

Minutes of Meeting 1st March 2007

1 Present/Apologies/Minute Taker/Chair

Present

Moira Faul, Chris Hall, John Shaw, Margaret Mason, Malcolm Macinness, Nina Burley, Pam Mansfield, Kate Robbins

Apologies

Jon Mason, Doris Jones, Helen Hempstead, Sarah Whittaker, Sandy Pearcey

Minute Taker

Kate Robbins

Chair

Chris Hall

2 Minutes of the Last Meeting

Minutes agreed and signed; also signed the minutes for October ready for filing.

3 Matters Arising from these Minutes

Moira raised the issue of the committee receiving unnecessary emails and reminded committee to think carefully before sending 'round-robin' emails unless something needs to be actioned by the recipients. Hopefully, this will mean that important emails won't be overlooked.

4 Event Co-ordinator's Report

Kate reported back for Helen the situation with the organisation of the disco; the blurb is going out this coming weekend, which was going to be the main source of advertising – Helen has contacted the local schools, but asked in anyone knew a contact at Fairfields school. Moira said she would ask a contact she has there to put up a poster. Chris provided a name for a contact at Kestrel FM – Philip Hatto and Malcolm said he would ring his radio contact if Helen wanted.

Any profits/donations that are made from the disco will go to the Comic Relief charity.

Kate to ask Helen to email committee roles for the evening and when we need to set the hall up;

Kate to contact PC Kerr to inform her of this event and hopefully she might pop in if she is on duty.

Discussed the Green Fair (booked for 15th September), including further ideas; Moira suggested contacting Laverstoke Park who might like to have a stall; Kate suggested that an agent for real nappies came to the fair. Kate to contact NCT and/or the local real nappy agent.

Decided to discuss whether we hold a summer picnic or not at the next committee meeting.

5 Councillor's Report

John explained the Green Cone trial; if want to get involved need to contact Ian Pickles at the council (01256 844844).

John up-dated the committee on current local planning applications and explained the proposal for the Brook House site. Apparently the Bewley homes presentation went down well as there are proposals to incorporate a number of positive environmental features. Moira raised the concern about how to foster community spirit as part of these developments; John explained this was a very elusive issue, but one that certainly needs addressing. Also discussed the issue of sewerage and where the responsibility lies with this part of the development. The community need to contact Maria Miller and/or the local borough councillors to lobby concerns. John did say that on a positive side these problems are out in the opening and should be addressed in some way.

Also discussed 27 Queens Road, (owners have applied to convert the property into two, two bedroom flats) and John explained that this planning application was very unlikely to be allowed, especially if there is a lot of public opposition. Should write to borough council to raise concerns about this application.

6 Treasurer's Report

Moira informed the committee that there is over £3,000 in bank account, all latest bills have been paid. Discussed the situation with buildings and contents insurance, which needs renewing a.s.a.p; currently not covered for third party contents, so need to ensure hirers do not leave property in the hall that does not belong to the BCA. Moira will speak to the Fellowship Dialogue Group about leaving equipment in the hall, as it is not insured under the BCA cover. Need to make sure that all hirers are aware of this.

Now the treasury hand over has taken place and bills are now coming to Moira, Kate needs to find out about submitting yearly report to Charity Commission.

Kate to buy a thank you card for Ted to include with his expenses cheque, as he has done so much maintenance work on the hall recently.

7 Hall Management Report

Discussed security issues and the idea of talking to a security expert; decided that some deterrents needed and agreed that it would be a good idea to plant a number of holly bushes at the bottom of the security gate; Chris to ask Shaw Trust about getting hold of some mature holly bushes.

Discussed the issue of BCOT students playing football in the hall car park; Moira has noticed that tutors are smoking at the gates and watching the students playing football – they need to start taking some responsibility and moving these students on. Pam to telephone Bob Jenner and say to him that the BCA will start to prosecute if the situation continues as it is now, as the students are damaging the hall building. Agreed that anti-climb paint may help to stop students climbing up onto the roof.

Margaret has been in contact with the council with regards to the graffiti and discussed the various options; Blanche Miles and her team will come and assess the situation.

Discussed issue of the state of the hall after use – groups need to be reminded that it is their responsibility to leave the hall as found; Moira to speak to the Fellowship Dialogue Group to remind them to leave the hall clean and not to use the back entrance, as this trails mud into the carpet in the committee room.

8 Secretary's Report

Kate explained the continuing situation with the new lease; after emailing, Sandy Pearcey has said that she will chase the situation up. Difficult to do anymore until this has been sorted.

Kate explained that the council have sent out an invitation to go to a meeting to discuss renewing the Basingstoke Carnival; asked for committee members to give their opinions to help Kate to fill in the accompanying questionnaire. Committee members seemed positive about the proposal, but it was agreed that it needed to be a modern, non-denominational and inclusive event. Kate will report back and decide whether to attend the meeting on the 26th March.

9 Booking Agent Report

Nina reported that all going well and that most invoices were now up to date; Moira to speak to the Fellowship Dialogue Group about over due payments.

Committee agreed that the Martial Arts group to have hall booking discount. Civil Service have complimented Nina on her efficient work as booking agent.

Discussed giving out a set of hall keys to Addison Bridet who holds Martial Arts exams in the hall a few times a year; Moira proposed that he be given a set of keys; Chris seconded this proposal.

Nina has decided not to stand as booking agent at the next AGM. Committee thanked her for her excellent work and Moira asked if she could think of any ways in which the job could be streamlined further to make it more appealing to other volunteers.

10 Lottery Agent's Report

Pam up-dated the committee on the situation with regards to the lottery; unfortunately the lottery will make a loss this year and Pam will have to draw on the savings account to pay out any winnings. The lottery is a large job and Pam has appealed for help, especially collecting money. Decided to advertise for volunteers at the disco and to put an appeal in the blurb (as there seems to be some space in the next issue).

Discussed possible ways of improving money collection, such as making use of standing orders or participants making cheque payments; open for further discussion next meeting. Help is required for the lottery to keep up and running.

11 Producing the Blurb?

Simon has the next issue of the blurb in hand; should be ready for collection next Friday (17th).

12 Disability and Mobility Co-ordinator's Report & Vulnerable Persons Officer Report

Chris informed the committee of the up-coming AGM for the access group, who are always looking for new members. Any interested parties to contact Chris.

Chris explained that he is currently working on the disability policy; also there is now an accident report book in the hall, which must be used any time there is an accident on the property.

13 Website Report

No website issues to report.

14 AOB

Moira proposed that the committee make a concerted effort to email out reports a week in advance of the meeting; Kate seconded this proposal.

Malcolm proposed that the BCA buy a cheap filing cabinet, to store in the hall, for Chris at a cost of £47; Moira seconded this proposal.

Chris informed committee that he was opening up the discussion about the need for improvements on Timberlake Road; any queries to go through him.

15 Next Meeting Date

Thursday 12th April 2007