



**SEPRA**

**Committee Meeting Minutes**

**Leek Rugby Club**

**7th June 2011 19.30**

## **Welcome and apologies for absence**

In attendance:

Alan Jones (AJ)  
Andrew Purcell (AP)  
Andy Harding (AH)  
Chris Wheeler (CW)  
Dave Crew (DC)  
Dave Kelsall (DK)  
Keith Hambleton (KH)  
Mike Stonard (MS)  
Peter Stokes (PS)

Apologies for absence were received from:

Andy Cope  
Jill Scott  
Stephen Wales

## **Minutes of 10th May meeting**

The minutes were approved as an accurate record of the meeting subject to a number of minor alterations to wording in the Website and Minor Items of Business sections.

*Action: AH make alterations to minutes.*

## **Newsletter**

It was agreed that the format and style of the newsletter could be improved and that this may improve the number of readers.

It was agreed that there should be a defined schedule for the newsletter and that there should be at least one issue per quarter.

AH offered to act as editor and a resident has offered to help with the layout and publishing.

A resident has offered to pay for an advert in the newsletter that would cover the costs incurred of printing in colour for at least four issues. It was further proposed that a single pilot issue could be trialled in colour to gauge response. However, it was agreed that it was too risky to move away from the current black and white printing arrangement that does not carry a cost to SEPRAs as there would be no certainty that this colour arrangement would still be available in the future.

It was proposed that a regular competition could feature in the newsletter and this would allow a measure of response. Prizes would be sponsored by local business with the Red Lion pub offering to sponsor the first prize.

It was proposed that the method of entry be by text message as there is software available to administer this free of charge. There were concerns that this may not get the best response from residents and that postal or web entry may be better. However, it was

agreed that a pilot of one competition would be tested using text message entry and the response measured.

*Action: MS to send content to AH for June newsletter.*

*Action: AH edit content and liaise with resident to complete the layout of the newsletter.*

It was agreed that more advertisers should be found to increase the revenue generated from the newsletter.

*Action: ALL try to find people willing to pay for an advert.*

## **Website**

The committee were sent a link to the proposed new website prior to the committee meeting and asked to review the content and offer their feedback at the meeting.

The feedback was very positive from those that had accessed the site with praise in areas such as the design and ease of use.

It was noted that the website still contained some typos and spelling mistakes.

*Action: DK let AH know about the errors he found so they can be corrected.*

The proposed layout of the Meet the Committee page proved controversial. It had been suggested that each committee member should have their name and photo together with some free text on the site. In the absence for support of this, it was agreed that only committee members names would appear.

*Action: AH edit Meet the Committee page as above.*

The content of material on the website which would be accessible by residents and non-residents also proved controversial. It was felt by many that residents should have access to the agm and committee meeting minutes, however, as there was no easy and cost effective way of restricting access to only residents the Chairman requested that the minutes should not be placed on the website.

*Action: AH remove minutes of meetings from Downloads page.*

It was agreed that a Paypal account should be opened to allow people to make donations via the website. This could also be used to take payment for adverts and social events.

*Action: AH to send Paypal login details to the Treasurer so that it can be tied to the bank account.*

It was confirmed that up to £40 this year and £60 in future years could be saved by terminating the existing hosting contract and moving the hosting to a committee members company.

It was agreed that after the above changes were made the new website should be made live. Before this could take place the domain name would need to be transferred to the new hosting company.

A discussion was started regarding the preference to use the stedwardspark.org domain or sepra.org.uk. No conclusion was reached.

*Action: MS to liaise with AC to arrange domain transfer.*

### **Chairman's Update**

It was agreed that the responses received from RedRow on the remaining outstanding site issues were less than satisfactory.

It was noted that RedRow do appear to have upheld the conditions of planning regarding the paved areas surrounding the Grade II listed buildings. However, it remains our view that the quality of the workmanship in these areas is questionable and if that may partly be the cause of the cracked paving flags.

It was agreed that the significant snagging items remaining are the deficit, the management of the woodland and the debt liabilities.

It remains to be confirmed that the railway will be responsible for maintaining the boundary along the lower woodland path.

It was agreed that our concerns regarding site liabilities should now be documented in a letter to the Redrow MD, Steve Morgan.

*Action: MS/AP to write letter to Steve Morgan.*

### **Date of next meeting**

The next meeting will be held on 12th July.