



Brookvale
Community Association

Minutes of Meeting 10th January 2008

1 Welcome & Apologies

1.1 Absent

Simon Shi, Jan Broadbent, Margaret Mason, John Shaw (councillor)

1.2 Present

Chris Hall (chair), Sarah Whittaker, Pam Mansfield (for first 5 minutes), Malcolm Macinnes, Jon Mason (minutes), Helen Hempstead, Rebecca Kennelly, Cathy Williams

2 Minutes of Last Meeting

No matters arising.

3 Secretary's Report

No report. Secretary not present.

4 Councillor's Report

No report. Councillor not present.

Several members of the committee brought up various issues related to the area including: Crown heights bridge to be closed evenings, King's Furlong Post Office due for closure, Timberlake Road subway to re-open soon.

5 Treasurer's Report

No report. Treasurer not present.

Cathy Williams (ad-hoc booking agent) reported that she had £115 cash and £216 cheques from ad-hoc bookings to pay in.

Helen Hempstead (events coordinator) reported that the Christmas party made a small loss of £25.65.

6 Lottery Agent's Report

Pam Mansfield reported the following:

Balance B/F 01/12/2007 £1933.16

Collection Nov07-Jan08 £75.30 (credit)

November Draw £100.00 (debit)

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December Draw £100.00 (debit)
Interest to 01/01/2008 £20.77 (credit)
Tax on interest £4.15 (debit)

Monies as of 10/01/2008 £1243.04 (Nationwide) £422.04 (cash)

Members 150 (3 extra members)

7 Event's Co-ordinator's Report

Helen Hempstead reported the following (**NOTE:** Helen resigned from the committee by email before the meeting and this was her last meeting):

- Christmas party a success! Little or no stock of presents, food and drink left over.
- Malcolm to handle Beauty and the Beast event.
- No further events planned.
- Need someone to take on the job of coordinating the BLURB (the BCA's news letter to the local area). That person would need to handle the invoicing of advertisers.
- Cathy Williams volunteered to go on a first aid course in order to be available as a first aider at BCA events...**Action Cathy**

8 Booking Agent's Report

Cathy Williams reported the following:

- 3 events booked, 2 more enquiries.
- Cathy wanted to know if the Petology 2nd weekly booking slot was permanent...**Action Margaret**
- Rebecca and Cathy to sort out new booking form between them without bothering the committee with the details (hirer's are to be responsible for their own risk assessments).
- It was agreed that the Fellowship Dialogue group who already regularly hire the whole on Saturdays could also regularly hire the hall on Sundays up until 2:30pm. This is to allow the hall for hire on Sunday afternoons for ad-hoc bookings.

Helen Hempstead reported on the status of the planned youth group regular hire as below:

- Start Wednesday 16th January 2008
- Have own keys, but require cupboard keys...**Action Margaret**
- Payment to be by standing order, Margaret to liaise...**Action Margaret**
- Is to now to be just a regular hirer, not in partnership with the BCA, in order to keep things simple with insurance.
- Needs a committee liaison person – Chris Hall volunteered

It was re-emphasised that the kitchen bin is to be locked in the kitchen store cupboard when not in use at BCA events in order to encourage hirers to take their rubbish home with them.

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9 Safety Officer Report

Rebecca Kennelly and Chris Hall reported the following:

- Rebecca has now done a risk assessment summary status (most legally required ones have now been done).
- This will be drafted into a health and safety policy
- Pam to liaise with Ian Butler to do odd jobs...**Action Pam**
- Rebecca to provide new signage including: car park disclaimer, fire assembly, ditch warning, fire doors...**Action Rebecca**
- Fire service advised us that the hall is OK as we are (with no detectors/alarms) but need to leave meeting room door open so that the raising of an alarm by voice is possible in the event of an emergency. This door should be shut when the hall is not in use as it is a fire door.
- It was agreed that Chris would be responsible for handling hall health and safety.
- Sign off risk assessments...**Action Chris and Rebecca**
- Thanks to Chris for beginning the job of the risk assessments.
- Restock first aid kit...**Action Helen**
- Provide chair stacking plan...**Action Rebecca**

10 Constitution and BCA handbook

Rebecca Kennelly reported the following:

Whilst looking into changing the current BCA constitution in order to change the area of benefit, Rebecca Kennelly presented the committee with the following two choices:

- 1) Re-write constitution completely based upon recommended charities template.
- 2) Just modify existing constitution, even though it's out of date.

Draft option 1...**Action Rebecca**

11 Development Sub-Committee Report

Malcolm Macinnes reported the following:

- Need more sub-committee members
- Local decision making being eroded by central government

12 Website Report

Sarah Whittaker reported the following:

- Website is up to date
- Development sub-committee to provide updates for inclusion into the website

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13 Any Other Business

- We could ask handy man to make kitchen door into stable door of 2 halves, in order to keep children out.
- A huge thanks to Helen for all her work as a member of the BCA committee.
- Discuss recruiting of new volunteers at the next meeting.
- Cathy is planning to go to a forthcoming council hosted meeting providing help and advice on how to be a trustee of a charity.
- Rebecca is able to do any laminating in future for the BCA using the facilities at her work (council), provided we provide the laminating materials.
- Chris' old phone has been donated to the BCA.
- Lease is to expire on 1st May – Rebecca advised that Sandy Pearcey should be contacting us about it soon.

14 Dates of Next Meetings

Thursday 7th February at 7:30pm

Thursday 6th March at 7:30pm