this month. There is no cold water for washing up.

9. ANY OTHER BUSINESS

9.1 A Landscape architect has done proposed plan for environmental improvements to the lake. It will include ramps for the disabled at two access points to the lake. There will also be improvements to the banks and bigger reed beds and broadwalks for bird watching.

10. The meeting closed at 8.28pm.

11. The next meeting is on 12th June 2003

8th MAY

**GOLDSWORTH PARK COMMUNITY ASSOCIATION
MINUTES OF MEETING HELD ON ~~10th~~ APRIL 2003
AT GOLDWATER LODGE, GOLDSWORTH PARK.**

Present; Ian F. Rickard, Irene Watson, Tony Burgoyne, Peter Winter, John Green,
Ann Taylor

Apologies: John Perry

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9.1 A Landscape architect has done proposed plan for environmental improvements
to the lake. It will include ramps for the disabled at two access points to the lake.
There will also be improvements to the banks and bigger reed beds and broadwalks
for bird watching.

10. The meeting closed at 8.28pm.

11. The next meeting is on 12th June 2003

Cash Flow Year to date
01/07/02 Through 08/05/03 (in Pounds)

Page 1

Category Description	01/07/02- 08/05/03
INFLOWS	
Bank Int-charge	170.16
Bar Income:	
Bookings	1,033.75
Takings	8,308.64
TOTAL Bar Income	9,342.39
Charity (Recieved)	200.00
Hall Income:	
Bookings	11,183.27
TOTAL Hall Income	11,183.27
Social:	
Car Boot	2,387.16
Kids Party	-144.69
Party In The Park 2002	375.82
Party In The Park 2003	18.00
TOTAL Social	2,636.29
FROM Bar Stock	4,262.05
FROM Client Deposits	50.00
TOTAL INFLOWS	27,844.16
OUTFLOWS	
Bar Expenses:	
Cleaning	-180.00
Stock Deduction	4,947.61
Sundry	50.01
Wages	1,562.19
TOTAL Bar Expenses	6,379.81
Charity	38.50
Hall Expenses:	
Cleaning	2,348.25
Cleaning Excess	547.50
Cleaning Mat.	202.91
Electricity	1,197.21
Locking Up	1,365.00
Maintenance	5,053.20
Manager	1,375.00
Rates	307.32
Rent	423.00
Sundry	605.73
Telephone	162.76
TOTAL Hall Expenses	13,587.88
Insurance	2,433.37
Miscellaneous Expense	5,000.00
Newsletter Dist:	
Deliverers Party	19.25
Newsletter Dist-Other	328.99
TOTAL Newsletter Dist	348.24
Stationery&Post	103.64
TO Bar Stock	3,721.34
TO Client Deposits	50.00
TOTAL OUTFLOWS	31,662.78
OVERALL TOTAL	-3,818.62

Account Balances Report by Month

As of 08/05/03 (in Pounds)

Acct	01/02/03 Balance	28/02/03 Balance	31/03/03 Balance	30/04/03 Balance	08/05/03 Balance
ASSETS					
Cash and Bank Accounts					
Barclays	1,284.39	2,368.31	5,182.04	5,496.02	5,690.46
Barclays BPA	8,210.76	8,210.76	8,210.76	8,256.80	8,256.80
GPCA Cash	621.75	1,122.27	886.87	936.09	2,601.39
TOTAL Cash and Bank Accounts	10,116.90	11,701.34	14,279.67	14,688.91	16,548.65
Other Assets					
Asset	253,670.80	253,670.80	253,670.80	253,670.80	253,670.80
Bar Stock	7,087.39	6,161.65	5,220.49	5,220.49	4,826.43
TOTAL Other Assets	260,758.19	259,832.45	258,891.29	258,891.29	258,497.23
TOTAL ASSETS	270,875.09	271,533.79	273,170.96	273,580.20	275,045.88
LIABILITIES					
Other Liabilities					
Client Deposits	100.00	150.00	100.00	100.00	100.00
TOTAL Other Liabilities	100.00	150.00	100.00	100.00	100.00
TOTAL LIABILITIES	100.00	150.00	100.00	100.00	100.00
OVERALL TOTAL	270,775.09	271,383.79	273,070.96	273,480.20	274,945.88

GPCA Cash Flow Report

01/02/03 Through 08/05/03 (in Pounds)

Category Description	2/03	3/03	4/03	5/03	OVERALL TOTAL
INFLOWS					
Bank Int-charge	0.00	-2.00	46.04	0.00	44.04
Bar Income	1,628.40	1,800.61	80.00	811.52	4,320.53
Charity (Recieved)	0.00	0.00	200.00	0.00	200.00
Hall Income	1,210.42	2,699.82	393.00	376.00	4,679.24
Social	-77.00	0.00	69.58	1,375.00	1,367.58
FROM Client Deposits	50.00	0.00	0.00	0.00	50.00
TOTAL INFLOWS	2,811.82	4,498.43	788.62	2,562.52	10,661.39
OUTFLOWS					
Bar Expenses	1,560.40	1,543.46	-10.00	617.23	3,711.09
Hall Expenses	388.16	1,246.69	349.54	479.61	2,464.00
Newsletter Dist	200.00	0.00	0.00	0.00	200.00
Stationery&Post	4.56	21.11	39.84	0.00	65.51
TO Client Deposits	0.00	50.00	0.00	0.00	50.00
TOTAL OUTFLOWS	2,153.12	2,861.26	379.38	1,096.84	6,490.60

June.

No meeting but discussed situation
with Tony Bergayne & John Green

July

NO MEETING

GOLDSWORTH PARK COMMUNITY ASSOCIATION

MINUTES OF THE SPECIAL MEETING HELD ON 7th AUGUST 2003

Present: Tony Burgoyne, Ian Eastwood, John Green, Sharon Lawrence, Ann Taylor, Ian Rickard, Irene Watson, Peter Winter.

The meeting had been called to discuss the proposal from the Lakeside Fellowship for running the Community Hall.

PW expressed concerns that IR had been discussing the future of the Hall with representatives of the Lakeside Fellowship and had invited this "take-over bid" without Committee approval. IW explained that it had come about after she had told the Fellowship that the Party in the Park had been cancelled. IR said that he had not invited the bid but had had an informal discussion with Mike Burns about the Fellowship's views about the future of the Hall.

IR explained that the GPCA Committee was being depleted; JP had resigned from the role as Treasurer and AT wished to give up as Secretary. As PW had said, the Committee needed more control over the Newsletter contents. SL said that, due to a lack of deliverers, 1000 homes were not receiving the Newsletter.

IR circulated the provisional accounts for 2002/03 and pointed out that GPCA income had gone down by around £3.5K each year for the last 2 to 3 years; bar takings were down from £17K to £10K and Hall takings were down from nearly £16K to £12K over the same period; the loss of the shopping centre car park for Car Boot Sales would mean a loss of £4K p.a. income. Maintenance costs were low, less than £2K per annum since he did a lot of the work himself, although £4K had been spent in the last year on refurbishing the snug bar. IE said that bar takings were down because the Hall was booked for Children's parties, on the first-come-first-served policy. He asked where the Hall was advertised other than the Newsletter.

PW said his sources agreed that it was difficult to get volunteers, particularly for roles such as Treasurer. Other organisations pay fees of up to £1K and he knew of someone who would act as Treasurer for £600 p.a. IW doubted the GPCA had the resources at present and added that Charity Trustees could not be paid for their work. IE asked why the GPCA was a Charity; was there any benefit? IR said this was limited. IW said that the WAVES had sent details of a couple of people wishing to volunteer but neither lived in Goldsworth Park.

PW agreed that the GPCA needed more "bodies" and the Lakeside proposal did offer this. TB said that the GPCA could not accept the proposal at any price; he was concerned about the proposal to "take over the day-to-day running of the Hall and key positions in the GPCA". IFR said that this was contradicted by the next line - "not change the informal relationship with the GPCA". He thought that some of the ideas were good but, as it stood, it was not a practical proposition. PW said that he had canvassed the local Councillors and they would not agree to a significant change of use and management of the Hall. PW thought that 60/40 usage might be appropriate and he suggested that 3 of the Committee met 3 people from the Lakeside fellowship to discuss the proposal. IW said that the Committee would have to agree parameters first. IE thought it had been unwise of IR to discuss possible changes with Sally Elder of WBC as it could give the impression that the GPCA was in trouble; IR did not think that the situation had been misrepresented.

IE suggested that 2 or 3 members of the Fellowship should be invited to join the Committee and see how the relationship develops and it was agreed that a formal response along these lines be sent.

There being no other business, the meeting ended.

**GOLDSWORTH PARK
COMMUNITY ASSOCIATION**

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

Mike Burns
Lakeside Christian Fellowship
17 Beaufort Road
Maybury
Woking
Surrey
GU22

Please reply to:
37 Willowmead Close,
Goldsworth Park,
Woking,
Surrey,
GU21 3DN.

Tel: 01483 714096

?? September 2003

Dear Mike,

Thank you for the document outlining the Lakeside Christian Fellowship's proposals for future running of the Community Hall at Goldwater Lodge. I apologise for the delay in replying but the Committee had to consider these proposals in detail.

The Committee feels that, in their present form, the proposals for managing the Hall are too radical, involving more of take over than a co-operative relationship. However, the Committee recognises the value of many of the initiatives in the proposal and would like to invite two or three representatives from the Fellowship to join the Committee and jointly work on how these initiatives can be progressed.

Perhaps you would let me know the views of the Fellowship on this suggestion.

Yours sincerely,



Ian Rickard
Chairman

GOLDSWORTH PARK COMMUNITY ASSOCIATION

MINUTES OF THE MEETING HELD ON 19TH ^{September 2003} OCTOBER 1997

Present: Tony Burgoyne, John Green, Sharon Lawrence, Ian Rickard, Irene Watson, Peter Winter.

Guests: John Ashcroft, Clive Walker

John Green.

Apologies: Ann Taylor.

1. OPENING

IR opened the meeting at 7.35 pm.

SPECIAL ITEM

PW introduced JA and CW who publish the Newsletter and had come to meet the Committee and describe the new arrangements. CW sells the advertising and JA puts the Newsletter together using material from P&JW and other sources.

JA explained that production had changed hands a few times since Merlin print ceased trading. John Kearney had put a lot of effort into developing the Newsletter and JA had been involved in its design. By then, advertising had dwindled, due to irregular publishing dates, and the Newsletter was down from 16 pages to 8. CW worked hard to re-establish relationships with advertisers and offered free advertising to get the larger advertisers back. He explained that a 1-page advertisement pays for 2 pages of editorial whereas a page of smaller advertisements pays for less editorial space. The aim is for 50% editorial and 50% advertising. He has been successful in his efforts and, with Newsletter content being focussed on items of specific interest for residents of Goldsworth Park, advertisers are seeing results and buying more space.

The Newsletter is not making a profit yet but, when it does, the money will be invested in improvements. There will be more colour, more pictures and more editorial of interest to residents. Articles from residents are encouraged but it is difficult to get regular contributions. JA highlighted the contributions from a young resident who has submitted a number of very interesting and relevant articles. IR suggested the appropriate person to contact at the Police for their input.

There was discussion about the relationship between P&JW, the GPCA's editors and the publishers. There will be twice-monthly editorial meetings to agree content and priorities. P&JW will send materials as they receive them, rather than wait for the last date, as this will enable JA to arrange for appropriate pictures and additional features. Examples of how pictures improve the Newsletter, e.g. the warehouse development and the proposed extension to Waitrose, were mentioned.

The problem of additional leaflets was discussed; this was a misunderstanding and will not happen again.

It was hoped to have the agreement between the GPCA and publishers signed shortly.

2. MINUTE OF THE LAST MEETING

The minutes of the special meeting on 7th August 2003 were agreed and IR authorised to send the letter to the Lakeside Christian Fellowship.

3. MATTERS ARISING

All matters arising were dealt with under the appropriate agenda item.

4. MISCELLANEOUS CORRESPONDENCE

None.

5. ENTERTAINMENTS REPORT

Children's Christmas Party (06.12.03).

SL agreed to manage the publicity and sell tickets. PW has put a "watch this space" note in the October Newsletter. IW will find out if Brooklands College can manage the party, as she will not be available.

6. TREASURERS REPORT

IR reported that he had discovered unpaid bills amounting to £3,500.00 amongst the papers. He described the difficulties he had experienced in transferring funds from the deposit to the current account in order to pay outstanding bills from Woking Borough Council and the bar suppliers.

7. HALL MANAGER'S REPORT

Hall bookings are going well and bar bookings are up.

8. BAR MANAGER'S REPORT

None.

9. ANY OTHER BUSINESS

- a) PW asked if any thought had been given to the idea of a paid Treasurer, as he was concerned about one person acting as Chairman and Treasurer. IW expressed concern about the cost at a time when the GPCA's income was down. PW thought that this was an area where the Fellowship could assist, if they were willing.
- b) The annual Remembrance Day Service will be on Sunday, 9th November 2003; TB will lay the wreath on behalf of the GPCA.

10. There being no other business, the meeting ended at 8.45 pm.

**GOLDSWORTH PARK COMMUNITY ASSOCIATION
MINUTES OF MEETING HELD ON 9th OCTOBER 2003
AT GOLDWATER LODGE, GOLDSWORTH PARK.**

Present; Ian F. Rickard, Irene Watson, Tony Burgoyne, Peter Winter, John Green,
Ann Taylor, Sharon Laurence, Maureen Quinton, Mike Burns

Apologies:

*AGM Apologies
head word.
Solicitor*

1. OPENING

1.1 IFR opened the meeting at 7.35pm.

2. MINUTES OF THE LAST MEETING

2.1. The minutes of the last meeting were agreed. ✓

3. MATTERS ARISING

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

4. MISCELLANEOUS CORRESPONDENCE

4.1 Any miscellaneous correspondence was dealt with under any other business.

5. ENTERTAINMENTS REPORT-Party in the Park 2003

5.1 The childrens' Christmas party has been changed to 13th December as the teacher from the college is unavailable for the 6th. The hall is free for that day and PW will be Father Xmas, with Jean doing the food. An entertainer has yet to be confirmed.

*Entertainer Booked.
Advertising. left
out of AGM News.*

5.2 The Lake Working Party held a meeting on Tuesday.

5.3 The football club will go ahead with matches on Gala Day 3rd July 2004. Also the fair will be there. The bar will be required.

*Tong Blair Church
Re Christmas Party.*



6. TREASURERS REPORT

- 6.1 The treasurer's report was presented by IFR but no paper work was available. It was stated that there is £3,300 in the deposit account. WBC has been paid and there is currently £1600 in the cash account and £3,000 in the current account. IFR found lots of bar bills that had not been paid, some have now been paid and the rest will follow.

7. HALL MANAGERS REPORT

- 7.1 Bookings for October have been good with five large bars. Photographs are needed for the advert.

8. BAR MANAGERS REPORT.

- 8.1 Everything going well.

9. ANY OTHER BUSINESS

- 9.1 TB thanked the editor of the Goldsworth Park Newsletter for giving such a nice report about the visit of the children from Chernobyl. Rosie has delivered newsletters to Lakeview. A letter was received from a tenant about playground maintenance. WBC is responding to this. The shop on Sythwood now takes newsletters to give out. More helpers needed to deliver.
- 9.2 WBC have employed a traffic team to do a consultation on taxis in Woking. There has been some trouble with unlicensed cabs.
- 9.3 There was a discussion with Mike Burns and Maureen Quinton from the Lakeside Fellowship during which it was stated that a takeover of the hall was not intended but it could be beneficial to the community for the church to be having a more permanent use of the hall. It was agreed that a drop-in type centre, manned by members of the fellowship on a daily basis, would be good way of doing this. The committee agreed that the Snug Bar could be opened as a coffee bar serving good coffee as a trial and if this is successful further discussions would take place. Some alterations may be needed in the long term.

10. The meeting closed at 9pm.

The next meeting is on 20th November 2003. at 37 WILLOWMEAD CLOSE 7.30pm

AGM ¹⁷ M. Burns, Banfont Road GU22 8BY

Cooperation with Church - for AGM

Way Forward ~~to~~ Note from M.B.

GOLDSWORTH PARK COMMUNITY ASSOCIATION

MINUTES OF THE ANNUAL GENERAL MEETING HELD ON FRIDAY 21st NOVEMBER 2003

Present:

- Committee

Ian Rickard
Peter Winter
Ann Taylor
Irene Watson

Chairman
Vice Chairman
Secretary
Committee Member

- Guests:

Ian Eastwood
Bryan Cross
Diana Landon
Elizabeth Compton
Margaret Hill
Jo Wilkinson
Gary Fellows
Gareth Morgan

Woking Borough Councillor & Licencee
Woking Borough Councillor
Woking Borough Councillor
Surrey County Councillor
Surrey County Councillor
Strollers
Surrey Police
Surrey Police

- Residents

Jean Winter
John Green
Richard Compton
Joan Coles
Peggy Collins
Aenne Hayman
Roger Hayman
Gladys Crook
Gordon Bowerman
Chris Martin
Deborah Buckler
Patricia Williams
Eileen Harket

Goldsworth Care
Goldsworth Care
Lakeside Christian Fellowship
Lakeside Christian Fellowship

Apologies for absence:

Tony Burgoyne
Geoff Smith
Rosie Sharpley
Sally Elder
Geoff Ward
Robert Cook
John Ashcroft

Committee Member
Woking Borough Councillor
Woking Borough Councillor
Woking Borough Council
Woking Borough Council
Solicitor
Knaphill Print

1. WELCOME & OPENING

The Chairman opened the meeting at 7.40pm and welcomed residents and guests to the Annual General Meeting. He commented that the number of people attending appeared a little down on last year and regretted the absence of any officers from Woking Borough Council.

2. MINUTES OF THE 2002 ANNUAL GENERAL MEETING

The minutes of the AGM held on 22nd November 2002 were agreed.

3. MATTERS ARISING

There were no matters arising

4. CHAIRMAN'S REPORT

- 4.1 The Hall Manager, Alison Armstrong, has continued to perform well both in terms of the general management of the hall and achieving new bookings. Alison and Michael Armstrong continue to undertake the cleaning in conjunction with locking/unlocking the Hall. The arrangement by which long-term hirers are provided with a key, to reduce the number of visits for unlocking and locking, continues to work well. Regular bookings have remained good with a high level of utilisation on all days of the week. Occasional bookings, parties, weddings etc, are again down in the last year leading to a further reduction of nearly £5,000 in our income for the year. This reduction, following on from the reduction of £10,000 last year (2001-2) means our income is down to 2/3 of what it has been for the preceding years. We will concentrate on trying to improve this situation in the New Year.
- 4.2 We were very pleased to have Sharon Lawrence, John Bray and John Green attending the committee during this year. Unfortunately our treasurer, John Perry, was affected by a serious stomach condition in May that caused him to spend some time in hospital. I am pleased to inform you that John has recovered well but following his period in hospital has moved to Farnborough and is unable to resume his duties as treasurer. The Chairman explained that he had also been acting as Treasurer since May.
- 4.3 The good working relationship our neighbours Careroom Ltd. (Toad Hall) have continued throughout the year. The only problem of note has been the number of rats seen in the service yard. This is not a problem caused by either Careroom or the GPCA but the effect of an explosion of the rat population round the lake. Woking Borough Council are taking steps to control the problem.
- 4.4 With regard to the Hall the year as been quite and we have not undertaken any significant developments. The water heater in the bar area failed and had to be replaced which involved a significant amount of work. Unfortunately, two panes of the double-glazing in the porch were broken by vandals during the year incurring a replacement cost of some £230. The hot water urn and the fridge in the kitchen have also been replaced. The intruder alarm is still in need of complete replacement.
- 4.5 Yet again I must report that no progress has been made on finalising the lease of the Hall with Woking Borough Council (WBC). Formally, this had been put on hold so that the revised lease could fully reflect the situation when the extensions were completed. This is not entirely negative, as it has allowed all concerned to establish that the new arrangements for maintenance are working properly. I am glad to report that they are, and this has led to a useful reduction in the costs we pay for maintenance. When we do return to the lease, there will still be the issue of the new clauses in the lease potentially giving WBC a veto

over some aspects of the management of the Hall. Sally Elder has stated that the Members require these clauses, but the GPCA Committee has rejected them. So we still have things to resolve.

We have an agreement with the Council that allows the GPCA to refuse to accept responsibility for all aspects of the drainage until it can be demonstrated that they have been functioning correctly for one year and, so far, this has not been the case.

- 4.6 From December 2002, Roy Slater undertook year production of the Newsletter. This role has now passed to John Ashcroft. Clive Walker of Knaphill Print continued to manage the advertising revenue. Although we were able to increase the size of the publication to 12 pages in March and April, lack of advertising revenue has again reduced the size to 8 pages during the rest of the year. Sharon Lawrence continued to act as the main distributor until October. I would like to thank her for the efforts she has made to recruit new deliverers and the resulting increase in circulation. I would also like to thank Jean and Peter Winter, the editors, for their efforts.
- 4.7 One of our major concerns this year has been the loss of income from the car boot sales. The first sale of the year took place as normal but was followed by the announcement that Waitrose would, as an experiment, open on bank holiday Mondays. On the second bank holiday Monday the GPCA ran a car boot sale on half the car park area normally used. The result as expected was a £500 reduction in the in funds raised. On the third and four bank holidays no car boot sales were run. Unless a more satisfactory arrangement can be agreed with Waitrose it seems likely that only the Easter car boot sale (when the store cannot open) will be held in future. The loss of some £4,000.00 in income is greatly regretted.
- 4.8 Our other major problem this year was with our insurance company, Cornhill. Third party liability insurance is essential for the running of the Hall and particularly for any external events such as the car boot sales and the "Party in the Park". At renewal time in May, our insurers maintained that the GPCA was liable for a claim made in connection with the Party in the Park in 2001. On the basis of this, our premium was to be increased to over £4000.00. This is a sum that we simply cannot afford and is unjustified, as the GPCA had no responsibility regarding the claim. Communication with the Insurer was very difficult and as a result the GPCA had no insurance for a period of time. This led to cancellation of the Party in the Park and to severe restrictions on the use of the Hall. I am pleased to report that we finally managed to convince the insurers that the claim was nothing to do with the GPCA and insurance has been renewed at a cost of some £2,000.00 for the year. I do wish to comment that we had been reporting the facts of the situation to the insurers for over a year prior to this happening. It appears that the situation arose purely due to the incompetence of the insurers staff and there lack of will even to properly consider the arguments being put forward.
- 4.9 The management of the lake and the surrounding area has continued to make progress. The Goldsworth Park Lake and Recreation Ground Users Group has continued to meet and a number of meetings with interested parties have taken place at the Lake. The work to provide a slipway for boat launching has been completed. Unfortunately progress has been very slow in creating disabled access to the lake. In October WBC mounted an exhibition of the present proposals. It is hoped these can be completed by April 2004. Once again, progress on the provision of improved facilities for the football club and public toilets have not made progress. Renewed interest by Council Members in the options for relocating the Sea Cadets to this area may provide an opportunity to address these problems.
- 4.10 The Chairman ended his report by thanking everyone who had helped with the work of the GPCA during the year and mentioned particularly:-

- Peter and Jean Winter, for their unstinting support particularly by preparation of the Newsletter.
- Royer Slater, John Ashcroft and Clive Walker for production of the newsletter.
- Arthur & Rene Harmour, for continuing to run the Senior Citizens Bingo.
- Ian Eastwood, for running the bar.
- Alison and Michael Armstrong, Hall Manager and Caretaker.
- The Newsletter deliverers, who go out in all weathers to keep residents in touch.
- Committee Members for their efforts.
- Robert Cook, our longsuffering solicitor
- Damian Grimshaw, our auditor.

5. TREASURER'S REPORT

During the 12 months period from 1st July 2002 to 30th June 2003, the GPCA made a loss on paper of £4,566.97. This compares with a profit last year of £407.07. Taking into account the repayment of the loan for the hall extension, the GPCA had just about broken even.

The accounts will be audited and approved.

The Association continues to maintain a reasonably sound financial basis.

6. ENTERTAINMENTS REPORT

- 6.1 The annual Children's Christmas Party was held on 7th December 2002 with about 30 guests who all had a good time. The entertainment was provided by Magic with a Twist and Father Christmas made his annual visit.

Last year, the Christmas Party had been in doubt as there were no Committee members with relevant qualifications and experience. However, staff and students from the Early Years Department at Brooklands College in Weybridge ran the party for the GPCA, providing the necessary expertise, organising games and all the food and presents. This benefited both the GPCA and the students. Our thanks are extended to the staff and students from Brooklands College for their efforts.

- 6.3 As the Chairman explained, The Party in the Park 2002 was cancelled and I do not know whether we will hold such an event again in the future

7. NEWSLETTER EDITOR'S REPORT

The newsletter Editor reported on the problems that the GPCA had experienced over the past year with ensuring that the material that the GPCA submitted appeared in the Newsletter. The arrangements had now changed and the "middleman" was no longer involved. The GPCA now communicates directly with Clive Walker of Knaphill Print, the publishers and most material is submitted via e-mail. John Ashcroft sources the advertising that pays for publication. The aim is for a regular 12-page publication rising to 16 when advertising permits. A 12-page publication has not been possible since May but advertising revenue is rising again and the next issue will be 12 pages. Residents might have noticed articles by a local teenage girl, writing about issues of concern to people of all ages. More articles from residents would be welcome and Clive Walker would interview residents who were nervous about writing an article. The Police have promised a regular column, focussed on Goldsworth Park issues, and contributions from Goldsworth Park Councillors would be helpful.

There is still a shortage of deliverers in some areas and volunteers would be welcomed.

8 ELECTION OF OFFICERS AND COMMITTEE

- 8.1 The Chairman reminded the meeting of the resignation of the Treasurer and reported that the Secretary also wished to step down.

Nominations were received for the following positions:-

Chairman	Ian Rickard	nominated by Ian Eastwood seconded by Diana Landon
Vice Chairman	Peter Winter	nominated by Ian Rickard seconded by Jo Wilkinson

The position of Treasurer would be left open for the time being but there were proposals that would be mentioned later that might resolve the situation. It was important that whoever took this position was well known to the Committee and able to operate the accounting system.

Ann Taylor agreed to continue as Secretary until such time as replacement could be found.

Committee	Tony Burgoyne
	Irene Watson
	John Bray
	John Green

All were elected unanimously.

- 8.2 The Chairman reminded the meeting that Committee Meetings were held on the 2nd Thursday of each month at 7.30pm in the Snug Bar; residents are welcome to attend.
- 8.3 Robert Cook was appointed as Solicitor and Damian Grimshaw as Auditor for the ensuing year.

9. ANY OTHER BUSINESS

- 9.1 Before throwing the meeting open to questions, the Chairman provided details of proposal by the Lakeside Christian Fellowship to work with the GPCA to make greater use of the Hall and its' facilities. The proposal is run a coffee shop in the Snug Bar, selling soft drinks and pre-packaged snacks, as a drop-in venue for people at that end of the lake where there would be someone to talk to and for, say, mothers taking children to the play area who needed a toilet. It would be open on a couple of evenings each week specifically for young people. He referred to a recent meeting with Surrey CC Youth Team at which the lack of facilities for young people was mentioned and added that many young people do not want to be organised but need somewhere to "hang out". The proposal was generally welcomed.

- 9.2 Diana Landon [Woking Borough Councillor] welcomed the idea of providing a meeting place for young people and asked if the coffee bar would be open to people of all ages, as many people walked round the lake and would welcome a place for a cup of tea and a sit down.

The Chairman reassured her that the proposal was to provide a place for people of all ages during the day and for young people a couple of evenings a week.

- 9.3 Diana Landon [Woking Borough Councillor] referred to the problem of rats and said that she thought that there were more this year.

Ian Eastwood [Woking Borough Councillor] explained that Woking Borough Council had now put traps down but these had to be sited very carefully so that children, pets and other wildlife could not get at the poison.

Patricia Williams, resident, commented that the visible rat population seemed to have decreased recently.

- 9.4 John Green, resident, asked about had happened to the coffee shop that used to be in the building next door.

The Chairman explained that the coffee shop had been operated by the previous tenants of that part of the building, and that the space was now a day care nursery.

- 9.5 Deborah Buckler, resident, commented that she had lived in Goldsworth Park for three years but until she moved to Tresillian Way recently, she had not received a copy of the Newsletter. There was no deliverer for Venton Way and surrounding roads. Joan Coles said that she lived in Horsell but collected a copy of the Newsletter from Forbouys Newsagents.

Peter Winter, Newsletter Editor, said that copies of the Newsletter were also available in the Hospice Shop and the Doctor's waiting area, and now were available in the Tracious Close general store. In order to improve coverage in the Lakeview Estate, Gareth Morgan, Police Community Support Officer, offered to approach the Neighbourhood Watch Coordinators.

- 9.5 Eileen Harket, resident, expressed concern about cars ignoring the car park and driving on the footpath to the hockey club, causing a danger to dog walkers and people with children. Ian Eastwood [Woking Borough Councillor] said that this was breach of the planning permission and that he would take it up directly with the Hockey Club.

- 9.6 Jo Wilkinson, representing Strollers, expressed concern about the quantity of fallen leaves on the ground between Strollers and the shopping area, passed the Church; with the recent rain, they were very slippery presenting a danger to the elderly and disabled. She asked if Woking Borough Council could get their contractors to clear them.

Ian Eastwood [Woking Borough Councillor] said that he would take it up with Mark Tabener, WBC Community Liaison Officer, but that some of the affected land might be the responsibility of the Goldsworth Park Centre owners/managers.

- 9.7 Ann Taylor, Committee Member, said that the footpath from Brockhill to the shopping centre was also covered with wet leaves and this path was also used by many elderly people. Even the electric buggies found it hard to get a grip on the leaves.

Brian Cross [Woking Borough Councillor] said that he would be meeting Mark Tabener, WBC Community Liaison Officer, next week to discuss this path. There were problems with the camber and a handrail was needed. He would raise the issue of wet leaves as well.

- 9.8 Eileen Harket, resident, raised two issues concerning the footpath around the playing field. Firstly, the paths were overgrown with brambles making passage very difficult and, secondly, would it be possible to install some sort of "perches" next to the path on which the elderly could take a rest.

The Chairman said that cutting back the brambles was the responsibility of WBC Contractors. Aenne Hayman, resident, said that she had received a good response whenever she had called WBC about overgrown footpaths. The question of seats was more difficult; although it was thought that WBC had some spare benches, these often attracted gatherings of young people and the benches were subject to vandalism. Eileen Harket suggested that "perches" similar to those on Horsell Common, were installed as they were of very basic construction that did not encourage people to sit too long. Diana Landon [Woking Borough Councillor] endorsed the suggestion. The Police should be consulted about location and whether it would attract undesirable elements.

Diana Landon [Woking Borough Councillor] said that residents could call the contractors, SERCO, direct and she would arrange for the telephone number to be published in the Newsletter.

- 9.9 Peggy Collins, resident, raised the problem of motorbikes using the footpaths, particularly Langman's Lane, from Waitrose over the canal. She had mentioned it to the Police but the problem continued. She thought it could be pizza deliveries.

Gary Fellows, Surrey Police, asked if there was a pattern to the nuisance since this would make it easier to find the offenders. He would speak to the pizza shop manager anyway. He was asked to raise the issue of the pizza deliverers parking their bikes on the footpath and the van delivering supplies. The planning permission for the shop specified parking in the car park.

- 9.10 Aenne Hayman resident, raised concerns about motorised scooters being ridden on the pavements in The Fieldings and The Goldings. They had also been seen being used on footpaths and around the lake.

Gary Fellows again asked for the pattern of the nuisance, as this would make it possible to target the area at the appropriate time. He asked about the age of the riders; in The Fieldings and Goldings, it was mainly teenagers but in other areas, much older people had been seen. Ian Eastwood, [Woking Borough Councillor] reinforced the point that residents must keep records of times and descriptions of people to enable the Police and Council take action.

- 9.11 Peter Winter, Vice Chairman, raised three questions on behalf of Stewart Hicks, a resident who was unable to attend:

- (i) What is the procedure for getting graffiti removed since the Council will only remove racist graffiti?

Gareth Morgan, Police Community Support Officer, said that graffiti could be considered as criminal damage. If the graffiti is on Council property, then they will clean it; if on private property, it is up to the property owners. For example, Surrey CC is responsible for cleaning up the recent spate of graffiti at Lakers Youth Centre. However, it should be reported to the Police, who will photograph the graffiti and try to identify the perpetrators through their "tags". Often, they will know who it is and, if not, will visit schools in an effort to identify them. ✓

Peggy Collins, resident, asked what would happen to the culprits, if caught. Gary Fellows, Surrey Police, said that this would depend on their age, previous record and the amount of damage. They could be fined or ordered to do community service, which could include cleaning off graffiti. ✓

- (ii) What is the correct procedure for reporting untaxed and abandoned vehicles?

Gary Fellows, Surrey Police, said that they should be reported to the Police who would trace the last registered keeper. Untaxed vehicles are the responsibility of the DVLA. ✓

- (iii) What are the e-mail addresses of the Goldsworth Park Beat Officers? ✓

These will be published in the Newsletter with the regular Police column.

- 9.12 There being no further business, the Chairman closed the meeting at 9.00pm.

Cash Flow Year to date
01/07/02 Through 30/06/03 (in Pounds)

Category Description	01/07/02- 30/06/03
INFLOWS	
Bank Int-charge	208.76
Bar Income:	
Bookings	1,061.75
Takings	9,865.78
	<hr/>
TOTAL Bar Income	10,927.53
Charity (Recieved)	200.00
Hall Income:	
Bookings	12,507.27
	<hr/>
TOTAL Hall Income	12,507.27
Social:	
Car Boot	2,417.58
Kids Party	-144.69
Party In The Park 2002	375.82
Party In The Park 2003	-194.50
	<hr/>
TOTAL Social	2,454.21
FROM Bar Stock	5,196.33
FROM Client Deposits	50.00
	<hr/>
TOTAL INFLOWS	31,544.10
OUTFLOWS	
Bar Expenses:	
Cleaning	-180.00
Stock Deduction	6,252.19
Sundry	90.55
Wages	1,792.19
	<hr/>
TOTAL Bar Expenses	7,954.93
Charity	38.50
Hall Expenses:	
Cleaning	2,802.75
Cleaning Excess	600.00
Cleaning Mat.	225.76
Electricity	1,197.21
Locking Up	1,645.00
Maintenance	5,285.85
Manager	1,680.00
Rates	391.32
Rent	423.00
Sundry	853.80
Telephone	214.47
	<hr/>
TOTAL Hall Expenses	15,319.16
Insurance	2,433.37
Miscellaneous Expense	5,000.00
Newsletter Dist	468.24
Stationery&Post	107.84
Sundry	100.00
TO Bar Stock	3,721.34
TO Client Deposits	50.00
	<hr/>
TOTAL OUTFLOWS	35,193.38
	<hr/>
OVERALL TOTAL	-3,649.28

Account Balances Report by Month

As of 30/06/03 (in Pounds)

Page 1

Acct	01/03/03 Balance	31/03/03 Balance	30/04/03 Balance	31/05/03 Balance	30/06/03 Balance
ASSETS					
Cash and Bank Accounts					
Barclays	2,550.48	5,364.21	5,708.61	6,235.05	6,347.62
Barclays BPA	8,210.76	8,210.76	8,256.80	8,256.80	8,295.40
GPCA Cash	1,061.77	926.87	976.09	2,585.51	2,257.14
TOTAL Cash and Bank Accounts	11,823.01	14,501.84	14,941.50	17,077.36	16,900.16
Other Assets					
Asset	253,670.80	253,670.80	253,670.80	253,670.80	253,670.80
Bar Stock	6,161.65	5,220.49	5,220.49	4,349.45	3,892.15
TOTAL Other Assets	259,832.45	258,891.29	258,891.29	258,020.25	257,562.95
TOTAL ASSETS	271,655.46	273,393.13	273,832.79	275,097.61	274,463.11
LIABILITIES					
Other Liabilities					
Client Deposits	250.00	200.00	200.00	200.00	200.00
TOTAL Other Liabilities	250.00	200.00	200.00	200.00	200.00
TOTAL LIABILITIES	250.00	200.00	200.00	200.00	200.00
OVERALL TOTAL	271,405.46	273,193.13	273,632.79	274,897.61	274,263.11

GPCA Cash Flow Report

01/04/03 Through 30/06/03 (in Pounds)

Page 1

Category Description	4/03	5/03	6/03	OVERALL TOTAL
INFLOWS				
Bank Int-charge	46.04	0.00	38.60	84.64
Bar Income	80.00	1,606.48	790.18	2,476.66
Charity (Recieved)	200.00	0.00	0.00	200.00
Hall Income	393.00	750.00	910.00	2,053.00
Social	100.00	1,337.50	-175.00	1,262.50
TOTAL INFLOWS	819.04	3,693.98	1,563.78	6,076.80
OUTFLOWS				
Bar Expenses	-10.00	1,431.44	760.91	2,182.35
Hall Expenses	349.54	873.52	1,337.37	2,560.43
Newsletter Dist	0.00	120.00	0.00	120.00
Stationery&Post	39.84	4.20	0.00	44.04
Sundry	0.00	0.00	100.00	100.00
TOTAL OUTFLOWS	379.38	2,429.16	2,198.28	5,006.82

Independent Examiner's Report on the Accounts

CC57(b)

Receipts and Payment Accounts

Report to the trustees/members of

ROADSWORTH PARK COMMUNITY ASSOCIATION.

Registered charity number
(optional)

2 8 7 6 8 4

On accounts for the year ended

3 0 0 6 0 2

Set out on pages

Respective responsibilities of
trustees and examiner

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act, whether particular matters have come to my attention.

Basis of independent examiner's
report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's
statement

In connection with my examination, no matter has come to my attention (other than that disclosed overleaf*):

(1) which gives me reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with section 41 of the Act; and
- to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in brackets if they do not apply.

Signed

D. Grimshaw

Date

May 2004

Name

DAMIAN GRIMSHAW

Relevant professional qualification
or body (if any)

Address

36 NORTHWOOD AVENUE
KNATHILL
DORKING
SURREY GU24 2ET.

**GOLDSWORTH PARK COMMUNITY ASSOCIATION
MINUTES OF MEETING HELD ON 20th NOVEMBER 2003
AT WILLOWMEAD CLOSE, GOLDSWORTH PARK.**

Present; Ian F. Rickard, Irene Watson, Peter Winter, Ann Taylor, Mike Burns

Ronan Evans
Rebecca Evans

Apologies: Tony Burgoyne, John Green

1. OPENING

1.1 IFR opened the meeting at 7.50pm.

2. MINUTES OF THE LAST MEETING

2.1. The minutes of the last meeting were agreed.

3. MATTERS ARISING

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

4. MISCELLANEOUS CORRESPONDENCE

4.1 Any miscellaneous correspondence was dealt with under any other business.

5. ENTERTAINMENTS REPORT-Children's Xmas Party.

5.1 An entertainer has been booked. There was a lack of advertising due to the loss of paperwork, so PW contacted the printer with new advert and the newsletter will come out earlier than usual. Phil the Flower man has a new noticeboard near his stall with the party advert

6. TREASURERS REPORT

6.1 There was no report due to pressure of work.

7. HALL MANAGERS REPORT

7.1 No hall manager's report but there aren't any problems.

Fire Blance,
good -

8. BAR MANAGERS REPORT.

8.1 No report.

9. ANY OTHER BUSINESS

9.1 The AGM is tomorrow 21st November 2003. No nominations were received.

10. The meeting closed at 9pm.

11. The next meeting is on Thursday 11th December 2003.

Hall Manager → Advertising in Newsletter. See where from.

Report

Letter to regular bus stop

**GOLDSWORTH PARK COMMUNITY ASSOCIATION
MINUTES OF MEETING HELD ON 11th DECEMBER 2003
AT GOLDWATER LODGE, GOLDSWORTH PARK.**

Present: Ian F. Rickard, Irene Watson, Peter Winter, Ann Taylor, John Green,
Deborah Buckler, Darren Evans.

Apologies:

1. OPENING

1.1 IFR opened the meeting at 7.40pm. ✓

2. MINUTES OF THE LAST MEETING

2.1. The minutes of the last meeting were agreed.

3. MATTERS ARISING

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

4. MISCELLANEOUS CORRESPONDENCE

4.1 Any miscellaneous correspondence was dealt with under any other business.

5. ENTERTAINMENTS REPORT-Children's Xmas Party - 13th Dec. 2003

5.1 There has been 21 confirmed bookings for the children's christmas party with four to pay on the day. A teacher and five students from Brooklands College will be attending to do the games and help look after the children. An entertainer and Father Christmas will be coming. The College would like a press release to show what they do.

6. TREASURERS REPORT

6.1 An apology was given for no printed report. All bills are paid up to date with reasonable bars last month.

7. HALL MANAGERS REPORT

7.1 No report. IFR reported that the fire alarm was set off in the kitchen of Toadhall and the gas man found a leak next day in corroded pipes which was responsible. We need fresh up to date advertising for hiring of the halls.

7.2 PW - This is the second time that we have not had a written report. We must have reports for the files. We also need to know in advance on bookings so that a bigger advert can be placed in the newsletter.

P.T.O.

8. BAR MANAGERS REPORT.

8.1 No report. Everything fine.

9. ANY OTHER BUSINESS

9.1 PW reported that advertising in the newsletter was going up. In the future there could be up to sixteen pages, adverts permitting. Some people have been asking about car boot sales. The loss has seriously affected GPCA income. We must see if we can do a deal with Waitrose for Easter Monday. It might be better to go through the agents. Maybe it would be better to ask Waitrose how can we work together.
PW - I need to put something in the Newsletter. We will try to open one Easter Sunday but we need to talk to Waitrose again. IFR will contact Brian Cross.

10. The meeting closed at 8.30pm.

11. The next meeting is on Thursday 8th January 2004

Peter Correspondence

1) GP Newsletter - Bud Binding - apologies.

2) For Problem - lost a noose

3) Wheely Bins → Pilot area →

Road Show

4) Wheely Bins & Police.