



Minutes of Meeting 9th October 2007

1 Apologies for Absence

Andy (of Basingstoke Community Church), Margaret Mason.

2 Present

Chris Hall (chair), Sarah Whittaker, Pam Mansfield, Malcolm Macinnes, Jon Mason (minutes), Nigel Sully (of Shaw trust), Jan Broadbent, Simon Shi, Helen Hempstead.

3 Welcome to new members and visitors; Building facilities and fire evacuation

Nothing minuted.

4 Minutes of Last Meeting and Matters Arising

The minutes of the last meeting were accepted by the committee. Litter pick tongs, wet sign, first aid kit to be obtained...**Action Pam**

5 Presentations to Committee

5.1 Nigel of Shaw Trust: Gardening in return for free use of hall for their Xmas Party

- Nigel Sully gave a summary of what the Shaw Trust is and its aims and then explained that the Shaw Trust would like to be able to use the hall for a Christmas party on 20th December 11am to 4pm this year and possibly at other times in the future for other Christmas parties and other events such as award ceremonies. Instead of paying for the use of the hall the Shaw Trust would provide gardening services around the hall.
- It was agreed that the amount of gardening man hours that the BCA would get and the work carried out using that time would be agreed for each booking of the hall.
- It was noted the council already carry out basic maintenance of the hall grounds (as they own them) so the gardening work would have to be something like planting flowers.
- The committee agreed the proposal – proposed Pam, Seconded Jan.

5.2 Andy of Community Church: Youth Group in Association with BCA

This item was postponed until the next committee meeting as Andy couldn't be at this month's meeting.

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6 Reports

6.1 Councillor

No councillor present and no report received by any other means.

6.2 Treasurer

- The new treasurer (Simon Shi) has received a handover from the previous treasurer (Moria) and is now in possession of folders and spreadsheets.
- He is still waiting for his signature to take effect in order to be able to sign cheques on behalf of the BCA (this is because the form to request the change of signatories had not been completed)
- Simon explained that the BCA income for 2007 until 11/08/2007 was £1400, whilst outgoings was £750. There is also still a surplus for 2006.
- Simon explained that he was thinking of introducing a new expense form for expenditure by BCA committee members.

6.2.1 Lottery

Pam explained the overall state of Lottery funds: £1774.06 (+ £160 to pay in from Nationwide and Portman Building Society merger) in credit with approximately £700 to pay out as cash prizes.

6.3 Secretary

No report. Jan Broadbent has now taken over from Kate.

6.4 Booking Agent

Report as emailed to committee.

NOTE: hall to be used on Wednesday Evenings for the youth group from the new year.

6.5 Events

- Arrangements for the autumn disco on 27/10/2007 were discussed.
- Helen asked the committee to display adverts for the autumn disco in the windows of their house and to ask friends/contacts to do the same in their houses.
- It was clarified that the autumn disco would go ahead (it had previously been suggested at an earlier committee meeting not to have a disco this year).
- A Christmas party was provisionally booked for 09/12/2007. It is to be decided at the next committee meeting whether or not to go ahead with the party, depending upon the state of BCA funds.
- Green Fair was deemed a success. It was suggested that we could have a similar event next year, perhaps inviting power companies (as they could offer interesting stands) to attend and dropping the picnic (as nobody had a picnic at this year's event).
- It was proposed that a Blurb be produced every two months. But this would depend on whether there were sufficient adverts to cover the extra cost...**action Helen to find out.**

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6.6 Disability & Vulnerable Persons

- 15 of 34 risk assessments have been completed.
- Jan offered to help Chris complete the remaining ones as she has risk assessment experience.
- It was suggested that a regular disability slot be added to the agenda.

6.7 Hall Mgt + Mtce

- Gas servicing needs to be arranged, ideally by same person who arranges fire and electric testing, i.e. Margaret...**Malcolm to email details to Margaret**
- Cooker needs cleaning...**action Helen**
- Malcolm has contacted 2 handymen and is waiting to hear back if they are interested in carrying out work around the hall. We should use them to do large jobs only, with the committee doing the smaller jobs.
- Stock of light bulbs is low...**action Pam to get more**

6.8 Devpt Sctte

Report as emailed to committee.

NOTE: Glebe garden subway of Victory roundabout flooded.

6.9 Compliance

- Helen to host and be first aider, Chris to be safety officer at autumn disco.
- Simon to contact Sandy Pearcey and initiate a CRB check as he is in contact with money (a CRB check would also have been necessary for Helen had she not already had one because of her contact with children at the youth group)...**action Malcolm email Sandy's details to Simon**
- A talk is to be arranged from Merlin at December's committee meeting to explain the support available for the handling of paperwork (for charities?).

7 AOB

- Chris to chair and do agenda for all meetings.
- Next meeting: Tuesday 6th November at 7:30pm.