

## **SANDY ACRES – MANAGEMENT COMMITTEE**

### **MEETING NOTES**

**Saturday 9<sup>th</sup> March 2024**

**Sandy Acres Campsite**

#### **Present**

Marian Fisher (Chair), Claire Jones, Paul Matthews, Ann Allaway, Neet Peddall, Pam Ingram, Eunice Conybeare (attending to do hours as part of her Gold Trefoil), Sharon Butcher

#### **Apologies**

Ray Matthews, Peter James, Jean Swetnam. Our thoughts and wishes were sent via Paul for Ray. Jean is out of QA and waiting on an operation in Brighton on 21/3/24 so we send her our love. Peter has a new Grandson congratulations.

#### **Minutes of the Last meeting**

These were agreed and signed by Marian Fisher as a true record of the last meeting.

#### **Matters Arising**

There were no matters arising. Showers are covered later in the meeting.

#### **Correspondence**

There is no new correspondence.

#### **Finance Report**

Ann has completed the accounts and they have been audited by Liz Linkins, Liz has given a suggestion to add a column so Ann will make the changes. Marian mentioned that this year so far bookings are down so we will not have the same income as last year. Claire asked what had been recorded under Health and Safety as she felt some of the items like trees should come under maintenance. Eunice also asked about the Trefoil Day as the Trefoil from her area had an event it was discussed this column was for events put on by Sandy Acres committee. Ann has agreed to add further columns for Trees, Septic Tank and will put any Trefoil events under the Trefoil column. Claire felt only the Hornet and wasps should be under Health and Safety.

The accounts were unable to be signed off and sent to the Charities Commission as we need the agreements of each of the Portsmouth Commissioners, and Jean Swetnam to agree them as well. Copies of the accounts summary will be attached to the minutes being sent to Jean and the Portsmouth Commissioners so they can

advise the Chairman that they are happy with them. The response from the commissioner of Portsmouth South has not been received at time of writing.

### **Bookings Secretary**

Bookings are down so far this year and some Leaders have all wanted the same weekend.

### **Maintenance Report**

Peter sent in a report that was shared with everyone prior to the meeting. Ladies showers can now be used. Leaders and men's showers are still waiting to be completed. So far the builder, Tim has been paid £1887.49. Discussion about when the campers showers can be worked on as DofE are booked 14-17 March, 22-24 March, again here in April and May. The wood cravings need to be treated as they should now be dried out and then positioned somewhere on site, discussion about near Badgers Lodge so everyone can see them. It was decided that they should be sited in the quiet area. **Action:- Wood Cravings to be displayed on site.**

### **Topics for Discussion**

Showers – covered above. Claire raised some of the seals have gone on the doors Ann to look at this and ask Tim, the builder to sort. Also about putting grab rails in both leaders and helpers showers.

Solar Panel – Ann is waiting for showers to be completed to see how much money is left. She still is looking at applying for a Grant but needs to have all the details as it is only a half hour call. She will wait till the showers are completed.

### **50<sup>th</sup> Anniversary**

The Portsmouth Divisions have the site booked on 24-26 May 2024. They have only had 270 takers not the 400 they thought they would get. Neet mentioned she had attended a meeting and they have talked about porta loos. (since the meeting Ann has sent an email round to explain about porta loos.) It was discussed that porta loos is a no for the site as we have eco toilets and others which should be ample. It was also mentioned that coaches are bringing the children, it was asked for the Portsmouth Division Commissioners to contact Marian as it is felt coaches will not fit down the lane. **Action:- Portsmouth Commissioners to make contact with Marian Fisher**

### **50<sup>th</sup> Souvenirs**

Claire provided a report which was shared prior to the meeting. Claire brought examples of the items she has purchased and will split down into packs to sell.

These were sun catchers, animals to stuffed animals, sewing kits, shrinkles, bubbles (thought will charge 20p for bubbles). Claire has labels to go on the items as well. It was agreed Claire will come back with suggestions of how much to charge for the items. The 50<sup>th</sup> Badges are now purchased and were at the meeting. Claire has made bookmarks and put in the cupboard. Pam to ask the ladies who knitted the animals if they would be willing to knit some more.

Pam suggested that at events someone should go and man the souvenir table as the Leaders are always busy. This was thought a good idea for the 50<sup>th</sup> Anniversary or other large events but not for the individual groups who hire the hall as it would be getting people available to do this. **Action:– packs to be made up and labelled**

### **Winners Badger competition**

Guide – 28<sup>th</sup> Portsmouth South – Sam Nichols.

Brownie – 2<sup>nd</sup> Farlington – Georga

A congratulations card, badge and gift voucher has been sent to the winners.

### **Cream Tea**

Currently there are only 10 applications, it is thought about another 14 has said they are coming to the event. Neet was asked to contact Scouting Parking Crew to see if they would be able to do the parking for this event. It was decided to wait to see how many people are attending before it is agreed about how we are supplying the food for this event. Marian had made an enquiry, but it was £20 a head. Entertainment for the event is sorted. A Celebration cake is arranged and will be made.

**Action:- decision near time for catering for this event, Neet to contact Scouts re parking.**

### **Septic Tank**

This has been emptied.

### **Health and Safety, Fire Safety and Risk Assessments**

All risk assessments are up to date.

### **Supporters Group**

Pam said that there are about 12 names on the list who have not paid this year, it was agreed at their meeting to remove these from the list after one more notification and stop sending details to them. **Action to remove unpaid names from list**

### **Any Other business**

Eunice is attending to complete her hours for her Gold Award she is working on through Trefoil. Eunice has suggested she would like to get photo albums so there is a history of Sandy Acres in them. It was suggested that Eunice makes contact with Jean Swetnam as she will have photos. It was agreed Eunice can buy the photo albums and claim the money back from Ann. **Action:- Eunice to purchase photo albums and make contact with Jean re photos.**

Claire raised about the old badges which are currently 50p about reducing them to 20p each this was agreed at the meeting.

Display Boards – Pam has these and it was asked if they can be available for 11 May at the Cream Tea.

Rosie Trout joined part of the meeting, she spoke about the collection was taken for Darryl and the family were discussing about what to put it towards and it was suggested about some benches at Sandy Acres, the meeting agreed to this and that the benches 4 or 5 would go round the campfire. Peter will make the benches.

Lodge Pack – Marian has made 2 new packs one is marked Lodge Pack.

Working Weekend – Dates agreed 27 and 28 April 2024.

### **Date and venue of next meeting**

The next meeting will be held on Saturday 29<sup>th</sup> June 2024 at 2pm.

Sandy Acres Management Committee Year Ending 31st December 2023

Receipts and Payments (Barclays Community Account)

Receipts

Portsmouth Brownies	1,473.00
Portsmouth Guides	997.00
Other Brownies	11,711.00
Other Guides	3,840.00
Scouts	1,396.00
Other Users	4,369.50
Sale of Souvenirs	1,120.45
Friends Sandy Acres	165.00
Legacy	0.00
R&B Day	0.00
Tree donations	0.00
Pamper Day	1,206.00
Guide Day	0.00
Trefoil Day	0.00
	<u>26,277.95</u>

Expenditure

Web site	207.50
Committee Expenses	51.44
Insurance	1,807.49
Electricity	7,999.73
Water	93.65
BT	0.00
BIFFA	565.55
Health and Safety	2,467.51
Souvenirs	895.94
Equipment	148.90
Building	300.93
Grass Cutting	250.00
Camp fire	0.00
Pamper day	702.96
Guide	0.00
Trefoil	0.00
Refund	90.00
Housekeeper	480.00
	<u>16,061.60</u>
Bank Balance Brought Forward from 31.12.2022	31,126.67
To CCLA	0.00
Balance at 31.12.2023	<u>41,343.02</u>

# Receipts and Payments (CCLA Account) Year Ending 31st December 2023

## Receipts

From Current account	0.00
<u>Interest</u>	329.93

## Expenditure

Transfer to current account	0.00
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CCLA Bank Balance Brought Forward from 31.12.2022	7,528.67
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Balance at 31.12.2023	<u>7,858.60</u>
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Sandy Acres Management Committee

## Statement of Assets and Liabilities Year Ending 31st December 2023

### Cash and Bank Balances

Cash in Hand	0.00
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Community Account Barclays 80706116	41,343.02
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CCLA Account	7,858.60
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Total of Bank Account Balances	<u>49,201.62</u>
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### Assets

Stamps and Stationery (Booking Secretary)	0.00
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Land and Buildings	600,000.00
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Capitalisation / Additions	0.00
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Souvenirs in Hand	900.00
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Total Assets (Assets plus Bank accounts)	<u>650,101.62</u>
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### Liabilities

Uncashed cheques	60.00
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Booking Secretary Expenses	
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Total Liabilities	<u>60.00</u>
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Balance Carried Forward	<u>650,101.62</u>
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The attached Receipts and Payments (and Statement of Assets and Liabilities) have been examined by myself and are in accordance with the books and vouchers. The receipts and payments as shown are, to the best of my knowledge, authorised transactions.

Signed: 

E.A. Linkins

19.02.24