



Minutes of meeting 6th July 2006

- Present – Moira Faul, Helen Hempstead, Margaret Mason, Malcolm Macinnes, Chris Hall, Nina Burley, John Shaw, Rob and Sarah Whittaker, Kate Robbins,
- 1. Apologies – Pam Mansfield, Jon Mason, Doris Jones, Sandy Pearcey
- 2. /3. No matters arising from minutes of last meeting – Proposed: Chris
Seconded: Nina
Signed: Moira and Helen
- 4. Councillors report

John had just returned from a councillors meeting and the following were discussed:

- Graffiti was discussed as this is a significant issue.
- John explained the situation with regards to 193 May Street ('Tuppence a bite'); the owners submitted planning application for a café, but this was withdrawn as it was likely to be refused. The owners and the council are in discussion about what can be done with the building within the existing plans.
- Discussed the development plans for Churchill Way West allotment site; BCA agreed to open the hall for residents to view the plans before they are submitted on 24th July. John will email plans to committee members. John explained how the planning process worked and that the 24th July was not necessarily a final date for putting across views to the council about the development. The plans are open to the public after 24th July for consultation. Malcolm raised the issue of the open spaces money (money given by the developers to the council which can be spent in the local area); this can be discussed at a later date and is another opportunity for the community to get involved. However, Malcolm did make the point that the quicker this is discussed the better!
- Asked John about putting signs up in the local area, directing people to the hall.

5. Treasurers Report:

Moira has been unable to do the hand-over with Tim, but assured us that it would happen soon.

Those who agreed to be signatories for the bank (Chris, Kate and Jon) need to go into Lloyds TSB with personal ID and proof of address, so that the account can be up-dated and then be used.

6. Hall Management Report:

The leaky tap has been fixed.

Jon and Margaret in the process of sorting out big bag of keys

Decided that everyone who has a set of keys must sign a key contract; we must also keep a record of who has keys. Helen started a list and will oversee this.

Kate proposed that everyone who has a set of keys must sign for them. This was seconded by Chris.

The hedge behind the hall needs to be trimmed; Margaret and Jon have arranged a time that they will do this, so that the council do not have an opportunity to damage the hall building.

Margaret has arranged for the PAT testing to be done; will cost £40, including checking the fire extinguishers. Margaret will find out more about new fire safety regulations that could be coming out soon.

7. Secretary's Report:

Kate explained recent conversation with Chris Herries regarding the change in the terms of the lease of the hall (deed of variation); Moira proposed that we go with this option and Helen seconded it. Kate will ask Sandy Pearcey for a template for a basic business plan. Need to thank Sandy, for her help.

Decided that we will rotate the writing of minutes and charring meetings; Helen proposed this and Malcolm seconded it; all in agreement.

8. Disability and Mobility Co-ordinator /Booking Agent's report:

Discussed again the issue of booking agent's phone set up; Pam has kindly donated an answer phone to Chris to use as booking agent (Kate will send her a thank you card). Still too much money is being spent; Chris explained the situation. Discussed using the website as a way of booking the hall; Malcolm suggested that Chris log the time of calls and then treasurer can reimburse calls. Chris needs to leave a brief message that asks the caller to call back at a convenient time to Chris, so that phone bill be reduced. Decided that we would trial this until the next meeting.

Information on the BDBBC website and in the Gazette needs updating. Also discussed putting signs up for the hall, as a way of advertising it's existence to the community.

Discussed the pricing for block bookings; the current agreement and rates still stand:

- Mon – Sat 9 – 5 £12/hr
- Mon – Thurs 5 – 12 £14/hr
- Fri – Sat 5 – 12 £18/hr
- Sunday all day £10/hr (to midnight)

Discussed various ways of working out block booking discounts; some hindrances, such as there needs to be a 24hr slot every week for the floor to be cleaned. Decided that there would be a discount for block bookings, except on Saturday afternoons, which is prime-time party time! So the Turkish group would get a 25% discount for the time before 2pm, then it would revert back to normal rates. Sarah suggested that Moira come up with a policy and then email it around to everyone; we will need to get back to Moira very quickly with regards to this. Chris will then let the Turkish group now.

Maria Miller to do a surgery on 3rd August – good opportunity to have the Churchill Way allotment plans up for everyone to see.

9. Positions vacant – employment of caretaker/cleaner

Kate explained some of the paperwork that Sandy had sent her with regards to employing someone – some restrictions evident; discussed situation. We would need to employ Emily Hudson. Discussed what it is the BCA actually needs with regards to a cleaner – weekends, as well as weeks. Emily can only do weekday work. The BCA does have until September with the Shaw Trust and it is an arrangement that seems

to work at the moment. Discussed what it is that would be desirable in someone who could do the cleaning:

- Flexible
- Can actually clean!
- Communicate easily with Chris
- Ideally, hall should be cleaned after every use
- Trustworthy and reliable

At the moment there are certain things that the Shaw Trust need; Chris to come up with a list of equipment, which will then be bought, so the job can be done properly. Margaret has a schedule of cleaning duties which she can email around. Helen will let Emily know the situation with regards to the cleaning; this item will be on the agenda for the September meeting. Jon and Margaret will keep an eye on the cleaning.

10. Future Events

Helen has done loads of work in preparation for the picnic in the park; the insurance has been approved. Bouncy Castle costs £100; Punch and Judy show costs £50 for 25mins. Helen looking into getting sponsorship from local businesses; she will email a list of possible contacts to people for them to approach. There could be a raffle and a leaflet so that businesses could get advertising out of the event. There will also be lots of various games and possibly a quiz.

What has been difficult to set has been a budget – we can ask for donations, have buckets around for people to penny drop etc.

We will discuss further events at the next meeting.

11. A.O.B

Sarah and Rob Whittaker explained situation with the website and what they can offer; discussed starting afresh with a new BCA website, which would mean either paying a small monthly fee to a provider or using some of the council's free space. We all agreed that Rob and Sarah would take on the job of redesigning and keeping it up-to-date, which is fantastic! Sarah will work on having email addresses attached to the website as well as look into keeping an up-to-date diary on the site and maybe using it for bookings. Sarah will keep us informed via email.

Chris advised that Maria Miller wants to hold a clinic on 3rd August – discussed that this would be a good opportunity to display the planning boards.

Kate will email people who showed an interest at being on the committee, but have not actually been involved yet – Helen Green and Beth Foster initially.

Nina is keen to take on the role of Lottery agent, but at present Pam has to continue for legal reasons.

Chris will continue as the Gazette contact.

Organised who would man the hall on 18th July for the public to view the plans.

4 – 5 pm - Moira

5 – 6pm – Kate

6 – 7pm – Nina

5.30 – 6.30pm – Margaret

7 – 8pm – Helen

8 – 9pm Malcolm

Chris will come in during the evening.

12. Date of next meeting

Thursday 24th August at 7.30pm