

Minutes of Meeting 21st November 2006

1) Present/Apologies

Present: Kate Nina Sarah Pam Margaret Malcolm Ted
Apologies: Helen Chris Doris Moira
Chair: Kate
Minutes: Nina

2) Minutes from last meeting

To be signed next meeting

3) Matters Arising

Minutes have been amended
Action: Sarah to circulate via email

4) Events co-ordinator's Report

Christmas Party 9th December 2006
Budget needs to be set however treasurer not present to clarify this.
Estimated at approx £210
Giddy Wizard - £150
Craft - £20 to buy Christmas cards for children to make
Presents - already have 30 need to buy approx £40 more £1 per present
Face painting - BCA do not have to pay
Raffle - one good prize?
Pam Banks - story telling
Games - musical games in committee room - kit kats for prizes
Kitchen - Pam + 3 others to alternate with door
Donations - suggested £2 adults £1 children - tickets for tea/ coffee and mulled wine

Action

Nina to provide Christmas music
Kate to provide Stereo
Nina to purchase raffle prize (have made up a basket of Christmas pud etc for £2.70)
To meet at 12pm 9th Dec to set up

5) Treasurer's Report

Not present

Need to check if it is ok to pay for British Gas to service boiler for domestic check - between £90 -£105 per annum. This is for a safety check and service only - a certificate and parts are extra

A carbon monoxide detector next to the boiler would cost £40

Heaters also to be checked

Action

Malcolm to find out prices for an annual check with an invoice to show it has been done

Kate to ask Sandy what other halls do

6) Hall Management Report

Have emailed outcome of meeting with crime prevention officer

Graffiti - there is currently a backlog of getting it removed - a coat of lacquer makes it easier to remove next time

Quotes have been obtained for fascias overlaid with Upvc

Action

Buy materials for approx £300 - £400 (much cheaper than quotes) and committee to "DIY"

Put primer on now to protect through winter

Action

Do this before Christmas party on 9th December

Windows are being repaired on 5/12/06 - like for like with a £100 excess
The back windows have previously been lacquered to protect against wind and rain as it waterproofs the joints

Wet floor - a heater needs to be left permanently on to prevent condensation

Action

Make sure 1st heater on right hand side of hall cannot be turned off

Ted to reset heater

Inform all hall users a heater must be left on

Sinks in ladies toilets have been repaired - no charge for this as used existing materials - sinks were not attached correctly in the first place

Guttering has been replaced at a cost of £10

Dimmer switch has been replaced

Outstanding

Outside light outside front door needs replacing- need long steps to do this

7)Booking Agent's Report

Things are improving - chasing up some outstanding payments is an ongoing process

Let in and lock up dates which need covering

Action

Nina to confirm let in on 3/12/06 with Kate

8)Lottery Agent's Report

It is an impossible situation and Pam is unable to carry on

Need more lottery agents/street reps

Action

Kate to help with collecting lottery money

9)Producing the Blurb

Goes out to most of Brookvale

Producing this takes a huge amount of work - it needs a designated blurb role

Action

Aim for an edition next Feb including planning information and feedback

Malcolm can pick up from printers

Nina can help deliver and will write a report for booking the hall

10)Secretary's Report

Still chasing direct debit situation - no response from the council

Owed money back from rent

Community Newsletter - secretary has contributed a report about BCA

Kate and Helen have cleared the end cupboard - unneeded items have gone into the loft

Fire Safety Officer - have been advised that because people are not sleeping in the hall we do not have to have a fixed alarm - shouting or a bell is sufficient

Advised having a mains wired alarm (not battery) in the committee room and main hall

Action

Make reference to it in Risk Assessment ie shouting is enough

Install 4 smoke detectors - Committee room, Kitchen, 2 in hall

Cleaners should have a log book to report any damage

Ask Chris to disclose cleaners' schedule as sometimes the hall is dirty.

The fire exit door was left open in September - police were called by s

local but no-one on committee was informed

Action

Find out if police have an up to date contact number

Full set of rules on front door

Re issue contracts for regular users to sign in January so they are ware of the rules

11)Councillor's Report

Update on Churchill Way West

Met with Planning Officer- went through areas of concern from sub committee eg proposed junction, footpath links, sewerage issues

Planning officer is to meet with sub committee Thursday 28/11/06

There is a meeting on 6/12/06 though it appears the application will be deferred until Jan 2007

Planning officer will produce a report nearer the date

12)Disability and Mobility Co-ordinator's Report

Has been completing compliance documentation

An accident book needs to be bought (proposed by Kate, seconded by Nina)

Agreed risk assessment forms were ok

Chris needs people to put up a shed for his mobility scooter and has asked the BCA to do it for him

13)Website Report

Query as to whether there is an electronic copy of the constitution

Everything else is up to date

Nina gave Sarah copy of hall bookings for December 2006

14)AOB

Ideas for forthcoming events

Green fair - fresh organic produce, allotments

15)Date of next meeting

Tuesday 23/1/07 @ 7.30pm