

Minutes of meeting 6th September 2007

1. Present: MM NB CH MMc SW PM HH

Apologies: SS JM

2. Minutes from last meeting: Minutes signed

3. Matters Arising from these minutes: NB to hand over replenishing of first aid kit to PM.

Agreed that female sinks to be fixed as outlined in MMc email.

Election of Chair: MMc questioned if a chair was needed to oversee all the actions - when he has asked other committee members how they are progressing with their actions they have 'had a go'.

Agreed as committee it is too much responsibility for one person to chair and do not want to vote for a chair/paid coordinator. People are responsible for their action tasks and it is ok to be asked.

4. Councillor's Report

Not Present

5. Events coordinator's Report

Discussed areas that will have blurb delivered.

Green Fair:

Action: Need to produce a handout stating fire evacuation procedure and that parents are responsible for their own children. To be kept for future events.

Meet and greeter to give out hand out.

HH to be designated first aider.

Judges needed for children's competitions

Decided a visitors book is not necessary for people to sign in and out of event

In event of fire two people to check committee room and chair cupboard, main hall and toilets, close doors on exiting. Make sure no one goes back in. Committee members to have mobile phones to contact fire brigade.

Action: NB to cut away brambles in the hedges in front and behind the hall.

Action: PM to look into litter picker and prong

6. Treasurer's Report

Not Present

7. Secretary's Report

Not Present

Outstanding action: Letter to BDBC regarding the lease is to be handed over to the new secretary

8. Booking Agent's Report

NB to hand over role of regular booking agent to JM and MM

Need to find someone who is able to do ad hoc bookings

Regular users need to agree to regular payment schedules eg monthly or quarterly.

NCT are looking to use hall Friday mornings so Shaw Trust will have to change the cleaning day to Tuesday mornings

Action: CH to let Andy know and MM to confirm and ensure that floor is left dry.

Play council need to be refunded £27 as the floor was too wet to use after the cleaners had been in.

9. Dev Sub committee report

In email report

Asked main committee who would be able to attend BDBC meeting on 18/09/07 - MMc and CH to attend

Section 106 wish list - was there an email as to what was discussed in meeting on 01/05/07?

10. Health and Safety Report

Disability Access group

Discussed documents regarding changes to Lower Church st, Vision of Central Basingstoke, Hampshire Local Area Agreement, Transport in community.

Any comments to CH

Action: put details on website, and also Basingstoke and North Hants Trust

11. Hall Management and Maintenance Report

Window in committee room is now fixed.

Letter for insurers to be sent

Action: TBS to spend £50 on brackets for Female toilets

Handyman - MMc to phone for handyman hourly rates and materials. To be discussed at next meeting.

Email MMc any contact details found.

Gardening - Nigel from Shaw Trust has offered to do some horticultural work in return for a hire for annual trainee party.

Action: ask them to come to next committee meeting to discuss details

12. Lottery agent's report

There are 141 members at present

There is £1731.06 in funds - £981.22 now in Nationwide and £749.84 in cash

AOB

TP, the secretary from Brookvale's under 15's football team, came to meeting to see if there could be an affiliation between BCA and football team eg using hall for fundraising events, advertising through blurb and website, using hall as extra venue

Action: PM to liaise with TP

Date of next meeting: