

Minutes of Meeting, 12th April 2007

1 Present/Apologies/Minute Taker/Chair

Present

Kate Robbins, Chris Hall, Nina Burley, Jon Mason, Malcolm Macinness, Pam Mansfield, Ted Blackburn-Squires, John Shaw

Apologies

Sandy Pearcey, Helen Hempstead, Sarah Whittaker, Moira Faul,

Minute Taker

Kate Robbins

Chair

Malcolm Macinness

2 Minutes of the Last Meeting

Minutes agreed and signed.

3 Matters Arising from these Minutes

No matters arising.

4 Event Co-ordinator's Report

Kate reported back for Helen; Helen has decided to stand again on the committee at the AGM.

Committee discussed when to deliver the next issue of the blurb, ready in time to advertise the AGM in May. Decided we would get one out for the weekend before the AGM. Malcolm to write a report on current development up dates and on-going issues.

AGM on 22nd May and we decided to start at 8pm; agreed to hold a brief meeting the week for the committee to organise how the AGM will be run. This meeting to be held on Thursday 17th May at 7.30pm, in the committee room.

Maria Miller surgery to be held 30th July, 3-4pm. There are also elections on 3rd May; council will need the keys to open the hall early – Moira had agreed to give her set of keys to the council to open the hall themselves as it will be very early.

Briefly discussed the Green Fair and decided that this event will be the main summer event; Pam suggested we made it an informal picnic as well – on the hall site. Perhaps advertise it as a 'Green Fair and picnic'. Needs further discussion once new committee are up and running.

Malcolm asked Pam and Ted for past events that seemed to work well; discussed that it was much easier in the past, because more people were involved to help. Events such as a wine quiz and the annual fete were all good. Decided to stick with what we're doing at the moment, unless lots of people come forward to join the committee.

5 Councillor's Report

John had little to report, apart from the outcomes of various recent development meetings; the planning application for the land on the Churchill West land has been deferred. The planning application to convert 27 Queens Road into two flats has gone to appeal.

6 Treasurer's Report

As Moira is unwell, there is no Treasurers Report.

7 Hall Management Report

Margaret still chasing up builders to fix window at back of hall; insurers need another quote as A and E did not return their quote. Ted suggested using Skillz. Margaret has organised emergency lighting test.

Jon and Margaret to chase Blanche Miles to get graffiti pack.

Malcolm explained new volunteers information pack; discussed this and decided it was very useful, but would be given to committee members once new committee was set up. Agreed that Malcolm could spend £3 a copy for future sets of this volunteer pack.

Annual inspections (gas and electrics) take place in June. PAT test also due.

Discussed cleaning the hall curtains; Kate to find out the best way to clean the flame proof curtains.

Discussed Health and Safety audit; decided that Chris would email template so that committee members could contribute what they could to help Chris out. Ted suggested that the BCA ask a fire officer down in July to assess the hall; they would give advice and useful information – this would also help Chris with keeping his Health and Safety officer qualification.

8 Secretary's Report

Kate still chasing BDBC about the change to the lease of the hall; I'm thinking that a new committee will have been elected by the time I've even seen the first draft of this new lease; I'll have to stay on the committee to get some closure with this issue!

Discussed the substantial amount of money that could be coming to the BCA from the development of the Churchill Way Site; agreed to attend meeting with out ideas. The money needs to be used on the hall and should benefit the local community.

The Charities Commissions have emailed the BCA about the end of year report - Moira and Kate are in the process of sorting out this issue, as the year refers to 2005-2006.

9 Booking Agent Report

Nina has nothing to report; discussed the replacement, decided nothing could be done about this until after the AGM in May.

10 Lottery Agent's Report

All draws complete for the year. Pam needs to give Moira lottery accounts for year.

Help with collecting lottery money and looking for volunteers is still an on-going issue.

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

Chris reported that the disability forum had a very successful AGM and the borough has given £10,000 to the forum.

Chris reported that access audits will need to be done for the new development.

Discussed the issue of access and the big developments that are potentially happening in the area.

Chris discussed writing an equal opportunities policy, although it is very clear in the constitution that the BCA is a non-discriminatory organisation. Should be enough to cover the BCA.

12 Website Report

No website issues to report.

13 AOB

Discussed getting the blurb to Victory Hill residents; decided that those residents who are interested in getting the blurb should give email addresses to Brian and they can receive the blurb through the internet.

Andy has asked if the BCA can write to Shaw Trust confirming cost of cleaning; Also Andy has asked if he can send invoices every quarter. Kate to speak to Moira about this.

14 Next Meeting Date

Annual General Meeting 22nd May . 7th June for first committee meeting.