



Minutes of Meeting 24th August 2006

1 Start of Meeting

1.1 Apologies

Helen Hempstead, Margaret Mason

1.2 Present

Sandy Pearcey, Chris Hall, Nina Burley, Kate Robbins, Moira Faul, Sarah Whittaker, Pam Mansfield, Malcolm Macinnes, Jon Mason

1.3 Chair

Nina Burley

2 Minutes of Last Meeting Agreed

The minutes of the last meeting were accepted by the committee. Proposed and signed by Moira, seconded by Nina. **Action: Kate as secretary is to keep all signed and agreed minutes.**

Sandy pointed out that the agreed minutes of the last meeting are to be signed by the chair of that meeting (not in black ink).

3 Matters Arising from These Minutes

There were no matters arising from the minutes of the last meeting.

4 Website Report

Sarah reported that the website had gone live. Various members of the committee said that they thought the website was very good.

Sarah suggested that an area could be added to see when the hall is free for bookings. **Action: Nina (as new booking agent) to have a look at the website and advise what she would like.**

Sarah asked the committee if they would like the committee meeting minutes to be put onto the website. The committee agreed. It was also suggested that the Development sub-committee minutes could be put onto the website, and Malcolm agreed this also. Sandy pointed out that only agreed minutes should be shown. **Action: Sarah to add agreed committee and sub-committee minutes to website.**

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Sarah is going to give Simon Brunger details of email addresses to setup. The committee asked for an appropriate one to be setup for bookings, e.g. bookings@brookvale.org.uk.

Action: Sarah to setup booking agent email address.

Sarah is to setup a BCA group email. It was proposed that a group of email of old BCA members also be setup, but instead Kate agreed to simply compile a list of their emails, to be used sparingly. Malcolm also requested a group email for the Development sub-committee. **Action Sarah to setup group email addresses for the BCA committee and Development sub-committee. Action: Kate to compile list of old BCA members.**

Sarah raised the ideas of Mark Fitchett for the website but thought they would be more work than they were worth on the whole. Sarah is to contact him and invite him to the next committee meeting as he seems enthusiastic about helping with the BCA website.

Action: Sarah to invite Mark to next committee meeting.

Sarah is going to contact Ted Blackmore-Squires for hall dimensions, so that they can be added to the website for the benefit of people thinking of booking the hall. **Action: Sarah to contact Ted, obtain hall dimensions and then add them to the website.**

Chris pointed out to the committee that Ted tends to handle all legal matters on behalf of the Brookvale Community Association (BCA).

5 Organization of Committee and Description of Roles

5.1 Change of Booking Agent

There is to be a handover of the booking agent role from Chris Hall to Nina Burley on Tuesday 29th August in order to save the committee money on telephone calls, as Chris does not have an outgoing telephone landline and has to use a mobile telephone. This was proposed by Moira and seconded by Kate.

Moira told the committee that out of Chris' existing £200 mobile telephone expenses, £50 had already been paid and she proposed paying the remaining £150. A cheque was then made out for £150, signed and given to Chris.

Moira also said the BCA has a balance of £1700 , but that we need to be careful as we currently have more outgoings than incomings.

5.2 BCA Committee Roles

The roles of the committee members were clarified and agreed as follows:

Chris Hall*:

- Management of cleaner
- Generally keep an eye on the condition of the hall
- Health and Safety
- Disability Coordinator

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- Planning (Development?) sub-committee

Moira Faul*:
Treasurer

Malcolm Macinnes:

- General committee member
- Development sub-committee chair

Jon* and Margaret Mason:
Hall Management

Kate Robbins*:
Secretary

Helen Hempstead:
Events coordinator

Pam Mansfield:

- General committee member
- Running of lottery
- 3Cs Coffee Morning

Nina Burley:
Booking Agent

* Shows committee member is BCA bank account signatory.

5.3 Sub-committees

Sandy advised the committee that a sub-committee should report to, and be under the authority of the main committee because the main committee has legal responsibility. The main committee should set out the “terms of reference” that the sub-committee is to operate within. **Action: Sandy to email Kate information about how to set out terms of reference.**

The committee established that there was only one sub-committee, the Development sub-committee.

Malcolm told the committee that the Victory Hill Residents Association had asked to become part of the Development sub-committee. It was suggested that perhaps they could be affiliated with us.

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6 Picnic in the Park

Moira told the committee that the BCA insurance policy does not require a first aider to be present at the picnic.

It was agreed to pay for two red cross first aiders at £30 + a vehicle at £40? **Action: Malcolm to book.**

The programme needs finalising and printing. There are some sponsorships to be added, a logo is needed and it was decided to remove the prize draw from the programme to avoid having to print one programme per person – instead a raffle ticket is to be offered to each person. Chris agreed to try and photocopy 100 programmes at the Shaw Trust, but needs the final version by Wednesday 30th August. **Action: Kate to finalise program? Action: Chris: do photocopying.**

It was suggested that we ask Morrison's supermarket if we could use their toilets for the picnic, as last year. **Action: Malcolm.**

It was decided not to put any posters up to advertise the picnic as every house in the area should already have received a leaflet.

Pam offered to donate a bottle of wine and some chocolates as a prize for the free draw. **Action: Pam to donate wine and chocolates. Action: Nina to make a box for the free draw.**

Action: Chris to ask Basingstoke Gazette to add the picnic to "What's on".

Action: Malcolm to request that local radio stations advertise the picnic.

The committee all agreed to take pictures so that a write-up of the picnic can be sent to the Basingstoke Gazette.

The committee decided not go ahead with Angela Bond's conservation quiz as she was proving too difficult to contact.

The committee agreed that Chris' quiz of the local area should be used, if the number of questions are reduced, leaving the simpler ones. **Action: Malcolm to supply prize of a £5 coin. Action: Chris to photocopy 50.**

Action: Helen to supply appropriate quantity of her children's activity sheets.

Action: Moira to contact old committee members and ask them to go on the bouncy castle supervision rota.

Action: Jon & Margaret to supply face painting and bouncy castle signs to make it clear that anybody with a face painting cannot go on the bouncy castle.

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Action: Helen consider staggering the times of face painting and bouncy castle to try to avoid children with painted faces wanting to go on the castle.

It was decided to charge 50p for 10 minutes on the bouncy castle rather than having unlimited goes, in order to prevent too many children being on the castle at once, which is what happened last year (should we have alternating slots for different ages).

The Punch & Judy show has been booked for 3pm.

Action: Malcolm to contact band and establish their rate and PA requirements (it may be that we have we decide not to go ahead with them if it seems like we need to supply a generator + PA).

Action: Pam to pick up loud speaker gazebo, rope and stakes etc and drop them off at the hall.

Roy Lewis is to arrange football for the picnic.

Action: Malcolm to bring rounders bat + tennis balls.

Action: Moira to ring Bilbo's (Rossi?) ice cream to see if they would like to attend the picnic for an agreed commission for the BCA.

It was decided not to go ahead with the supply of refreshments at the picnic as everyone would probably have their own already.

Donated prizes for the raffle include:

Food hamper

Wine hamper

Bottle of whiskey

Free bingo entry

Unknown prize, to be donated by the New Inn pub

Action: Nina to pick up prize from the New Inn.

It was agreed to charge £1 per strip of 5 raffle tickets (20p each?).

It was agreed that all committee members are to meet at the hall for 9am in order to move and setup equipment and generally get things ready for the picnic.

Action: Helen to organize and provide a plan of action for moving and setting up things on Saturday, the day of the picnic.

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7 AOB

Sandy left some Community Development training programmes, which she thought would be useful to the committee. She also told us of a meeting about the new fire regulations that we might like to attend on 13th September at 7:30 in Dummer Village Hall.

Sandy told us that as an association the Brookvale Community Association requires members as well as a committee and Pam pointed out that in the past this has been accomplished by giving automatic membership to all residents in the area. **Action: somebody to check the constitution.**

Sandy also reminded us that the BCA needs to align the date of its treasurer's report and AGM. The BCA constitution requires the AGM to be in May, so that the treasurer's report is nearly a year behind. We could either change our constitution to be less specific about when the AGM is held (this requires Charity Commission approval) or hold another AGM to approve the treasurer's report. If we decide to change the constitution, and in order to get approval, we should change the BCA constitution to follow the Charity Commission's model constitution.

Kate reported that changes to the hall lease are in progress, but that we may to employ a solicitor to look at the resulting paperwork.

Sandy said that as new committee members we should notify the Charity Commission of the change of committee. We can find out if Debs Taylor (of the old committee) has done this on our behalf by checking the Charity Commission website. **Action: Sandy to email Kate the website link.**

Sandy reminded us that the council website has out of date email addresses for the BCA. **Action: Kate to email Sandy up to date email addresses.**

Sandy advised us that it's good practice for committee members to undergo a Criminal Bureau check. Malcolm pointed out the Criminal Bureau themselves only advise that people have the check if they are working with vulnerable people. The only committee members present who had not already undergone the check were Malcolm and Moira. It was agreed that they should both undergo the check.

Lottery: Pam told us that Helen had collected from Lower Brook Street and that Pam herself had collected for the rest of the Brookvale area. The draw is to be made for the past few months at the Picnic. **Action: Pam to drop off instructions and necessary items for draw to Moira.**

8 Dates

8.1 Picnic Preparation

Saturday 2nd September at 9am (at the village hall)

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8.2 Next Meeting

Thursday 21st September at 7:30pm