

# SPSA EGM and monthly meeting

Thursday 25<sup>th</sup> May 2023

Present: Garry Peasley, Sinead Andrews, Nags Alam, Ami Thomson, Kayleigh Horne.

Apologies: Lucy Brinicombe, Louise Judd, Jaime Johnson, Emily Lemaire.

## 1. Minutes from the last meeting

- The constitution was circulated and will be discussed later.
- Bike night to be discussed later.
- Minutes approved.

## 2. Treasurer

- Kayleigh Horne has come forward to take over from Nags as treasurer. There will now be a handover period, with Kayleigh standing for election at the AGM in October.

## 3. Paperwork

- Constitution
  - Members are: Garry Peasley, Sinead Andrews, Nags Alam, Louise Judd, Emily Lemaire, Ami Thomson, Lucy Brinicombe, Kayleigh Horne.
  - All happy with it and it was signed by Garry.
- Charity commission
  - Sinead has been added to the Charity Commission.

## 4. Bike Night

- What is left to do
  - Garry has sorted a gazebo.
  - Bike Night Committee to borrow the SPSA one.
  - Signage – **ACTION: Garry** to look for the signs and see what we have / what we need. Directions/better directions, who we are, menus hanging up, badges for SPSA members.
  - **ACTION: Nags** to put together a menu and pricing and **Garry** to make up.
  - Trays are in the shed **ACTION: Garry** to check the condition as well as other kitchen utensils.
  - Check how recruitment is going.
- Food
  - Garry has contacted Bartletts. **ACTION: Nags** to phone.
  - Agreed to order 1200 burgers and 400 sausages.
  - To buy new condiments and water (and old stock to be found new homes)
  - Ice boxes for the cheese? and be kept by the BBQ. **ACTION: Garry** to see if we can get power from the Old School. Otherwise **ACTION: To source cool boxes.**
  - **ACTIONS: Nags** to source buns and find out their size.
    - **Nags** to get kitchen supplies (gloves, clothes etc) and water from Costco.
  - Need to source meat probes.
  - Need people to get food hygiene certificates.

- **ACTION: Garry** to find risk assessment for the BBQ and bring it to the next meeting.
- Runners to be added to the rota (for ice etc)
- Liability Insurance – **ACTIONS: Nags** to look at Parentkind insurance.
- We need an update before the next meeting **ACTION: Garry** to email the rota organisers for updates before the 6th June.
- **ACTION: Nags** to order two new Square devices for the helmet store and café. Need to find out who is on the rota at various times so we can set up the app to use the devices / training.

#### 5. Sports Day

- Can we purchase Rocket Lollies for the two Sports Days?
- **ACTION: Nags** to order them and to find cool boxes to store them in on the day. **Emily** to advise on how many are needed for each sports day.

#### 6. Newsletter

- The section looking for a treasurer can be removed and replaced with details of the new treasurer. Try to get it out as soon as we can.

#### 7. AOB

- More people to count money / countersign.
- The Tea-Towel invoice has been addressed to the school, but it should have been invoiced to the SPSA. In future it would be better if the school could pay for things, and we reimburse so that they can reclaim the VAT. Also, the money raised could have been paid directly to the SPSA (as the Charity) and we give it to the school.
- **ACTION: Nags** to reimburse Sinead for book tokens
- Next meeting: 6<sup>th</sup> June – this is the deadline for all actions.