

Minutes for Meeting 26th January 2007

1 Start of Meeting

1.1 Apologises:

Pam Mansfield, Sarah Whittaker, Kate Robbins and Margaret Mason

1.2 Present:

Moira Faul, Nina Burley, Chris Hall, Jon Mason, Malcolm Macinnes and Helen Hempstead

1.3 Chair

Moira Faul

1.4 Minutes

Helen Hempstead

2 Minutes from last meeting

No copies appeared to have been seen to sign off

3 Matters arising from these minutes: Need to print off last 3 months minutes for signing and for Kate to file

4 Event Co-ordinator's report

Helen suggested a *Red Nose Day Disco* March 17th 2007 6-10pm

Action Helen to arrange disco (hopefully Shakermaker will be available) Think of fundraising activities or ?BCA donate a percentage of takings on the night. Must be ticket only or limited numbers on the door. Max of 100 people in hall (inc BCA members) ?Sell food. Helen to discuss with local pizza delivery

Easter/spring egg hunt and craft session. General agreement to not arrange anything. Moira suggests that we do a few excellent events rather than a lot of poor events.

Summer Picnic. General agreement that we should do something earlier in the summer and not necessary a picnic **Action** Helen to find out what other events are being held in Basingstoke and think of ideas. Helen to start arranging the event and feed back next meeting

Fancy Dress Disco. To hold community family disco around Halloween time but not to discriminate or set boundaries by making it Halloween. **Action** Helen to start arranging the event and feed back next meeting

Christmas Party Maybe not have Giddywizard to due price or have just for the 3/4hour show **Action** Helen to start arranging the event and feed back next meeting.

Pam Mansfield has photos of Christmas party 2006 to send to the website and Jon to scan photos from picnic 2006 and send to website. Helen suggested holding a competition for the best decorated house at Christmas and Halloween.

3Cs Coffee mornings. Malcolm proposed that Hampshire Clinics be held at every coffee morning where Councillor Jo Kelly is available for open clinic between 10-11am. No response from Councillor Maria Miller as to when her clinic dates will be.

Election Day 3rd of May. Nina has confirmed the hall is available for this. It was agreed that no charge will be made for hall rent as previously agreed in writing **Action** Chris to pass on the necessary forms to Nina who will complete and return them.

Green Fair Malcolm wishes to organise a Green fair in September **Action** Malcolm and Helen to arrange a date (?15th September) and work together on ideas for bringing families and community members to come along. To feed back next meeting.

5 Councillors Report No reports received

6 6.1 Treasures report

Apologises from Moira on no written report. Kate has had no response back from the council

regards payment for land rent. They have reimbursed the last payment which was incorrectly taken. Moira proposed that we cancel the present standing order and send a letter informing them of our actions and await response for future payments

Action Moira to cancel standing order and write and send a letter.

Moira is still chasing up Tim Young for last years accounts as the tax return needs to be in soon and for the charity commission.

6.2 Discussion of business plan Kate and Moira are presently working on the business plan.

Main aim is to identify why we as members are all on the committee and therefore what we all want to achieve. Everyone was asked to write these reasons down on a piece of paper.

Action Moira will take these pieces of paper and with Kate, put together a rough draft by next meeting. Malcolm suggested that for more information on outcomes and indicators they could look up Local Strategic Partnerships

6.3 Security application **Action** Moira will let the council know that the BCA will be putting in an application by March. **Action** Jon and Margaret need to get a final quote by the end of February for the repair of the back window. Also to remind the insurance company that the excess has already been paid for the whole works repairs and will not be paid as an extra job for the back windows.

Ted and Malcolm have already spent £45 for the security gates at both ends for the side of the hall.

7 **Hall Management report**

There is an emergency lighting test tomorrow (26th Jan)

Still awaiting one quote from A&E Builders for the repair of the back window. Margaret has asked the council about anti-graffiti paint but still no response.

8 **Secretary's report** written and sent by email prior to meeting

Deed of Variation Kate has not heard anything back from the council with regards to the deed of variation **Action** Kate to chase them up on this matter over the next few weeks.

Business Plan as discussed by Moira

Kate has various bits of post that she will pass on at the next meeting and Kate also needs old copies of minutes to keep on file.

9 **Booking agents report**

Slimming World/Elaine and The Fellowship Dialogue Group have not paid up their full monies despite several attempts from Nina. Nina requested that the treasurer should now contact them and demand response which was agreed **Action** Moira to write a letter to Slimming Worlds Head Office and The Fellowship demanding payment or an agreement to a repayment plan. **Action** Nina to draw up a plan for late payment including final demands, offers of a repayment plan and cancellation of future bookings plus a standard letter to be sent with each invoice if payment has not been received. Nina to ask Pam Mansfield for advise if needed.

Opening up and locking ups **Action** Nina will email a list of dates that need opening and locking up for. The foam from the front shutter will be removed by Malcolm then everyone

will

be able to open up as there has been some difficulty with opening and closing the shutter.
2007 booking fees Nina suggests that prices stay the same after doing a small price check with other halls. All agreed to keep prices the same. **Action** Nina will get a key cut for a hirer that needs a replacement. She will the invoice the BCA

10 **Disability & Mobility co-ordinators report**

Vulnerable persons officer report

Chris is away every Wed and Thurs in February for training and on 29th March for Cerberus Mental Health Awareness. Simon Byrne is sorting out the new booking form and to add Chris's details in event of a fire. However Nina always gives out her contact number for hirers to use if they encounter any problems whilst using the hall. **Action** Chris to write a recommendations policy for fire evacuation and Nina to write and email a rough draft of explanation for when opening up the hall.

Disability Forum (held sometime near to May) looking for places to advertise a survey for all parents of secondary school children in our catchment area. Chris proposed to advertise on the website and in Blurb which was agreed. Access Working party need more members and again to advertise in the blurb and website. Next meeting 16th March

Chris is looking into complaints about West Hill Lane and lighting down the cycle path.

Chris is writing a disability policy which he wants comments on. **Action** Chris to email a copy for everyone to comment on.

11 Website report

Sarah has agreed to update the website if items are sent to her.

12 A.O.B

Congratulations card to be sent by Nina to Sarah and Rob on the birth of their new baby boy. Malcolm to speak with Hampshire Highways with regards to flooding of the brook between Lower Brook Street and George Street. Needs regular maintenance.

Andy is charging £80 plus VAT for cleaning a month. Moira to look into VAT exemption from the council. Andy would like a regular day for cleaning. Nina has suggested that Friday mornings be suitable and she will liase with Andy direct. Confirm that Andy has the up to date cleaning regime and that it is adhered to. There has been a situation where the committee room carpets have not been cleaned.

A plea was made to keep emails relevant to the necessary people.

Sub Development Report and activity on site. There is a file at the council reference no. BDB65156 if you wish for more information

13 Date of next meeting

Thurs 1st March 7.30pm at Village Hall

Chair- Chris hall Minute taker- Nina Burley