

## **Minutes of Meeting 7<sup>th</sup> June 2007**

### **1 Present/Apologies**

Present - Nina Burley, Moira Faul, Helen Hempstead, Chris Hall, Malcolm MacInnes, Jon Mason, John Shaw

Apologies - Doris

### **2 Minutes of last meeting**

All agreed

### **3 Matters arising from these minutes**

Need to be signed - Action - NB to print a copy

Councillor's Report

Application in on Brook House - no time scale as yet.

### **4 Secretary's Report**

Still not had a response about the ground rent.

Action -KR will write to council expecting a response by given date and also ensure KR is the only contact for the council as it currently has multiple contact lists

### **5 Treasurer's Report**

2007 accounts will be done by August 2007 - Dave still has 2006 accounts at present

3cs coffee morning money handed to treasurer (£65) for 2006/07. Mr Baker has been donating money - Action -PM to write thank you letter.

Action - MF to phone Heather Thomas from BDBC to say cheque returning deposit wasn't received

MF is relocating to Cambridge by Aug 07

Action - Advertise for treasurer's role through Maggie Dee in the Gazette

### **6 Hall Management Report**

Gardening Duties - gravel needs de-weeding and weed killer applied.

Brambles are coming from hedge into the car park.

Microwave is broken

Action - KR to look into getting a microwave and fridge on freecycle.

Action - MM to look into fixing photocopier and computer

Insurers have confirmed we can proceed with Ted's quote for committee room window

## **7 Booking Agent's Report**

BJJK no longer using hall - have left with payment outstanding

Action - NB to email PM with April and May dates and name and address of hirer

Need more hires to cover those regular bookings lost - minimum needed is £2500 for rent, bills etc

Library sheet with community halls needs updating - NB to do this  
Posters for advertising for in schools etc - ask SB

Discounts agreed for all new regular bookings

MF to unlock 19/06/07 Action - NB to remind

## **8 Allocation of Roles**

Treasurer role needs replacing asap

Hall management

Too much for one person - one role to decide what needs to be done and one role to co-ordinate this

1 Health and Safety - Physical repairs ie bricks and mortar checks, weeding etc.

2 Co-ordinating hall management committee for what needs doing

Unskilled - everyone can do

Skilled - get people into to do it if not MM and TBS

CH to build list of tasks and email PM only. PM to prioritise tasks and email to rest of committee recommendations. Pay local handyman for any skilled work.

KM to speak to Sandy Percy to see what other halls do and if here is a list of contacts

MF to pass on security application form from BDBC. PM to email KR spec

for building quotes  
MM and TBS to sort out asbestos

Review all in September

Blurb- has been very rushed - Action -ask SB if HH can take over blurb  
Catchment area - pay more for further areas? Could rotate areas each quarter  
Treasurer will need an estimate of cost of print

Rota needed to chair meeting - Action -MF to complete list  
Put meeting dates up in the hall two weeks in advance and let Maggie Dee know for Gazette

### **9 Events co-ordinator's Report**

Green Fair - KR HH and MM to meet before next meeting to discuss

Toddler group - need an agreement to keep it as Brookvale Toddler and baby group to keep it at hall and so toys and equipment can not be removed  
Stretch and grow - MF/KR to see how Bcot deal with them before we commit to them using the hall. Need to check availability with other hall users and should charge for commercial groups

Youth Group - provisionally book Wednesday nights from Jan 08. Will be run in partnership with church but will be Brookvale Youth Group

### **10 Disability and mobility co-ordinator's report**

Risk Assessments

RA allocated out in priority order - HH 2 MF 1 NB 1

NB to print off paper work for CH when emailed

NB to purchase up to date First Aid Kit

### **11 Development Subcommittee Report**

Wickes development - questions raised

Meeting on 14/06/07

Developers at hall 19/06/07 4pm to 9pm

### **12 Lottery Agents Report**

4 people now helping - soon to get ID cards with photos. HH no longer involved

**13 Website Report**

Outstanding subcommittee report. NB to ensure hall booking info is up to date

**14 AOB**

Date of next blurb

**15 Date of next meeting**

Wednesday 4<sup>th</sup> July 2007