

Minutes of BCA Meeting 4th July 2007

1 Present/Apologies/Minute Taker/Chair

Present

Moira Faul, Kate Robbins, Chris Hall, Helen Hempstead, Margaret Mason, Nina Burley,
from 8:30pm: Pam Mansfield,

Apologies

Jon Mason, John Shaw, Malcolm MacInnes

Minute Taker

Margaret Mason

Chair

Nina Burley

2 Minutes of the Last Meeting

Minutes agreed and signed. Also brief discussion about the status of the AGM minutes.

3 Matters Arising from these Minutes

Kate has obtained a microwave from freecycle and this is now in the kitchen at the Hall. Action: Helen to investigate getting a fridge as she knows of a possible one.

4 Event Co-ordinator's Report

Helen investigated "Stretch & Grow" for possible use with Toddler Groups or Summer camps etc but on balance probably decided not to pursue further.

Green Fair organising in progress. Idea of having a children's competition to bring an eco-picnic and people can take their picnics to Victory Park if weather suitable rather than having the picnic as a main focus of the event. Helen took Malcolm's copy of Green Fair flyer to work into the next issue of the Blurb. Further discussion of the Blurb – see section 11.

Green Fair will need a rota to cover kitchen duty for refreshments etc. [Action: Pam later agreed to contact Eric, who helped in kitchen at Red Nose Disco, to see if he can help for part of it. – Event is 6? Hours and would need someone else in kitchen also.]

5 Councillor's Report

None given (John Shaw sent his apologies for absence).

6 Treasurer's Report

Moira very busy with work and business of moving to Cambridge so not much to report on BCA front. Action: Kate to get annual return form (for Charity Commission) to send to Dave for previous year's accounts (as opposed to the year just gone).

Action: Moira to cancel direct debit to Basingstoke & Deane Borough Council – have been waiting for lease to be sorted but now going to do it anyway.

Malcolm has put in a request to the Volunteer Bureau for a Treasurer but after a short discussion it was decided that Moira should hand over to Jon & Margaret rather than being in limbo waiting for someone to come through the Bureau. Date for handover meeting agreed between Moira & Margaret.

7 Hall Management Report

Malcolm has put in a request to the Volunteer Bureau for a Handyman. Action: Helen also to arrange for an advert for a handyman at Morrison's local notice board.

Discussion about gardening/weeding of patio etc – various people could come down at various odd half-hours to do a bit but agreed to e-mail to arrange a common date to work together.

[Pam later mentioned her son is currently between jobs so may be interested in doing weeding and a few handyman jobs. Action: Wait for feedback on this from Pam before arranging weeding date (and advert at Morrison's?) but do need to do weeding soon e.g. before September.]

Malcolm's e-mail mentioned a piece of user equipment (PA or stereo?) being left in the Committee Room but this wasn't obvious at the meeting so assumed it has already been removed.

Nina requested a spare car park key for a user who has lost theirs. Decided that Nina as Booking agent should have the master set and all the spares as she issues keys to regular Users and has the forms for people to sign that they have what keys. Jon & Margaret currently have the Master set and any spares (plus old keys) and a list of sorts so need to hand over at some point.

Also as requested kitchen store key given to Helen as Event's Co-ordinator.

[Pam later went through issues list from Chris:

1. Wet floor sign needed for cleaners. Action: Helen to check trade cost & order if significantly cheaper else Pam to order. Usage: cleaners would put out after washing floor, first people to come in when floor is dry puts sign away in cupboard by door. Need label on sign so people know what to do?
2. Fire equipment testing & signage questions: Action: Margaret to liaise with Chris over date testing engineer to visit in July
3. Fire protection status of curtains: Bought in 2000 as Fire protected. Likely need re-doing by now. (also some repairs needed? – header tape etc loose on some curtains).
4. Repointing of West Wall: scheduled to be done in August (along with repairs to Glass Block East Window?)
5. Meter box & lock repair: scheduled to be done in August too?
6. First Aid box: in hand
7. Microwave: in hand
8. Ladies toilet sink: 2 brackets being made to support
9. Chris to contact BDBC re H & S
10. Emergency contact list: Agreed if Chris not available, then next contact Jon & Margaret then Helen, then Nina, then Kate, then Malcolm?]

8 Secretary's Report

Kate still to write a letter to the Council about the lease.

9 Booking Agent Report

Nina reported still unable to trace missing ex-hirer for monies outstanding.

Slimming World (new person running it than previously) still interested in hiring. Action: Nina to follow-up and arrange suitable slot.

Let-in & Lock-ups agreed:

Sunday 8th July: Moira to open (10am) & Kate to close (4pm)

Saturday 14th July: Helen to open (11:30am) & Margaret to close (4:30pm)

August 19th?: Nina open & close.

Monday 30th July: Maria Miller Surgery 3pm to 4pm – Chris open & close.

10 Lottery Agent's Report

[Apology from Pam that she would be arriving at 8:30pm – report given then]

Pam has now got the ID badges for her team of collectors/agents. New membership forms printed. Hope to see Agents next evening and be out in force soon. 10 people have already rejoined Lottery via contact with Pam. Will be giving Moira (Treasurer) new balance sheet for accounts as some winners have moved away, meaning money back in account.

Action: Pam to ask Peter Marshall (collector) about being Minutes Secretary for general Committee Meetings.

11 Producing the Blurb

Helen has asked Sarah W. about producing Blurb. Sarah says anyone could do it by following the template provided. Helen has also e-mailed Simon about it but awaiting a response. Planning to have a Blurb out before the end of July to advertise Green Fair etc. Action: Need any copy/entries to Helen by the end of next week.

Discussion about Disability Forum funding Blurb if have a regular sizable piece in the Blurb (eg full page insert). Action: Helen & Chris to create a Pros & Cons list for the main Committee to discuss.

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

Lots of informal verbal communication but people not writing or formally inputting into the Disability Forum itself. Need communication to be recorded for it to have weight for access audits etc for planning applications and the like. Chris maybe to try and capture the informal communication with one-to-one meetings eg at Disability Surgeries at 3C's coffee mornings.

Risk Assessments: Helen had one done to show Chris for feedback. (Two others lost somewhere in computer space). Chris explained that only need to do first two columns (what the risks are) and he as Health & Safety fills in the rest about mitigating the risk etc.

Action: Scheduled next 2 months Risk Assessments to do:

Sanitary Waste: Kate to do

Glass: Nina to do

Fire: Chris to check if this is already on file via Ted/Pam

Storage: Margaret to do

Car Park & Patio: Kate to do

First Aid: Nina to do

Aside on First Aid: Helen has taken the Council's First Aid course as paid for by the BCA but only basic first aid and does not qualify her to be First Aider at Community Events.

Also restocking of First Aid box ongoing. Nina reported cannot just buy replacement box but need to place order for specific items.

13 Website Report

E-mail any requests for updates to Sarah (busy but will post to website if e-mail?). Helen unsure how often e-mailed checked so would be useful to have phone number if urgent request.

14 AOB

Chairing Rota worked out by Moira: (no meetings in August or December)

July: Nina

September: Malcolm

October: Jon/Margaret

November: Kate

January: Helen

February: Chris

March: Pam

Moira gave Chris Andy's cheque for cleaning for the quarter April to June to pass on.

Chris had an opened packet of BCA paper that was split between Nina & Helen as they do BCA printing. Various expenses paid.

Moira was presented with a card and two bottles of wine to thank her for her time and input to the BCA and her work as Treasurer and wished well as she (and her family) move to Cambridge.

15 Next Meeting Date

Wednesday 5th September 2007