



**Brookvale**  
Community Association

## **Minutes of Meeting 17<sup>th</sup> October 2006**

### **1 Start of Meeting**

#### **1.1 Apologies**

Sandy Pearcey, Moira Faul

#### **1.2 Present**

Sarah Whittaker, Malcolm Macinnes, Helen Hempstead, Kate Robbins, Jon Mason, Chris Hall, PC Kerr, Nina Burley.

Pam Mansfield from action 4

#### **1.3 Chair**

Chris Hall

#### **1.4 Minutes**

Sarah Whittaker

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

The minutes of the last meeting were accepted by the committee and were signed off.

**Action: Kate to find the signed copy of the August minutes as these are missing from the file. Chris and Helen to see if they can find the June signed minutes.**

### **3 Matters Arising from These Minutes**

**Action: Chris to spend £10 on a new first aid kit.**

**Action: PC Kerr to contact the Fire Brigade about the possibility of free fire alarms. She will contact Kate with the outcome.**

**Action: Kate to obtain quotes for a fire alarm if needed after being contacted by PC Kerr.**

### **4 Event Co-ordinator's Report**

Helen will not make the 250 attendance mark for breakeven on the disco. As the tickets seem to have been sold to young families the event could end at 9 pm if this would save money on the disco. **Action: Helen to speak to ShakerMaker to see if this would cut costs and make a decision on event timing. If the event is shortened she will contact the families that might have wished to stay later and let Sarah know so the web site can be updated.**

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The council email suggests that 4 first aiders are needed at the disco. This seems extreme and the council have not contacted Nina to clarify. If we have 2 they will cost £60. PC Kerr will attend as a first aider and has a first aid box. Nina and Kate's certificates are still in date (but they must have the new first aid kit) and they can help cover too. **Action: PC Kerr to attend disco. Action: Malc to contact Red Cross to cancel booking.**

**Action: PC Kerr to check if a qualified bouncer is required on the door. She thinks this is unlikely.** As she will be in attendance it is even more unlikely we will need one.

**Action: Helen to get food and drinks for tuck shop.**

**Action: Helen to obtain a £5 fancy dress prize.**

**Action: Kate to invite the borough and county councillors to the disco and ask one of them to judge the fancy dress.**

Christmas party has Giddy Wizard and Face Painting booked. Pots 2 Paint has cancelled and is looking for a replacement. Helen is looking for a story reading person. The party has been advertised as the 2<sup>nd</sup> but is actually on the 9<sup>th</sup> December. **Action: Sarah to update website with correct date.**

### 5 Councillor's Report

The councillors had emailed their report.

**Action: Chris may attend the 27<sup>th</sup> October Kingfisher Association walkabout of Winterthur Way blocks A & G.**

**Action: Malc will circulate the councillor report as it didn't go to everyone.**

### 6 Treasurer's Report

PC Kerr has been in touch with Moira. There isn't anything that the Police can do about the window. She is exploring a loan of CCTV from the council but we are unlikely to get this as we are in competition with others that suffer higher crime (including BCOT).

**Action: PC Kerr to look into fake CCTV and warning signs and the possibility of a link with BCOT for CCTV.**

The decision on what to do with the windows is still with Jon and Margaret and they are now aware of Ted's input. **Action: Jon to ask the crime prevention officer to comment on the windows. Jon to let Chris and Malc know the date for this.**

The Grant application was discussed. Ideas for what to include were: Fake CCTV (if this can't be police funded), fire alarms (if this isn't funded by the fire brigade), the gates to prevent access to the back of the building, anti climb paint on the drain pipes, bars for the new window, sensor lights (especially at the back).

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Kate has been trying to sort out the £137.50 rent issue but no-one has got back to her yet.

### 7 Hall Management Report

Jon has provided keys as needed.

**Action: Everyone to check their keys don't have any reference to the hall on them in case they are lost or stolen.**

**Action: Jon to provide Malc a key for the back windows.**

**Action: Jon to get an estimate on repairs to the wood facias. He will ask about getting the downpipe sorted and the cost of replacing the soffits with plastic at the same time.**

**Action: Jon and Margaret to pick a date for hedge trimming and ring others to help. Malc will paint the fire doors at the same time.**

**Action: Jon and Margaret to provide washing up liquid, tea towels and J cloths.**

The Hall floor was wet last week and the playgroup had to be cancelled. **Action: Nina to look into this and reduce the next charge for the playgroup by a session.**

There have been a number of issues with the Fellowship group. **Action: Nina and Pam to draft a letter. This should state that the money owing should be paid in the next two weeks otherwise keys need to be handed back and steps will be taken to recover the money. They will send the letter to the others to check before sending (including Moira from a financial aspect).**

**Action: Nina to pass info on Slimming World and Petology non payments to Moira so that she can follow up with letters, outlining what steps will be taken to recover the money.**

Bin signs are in hand.

**Action: Chris to look into getting gas appliances serviced.**

The list of jobs for the hall was reviewed. Most are in hand. The highest priority out of those that aren't is the ladies sinks. **Action: Jon to get quotes.**

Malc is trying to get agreement from Toshiba that the photocopier part can be sent for a non Toshiba engineer to fit.

### 8 Secretary's Report

Nothing extra to report.

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### **9 Booking Agent Report**

**Action: Kate and Helen to sort out cupboard.**

**Action: Nina to email out bookings so people can volunteer for locking and unlocking.**

**Action: Nina can tell the 90<sup>th</sup> birthday party that they can use the crockery at no extra charge.**

**Action: Helen to buy plastic glasses for the disco.**

### **10 Disability and Mobility Co-ordinator's Report**

Kate proposed that we pay up to £30 for membership of the Disability Forum. Helen seconded this.

The Disability Forum wanted a continuous contact. Chris wanted to know what would happen if he wasn't voted onto committee. We agreed that this would be looked at if it happened.

**Action: Chris will let us know which 2 days he is on a training course in case people need to contact him.**

Kate commented that she can email Sandy Percy on people's behalf if we need to.

**Action: Chris to think of a new title that is inclusive of equal opportunities and vulnerable people and will check this with us next time.**

### **11 Website Report**

**Action: Nina to re-post bookings to Sarah.**

**Action: Sarah to put September's lottery numbers on the website.**

**Action: Sarah to put the plan of the hall on the website.**

### **12 AOB**

Next agenda needs to have Pam's role on it.

A good blurb is needed and a mechanism for this needs looking at.

Nina and Pam are both finding their roles a struggle.

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### **13 Next Meeting**

Next Meeting: Tuesday 21<sup>st</sup> November at 7:30pm