

Minutes of Management Committee Meeting held on the 4th March 2008 at Brookvale Village Hall

Present: Malcolm MacInnes, Sarah Whittaker, Chris Hall, Jon Mason, Rebecca Kennelly, Pam Mansfield

Apologies: Cathy Williams, Doris Jones, John Shaw

Minute of last meeting:

Missed: Rebecca to send updated summery sheet to Chris Hall regarding risk assessments. The minutes were then agreed and signed

Matters arising there from:

Paragraph 13 – Does Ian Fenshaw want to continue the Sub Development Committee Pages on the web site, he has been told what is involved, but he has not responded. Only Sarah can update the pages, as he is not authorised. Sarah will contact him again and we will see what happens.

Councillor's Report:

Councillors not present.

Treasurer's Report

Cathy proposed that we contact EON to fix price of electricity, by paying monthly there is a 9% rebated. The committee agreed to this.

Cathy would like a list of events for the next 12 months, so a budget can be prepared – Green Fair, Halloween, Children's' Christmas Party and Proteus.

All receipts and payments required by 1st April 2008 so that the accounts can be prepared for the AGM. Shaw Trust to send their invoice direct to Cathy.

Check with Margaret for the paperwork on the Fire/Theft Insurance.

Lottery

There are 151 members. Amount held £1770.18, this is made up of Nationwide-£1243.04, Cash £527.14

What have we done well/not so well over the past year?

Plus:

Green Fair – Informative & enjoyable

Proteus – sell out and enjoyable for adult and children

Halloween Party - great for the children

Christmas Party - enjoyed by the children and adults.

Admin Risk Assessments – all complete.

“ Updating Policy & Procedures – all complete

“ Maintaining lottery

“ Regular Hire of the Hall

“ Events have been well attended.

Minus

Retaining Volunteers, BLURB only by valiant efforts
Committee Meetings do get bogged down. Maintenance and cleaning
Hirers making the Hall untidy Continuous Chair
Green Fare – great effort to get participants.
Events are not bringing the Community together.
Lack of new committee members

How can we use this information to improve?

Through planning, Keeping the Hall going through Hire.
Keep information to the community going, the BLURB being a very good medium, especially for those who are new to the area.
Noting the change in culture over the past 15 – 20 years and government legislation which stifles the willingness of volunteers.

AGM 20th May 2008

Ask Ted Blackmore-Squires if he would be willing to chair the AGM.
Cancel any bookings for the 20th May 2008.
Using the BLURB - advertise, giving job description. Include Victory Hill, Flaxfield Rd and Sarum Hill in the distribution area.
Main BLURB out in April, mini BLURB May, mail-shot weekend before AGM
Jon and Margaret will not be continuing – Regular Booking Agent required.
Sarah will be continuing with the web, and will help where necessary.
Pam is happy to keep the Lottery going, submitting monthly reports, will obviously be a committee member, but cannot guarantee being able to attend meetings. Will help with events if able to.
Rebecca is happy to be Chair Person for the year 2008/2009
Chris will continue to review and update on Vulnerable Persons/Safety Officer. These will be separate offices.
We do need to know if Jan Broadbent is going to continue as Secretary.

Indoor Car Boot Sale

Car Boot Table event, first aider or appointed first aider, Safety/Health officer. Risk assessments from hirers before the event. Re-circulate task list. It was agreed to go ahead with the planning.

Shaw Trust

Shaw Trust would like to repeat the arrangements made last year when they booked the Hall for their Christmas Part. This time do we look at a set piece of land, a garden area, or a general tidy up as last year. The time agreement would be 5hours.
The idea of plants was discussed and the idea of bushy plants with flowers would be better than small plants.

The back of the hall which is now fenced off does require a re-think as it does not lend to the look of the building.

A.O. B.

Check if Peter Marshall would be happy for Pam to have his mobile number, so that contact can be made regarding whether he would like to be a Lottery Agent.

The Risk Assessments have to be indexed before being given to committee – arrange meeting with Rebecca.

Crown Heights Bridge to remain open. At a later date there is to be a review on the three alternative routes around that area as to whether they will all remain open.

Chris informed us of a meeting on the 27th March 2008 in Eastleigh regarding the Lucas Strategic Partnership. This is Adult/Social Services, Basingstoke Disability Forum, & North East Hampshire.

General repairs to the Hall, Door closure rear door, disabled wash basin hot tap, front door requires shaving on the bottom, the shutter for the door needs oiling, gas/electric cupboards need new locks. Repaint pipes with anti climb paint. Side fence needs a slight repair.

Next meeting 1st April 2008 7.30pm

MANAGEMENT COMMITTEE MEETING 1ST APRIL 2008

AGENDA

- 1/ PRESENT**
- 2/ APOLOGIES**
- 3/ MINUTES OF LAST MEETING**
- 4/ MATTERS ARISING**
- 5/ COUNCILLORS REPORT**
- 6/ TREASURE'S REPORT**
- 7/ SECRETARY'S REPORT**
- 8/ LOTTERY REPORT**
- 9/ VULNERABLE PERSONS/SAFETY OFFICER REPORT**
- 10/ HALL COMMITTEE/ BOOKING AGENT REPORTS**
- 11/ DEVELOPMENT SUB COMMITTEE REPORT**
- 12/ BLURB DEVELOPMENT**
- 13/ AGM**
- 14/ A.O.B.**

- 15/ NEXT MEETING**