

7th February 2008

Present: Pam Mansfield, Jon Shaw (until the end of item 4), Malcolm, Cathy Williams, Rebecca Kennelly, Chris Hall, Simon Shi (from item 4).

Apologies: Doris Shaw

1. Minutes of the last meeting

Figures from the lottery were incorrect, the cash in hand figure should be £582.04.

2. Matters arising

Cathy needs details of the first aid courses. **Action: Rebecca** to supply details.

Rebecca reported back on requesting signage, she emailed to get quotes. If these are too expensive she will look to do something independently. **Action Rebecca** to follow up.

Rebecca circulated a template for the constitution, sourced from Community Matters, it is very comprehensive. Feedback was that the model document has too much jargon and shouldn't be too long. It should use the term 'Community Hall', rather than 'Community Centre'. **Action: Rebecca** to take what is important from this best practice model and develop it into something more useable.

3. Secretary Report

Many people are getting post, it should go to the secretary, unless it is obvious who it should go to. **Action: Margaret** to collate and circulate a contacts list so it is easy to forward post.

The charities website is not up to date. **Action: Sarah** to update the website when she has the details.

Neighbourhood Watch – Police are interested in setting these up. One may be formed in Lower Brook Street and the Police are keen to

Coffee morning is not being well attended.

4. Councillor's report

Jon was approached by Fellowship Dialogue about taking over the lease of the hall. Jon said he would attend the committee meeting to make us aware of this. The committee were not receptive to this idea. They are still in arrears. The group have stored their carpet in the committee room, which contravenes their hire agreement and they have been made aware. They have also stored COSHH items in the kitchen unlocked, they have not been made aware of this. Malcolm noted that they have been invited to come to committee meetings but have not come. **Action: Cathy and Margaret** to review regular hirers terms now that a new hiring agreement is available. They will put an extra clause in for Fellowship

Dialogue about the cleaning materials. They will check which groups use which cupboards and label when done.

Action: Rebecca to send Margaret Fellowship Dialogue email address.

Action: Pam to send a 7 day letter to Fellowship Dialogue if they don't pay their next invoice. She will liaise with Margaret.

The Borough Council have produced the Core Strategy – Issues and Options Consultation, available in hard copy and on the website. There is a questionnaire so that people can respond. Jon circulated these. Other leaflets to be left in the hall.

Action: Sarah to email Jon the webpage link that has the meeting dates on it.

Lease needs dealing with. **Action: Jon** to chase Simon Buckingham to get him to contact Cathy Williams. Malc will assist, Rebecca also offered, including possible access to a solicitor. **Action Cathy** to progress lease which expires April 2008.

5. Treasurer's Report

This will be Simon's last meeting. Cathy is going to act as Treasurer from this point.

Surplus May - December £1,680

Income May – December £4,125

Payments May – December £2,444

In bank account: £4,700, about £2,000 will be due on insurance in March. There is good performance.

Action Simon to email financial year records to Cathy. **Action: Cathy** to change addresses and change signatures.

05/06 records are still in Moira's laptop.

Cathy wants to investigate looking at claiming VAT back. **Action: Rebecca** to investigate in the first instance.

6. Lottery Report

£1,834.18 money held, of which £1,243.04 is in the Nationwide and £591.14 in cash to cover winnings for the rest of the year. There are 151 members. Pam is back to doing the lottery on her own. There will be one helper in the new year but she needs more help. Pam can keep doing the lottery next year and do her reports but can't be an active committee member but can help with events etc.

Action: Malc to send Pam Peter Marshall's email address.

7. Health & Safety

12 risk assessments completed, 4 remaining. Have been reviewed by Rebecca and would like to have permission to sign them off, print them off and store.

Action: Rebecca to send Chris the summary sheet for the risk assessments.

Health & Safety policy first draft has been completed. When this is signed off the Health and Safety work is done. **Action: All** to send comments to Rebecca by the next committee meeting.

8. Booking Agent Report

Things are quite busy.

Only problem is licence, it needs clarifying if Sundays can be used and the names need updating. **Action Rebecca and Margaret** to arrange update urgently. The licence needs to go in the filing cabinet when ready.

Petology are having Tuesdays, Salsa Culture is on Thursdays. Might be better to move committee to another day.

9. Hall Management Report

Outside cupboards, side fence and ladies sink outstanding. In addition the shutter door needs oiling, switch at side of stage door turns but doesn't press, fire door on door from hall to side hall needs the automatic shut fixed and bulb in ladies needs doing. The anti climb paint needs renewing **Action: Pam** to let Ted know the list and go back to Rebecca with any jobs that should go to the handyman. Handy man is waiting for snagging list.

10. Vulnerable Person's Officer Report

Success with Crown Heights bridge. It looks now as though this will stay open. Other routes are not suitable.

11. Event Co-ordinator's Report

Malc's report on Beauty and the Beast noted. £59.00 profit. We want Proteus again in January 2009.

Action: Malc chasing invoices for face painting (£30) and Punch and Judy (£70).

Suggestion: Indoor car boot perhaps about April. Need to be able to publicise before arranging the event. **Action: Cathy** to give it some thought and do a plan.

Malc is doing the green fair this year 27th September 2008.

12. Development Sub Committee

No comments to add to email report.

13. Website Report & Blurb Report

Pam saw Simon at the pantomime and he is happy to do the blurb. **Action: Pam** will look at how best to sort out the Blurb.

Sarah unable to get in touch with Iain Henshaw who offered to update the development sub committee pages **Action Malc** to see if he wants to do it.

Sarah to update website re Crown Heights

14. Any Other Business

Next meeting to focus on good and bad points from the year and planning for the AGM. **Action: Sarah** to prepare and chair the next meeting. We will also look at how to get more volunteers.

15. Date of the next meetings

Next meeting: Tuesday 4th March 2008 and Tuesday 1st April.

AGM is 20th May.