



## **Minutes of Meeting 21<sup>st</sup> September 2006@7:30pm**

### **1 Start of Meeting**

#### **1.1 Apologies**

Kate, Jon & Margaret, Ted, Pam, Sandy, John S & Doris

#### **1.2 Present**

Malc, Chris, Moira, Nina, Sarah & Helen

#### **1.3 Chair**

Malc

#### **1.4 Secretary**

Moira

### **2 Minutes of Last Meeting**

There were no Amendments.

The minutes of the last meeting were signed off.

### **3 Matters Arising**

There was one matter arising from the minutes of the last meeting:

Moira requested that all please check their outstanding actions

### **4 Reports**

#### **4.1 Web Page**

##### **DONE**

- \* Site Design No answer from Mark F
- \* Dev Sub-Cttee page updated with Minutes

##### **TO DO**

- \* Email distribution list: to do asap
- \* Sarah to send her new email address to committee
- \* Sarah & Nina to meet to discuss diary on website by 29.09.06 if possible
- \* Sarah to chase Ted on Hall dimensions
- \* Lottery numbers and prize won to go up on site when Sarah gets the info
- \* Helen to give Sarah info on Fancy Dress Disco and Xmas party
- \* Sarah to change Booking Agent details
- \* Hall Bookings diary area outstanding

#### **4.2 Booking Agent**

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## **RUBBISH**

- \* Nina to phone hirers to clarify they cannot leave their rubbish outside
- \* Nina to ask John & Margaret to put up sign in kitchen & on Cleaning Cupboard door & on Entrance door – Sign to also remind users to ensure all windows and doors shut and locked when leaving hall
- \* Nina to ask John & Margaret to plastic bin in locked cupboard – not for use by hirers
- \* Helen will provide small pedal bin liner

## **DEPOSIT**

**Clarification:** Block bookings pay deposit for 1st booking, returned when they are given keys

## **INVOICES OF CONCERN:**

1. Slimming World:

Nina to talk to hirer.

Decided: Slimming World to pay outstanding amount by December 2006. She can choose how to make payments. A 20% fine will be added to all outstanding money in January 2007. This to be procedure for all late payments. Invoices to be paid on time going forward.

2. Fellowship Dialogue Group:

Nina now has details of past bookings and will chase payment.

Nina to provide new booking form including discounts.

3. Petology:

Nina to clarify hours and invoicing.

Helen will help Nina chasing up

## **PRICING STRUCTURE**

Helen to phone around for other hall prices

## **4.3 Hall**

### **HALL REPORT:**

Attached

### **HEDGE CUTTING:**

**ACTION:** Kate to contact BDBC Highways re hedge

NB Hedge cut this morning (22.09.06.) so action not necessary

However hedge still needs cutting at rear of hall

Malc to ask Hall Mgt to send email a selection of hedge cutting/other work community day dates

**BIG BIN** would have to be paid for £5 per collection Charity rate via B&DBC Bin Mgt

**PRINCIPLE AGREED:** hirers to continue to take away their own rubbish

**CLEANING LIST:** All fine

**HEALTH & SAFETY:** Chris to do annual and monthly H&S check

NB: Post meeting check disclosed female toilet hand basins hanging off wall

Nina pls identify and warn previous hirer that unreported damage will be paid for

Chris has offered to liaise with Andy about the basins re-attach repair.

Hall external gutter downpipe has been wrenched away from its brackets

**GRAFFITI:** Hall Management Sub-Committee to contact RemChem for advice and quote on repainting and anti-graffiti finish

**KEYS:** Chris to phone Jon & Margaret to get Andy a Shutter key

Basic set of keys includes:

gate, shutters (door & window), inside door (where are window lock keys?)

Agreed outstanding key requests: Jon & Margaret to cut keys

### **REAR WALL SECURITY:**

Decided Jon & Margaret to proceed with obtaining quotes

## **4.4 Events**

### **PICNIC REPORT**

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- \* £100 loss
- \* Need better planning (rain contingency plan & signs, photos, etc)
- \* Delegate more tasks
- \* Decide budget and charging and tasks earlier

## **FANCY DRESS DISCO**

**AGREED:** ShakerMaker

To be run at small loss if necessary (Budget £400)

### **ACTIONS:**

- \* Helen to send ticket pricing proposals
- \* Helen to send promotions wording to Malcolm
- \* Malcolm to format and typeset adverts/flyers
- \* Helen to coordinate selling tickets (through local businesses?)
- \* Committee will decide by mid October whether or not to run on the basis of ticket sales
- \* Malcolm to book First Aider for event

**PRINCIPLE:** Everyone to assume that offers of help are made genuinely and should be taken up.

## **4.5 3C Lottery**

Pam has previously suggested an update for our next meeting

## **4.6 Accounts**

### **TREASURER REPORT**

Attached

#### **PROPOSALS AGREED:**

- \* Carryout and pay for windows upgrade immediately: £264  
(Malcolm advised that Ted has not recommended all glass squares be replaced and that he is looking for the information about previous committee window decision recommendations)
- \* Moira to contact Hall Management about window/soffitt wood option maintenance costs
- \* Moira to apply for Council grant for the additional security work we feel is necessary: Fence, Bars for windows from Ted, etc.
- \* Hall Management to ask who will advise us as part of a process what we will need for adequate security: police, fire etc?
- \* Hall Management to provide outstanding work quotes for establishing costs

## **4.7 Secretary**

### **SECRETARY'S REPORT**

BDBC ground rent currently Standing Order: Kate to advise Moira when the Council has confirmed we can stop Standing Order

## **4.8 Development**

### **SUBCOMMITTEE REPORT**

- \* Original documents on the website
  - \* Energy saving docs to go up soon
  - \* Awaiting meeting with Council contact
- NB: HCC+MottGifford exhibiting Thurs 5<sup>th</sup> Oct Church Cottage on Timberlake Road Subway Makeover

## **4.9 Admin**

### **ADMIN**

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- \* Chris to send disk with headed paper, forms, etc. to Kate and email to Helen, Moira and Nina
- \* Helen to book First Aid course 14.02.07.

### **SUBCOMMITTEE MEMBERS' CLASSIFICATION:**

- \* Victory Hill to be classified as "Associate members and well-wishers"

### **CONSTITUTION & ToR:**

- \* Chris to copy previous updated constitution from purple folder to committee
- \* Kate to chase model constitution and sub-committee ToR from Sandy
- \* Sub-committees to draw up their own ToRs for ratification by committee

### **EGM/AGM:**

- \* Kate to write agenda including proposal that AGM ratification of accounts changes

### **CRB:**

- \* Moira to do and to chase Sandy

### **BUSINESS PLAN:**

- \* Kate to chase Sandy re template
- \* Kate and Moira to develop together

### **PHOTOCOPIER:**

- \* Malcolm to get quotes for contract
- \* Moira and Malcolm to decide and take action

### **COMMITTEE ID:**

Kate to ask Sandy if we need pictured badges for events

### **CHARITY COMMISSION:**

New BCA members notification – still outstanding

## **4.10 Councillors**

### **COUNCILLOR REPORT**

Nothing to report

## **4.11 Disability**

### **DISABILITY CO-ORDINATOR REPORT**

Attached

Chris has been invited to new forum (thanks to Doris for facilitating this)

### **BCOT LIAISON:**

- \* Hall Management committee to decide who attends
- \* Address issue of smokers from college (tutors and students) coming to Hall

### **POLICIES:**

- \* Kate to ask Sandy for model policies on Disability, Gender, Cultural inclusion etc.
- \* Chris to write up policy for consultation
- \* Chris to add sentence to letting contract re Disability Coordinator for BCA

## **5 AOB**

No listing

## **6 Date of Next Meeting**

Tuesday 17<sup>th</sup> October at 7:30pm