

## **Brookvale Community Association Minutes** **06/11/07**

Present: Chris Hall, Andy (Basingstoke Community Church, item 1 only), Helen Hempstead, Pam Mansfield, Rebecca Kennelly, Simon Shi, Kathy Williams, Malcolm Macinnes

Apologies: Jan Broadbent

### **1. Andy and the Youth Group**

Key Features:

- Joint ownership BCA and Basingstoke Community Church Town Centre
- Wednesday evening from the new year
- No religious connections
- For Brookvale and surrounding areas
- Publicised through Cranbourne school and the Blurb
- Insurance and storage are being checked
- Hire will be a token charge as for the toddler group
- Target age group is first 3 years of secondary school

Pam proposed go ahead, Malcolm seconded.

### **2. Minutes and Matters Arising**

- We should not put 'report as emailed' but insert the text for a full record.
- Andy shouldn't be in apologies as he wasn't due to attend.
- Subject to above, minutes agreed.

### **3. Events**

- The disco was a great success and a small profit was made.
- Christmas party proposed date is 9<sup>th</sup> December, 2-4.30pm. The budget required is £120 plus a raffle prize. The raffle prize money will be recouped. The budget was agreed.
- The pantomime is on 13/01/08 and costs £150. It was suggested tickets should be charged at £5 adults and £3 for children and ideally could be sold at the Christmas party. **Action Helen** to organise tickets.
- Advertising is a concern. **Action Helen and Pam** will action a mini Blurb for the end of November primarily for the party, and another mail drop in December for the January pantomime and youth group.
- **Action: Malcolm** to prepare a brief development report for the mini blurb by the 20/11.

### **4. Treasurer Report**

- September positive cash inflow.
- Did expenses form. If claims are emailed before the meeting then Simon can prepare cheques in advance and swop them for receipts.
- Simon is having difficulties tracking paying in. Pam will pass her small amounts of cash to Simon to keep as petty cash. Margaret and Simon swopped paying in books so that Simon can track the stubs.
- Simon warned that the biggest expense is the insurance at £2000 but it is possible it will be more next year after the claim this year.

## 5. Councillor Report

Nothing to report.

## 6. Secretary Report

Nothing to report.

## 7. Lottery Report

There are 146 members, £1,222.32 in Nationwide, £710.84 as cash. This includes the Nationwide bonus.

## 8. Hall Bookings Report

- Margaret handed over materials to Kathy.
- Fellowship Dialogue have May, September, October and possibly August outstanding, about £500. **Action: Pam** will discuss this with them on Saturday with a view to charging interest. **Action: Margaret** to email exact amount outstanding to Pam.
- No January 3Cs coffee morning.
- Hall terms and conditions need updating and should include something on late payment. Different documents need amalgamating. **Action: Margaret** to email the current documents to Rebecca. **Action: Rebecca** to revise. **Action: Margaret** to send revised version to Kathy and Sarah.

## 9. BCOT Meeting Report

- The council permits us to let car park spaces to one company. BCOT have requested 10 spaces for lecturers 8am to 5pm.
- This was agreed. Pam proposed, Malcolm seconded. **Action: Pam** is to negotiate and action with the following aims:
  - 1<sup>st</sup> Wednesday of the month not to be used as Civil Service use all the spaces.
  - Formal written agreement needed.
  - 10 keys to be issued, any lecturers can use the 10 spaces (not 10 named people).
  - Tickets to be issued for car windows.
  - £30 per space per month, or £20 if paid all year (as opposed to term time only).
  - Pay by standing order.
- **Action: Margaret** to check with the insurance company that there is no problem with this.
- BCOT will know in January if they can proceed with the Lilley site. If they can proceed both sites are likely to be sold for housing. If they can not proceed the current site will be redeveloped.

## 10. Shaw Trust Work in Return for use of Hall

- Chris has drawn up Terms and Condition. **Action: Chris** to send to Rebecca. **Action: Rebecca** to advise.
- Work to take place 27/11.

## 11. Development Subcommittee Report

- Brook House will be refurbished to incorporate 24 flats.

- Old Allotments site not started, still looking at legal aspects of building on a water table.
- 13/11 Malc will represent BCA at a council meeting about post office closure.

### **12. Hall Maintenance**

- Eric is getting an urn.
- Photocopier is out standing.
- Malcolm has obtained 2 written quotes for a general handyman. **Action: Rebecca** to see if a challenge day could tackle a lot of the outstanding jobs. **Action: Malcolm** to let the cheaper handyman know we are interested, pending challenge day outcome.
- **Action: Margaret** to pass window keys to Kathy so a kitchen window can be opened for ventilation if hirers are using the kitchen.

### **13. AOB**

- Premises licence is in a previous committee member's name. Chris proposed we move it, Malc seconded. **Action: Margaret** to transfer the licence to the BCA name and use Chris's address for correspondence.
- Malc raised the issue of liability insurance. **Action: Rebecca** to check options and report back.

### **Next Meetings:**

10/01/08 and 07/02/08 at 7.30pm