

Minutes of Management Committee Meeting held on the 1st April 2008 at Brookvale Village Hall

Present: Malcolm MacInnes, Sarah Whittaker, Chris Hall, Margaret Mason, Rebecca Kennelly, Pam Mansfield, Cathy Williams

Apologies: Doris Jones, John Shaw

1. Minutes of the last meeting

There was one correction; Cathy was recorded in error as Chelsea. Minutes were agreed and signed.

2. Matters arising

Rebecca is happy to stand as chair at the AGM. The group agreed that this would be proposed and seconded at the AGM.

The next step on the licence is to reapply so that the licence includes Sundays.

Action: Margaret.

3. Councillor's report

No report.

4. Treasurer's report

Cathy circulated some figures by email:

The balance in the account at 29.02.08 - £5,679.70

Deposits (excluded any by Margaret) - £228.00

Cheques drawn - £712.43

Estimated balance - £5,915.27

Amounts due; Insurance - £2,317.81

Cathy has asked the insurance brokers to change the date of the Liability policy to 01/05/08 to fall in line with the BCA financial year. This also allows time to review cover and prices. The payment for the extension will be posted this week. The invoice from 01/05/08 is not yet due. Fire cover under this policy needs review.

Pam has sorted some of the curtains out.

Cathy has received the old lease and the new lease from the council. They are long. The lease only relates to the land (even though the lease is titled land and lease). We need to make sure that we insure the building for the full value in the event of fire etc. We need to check the lease for what it says regarding control of the building if the committee did ever fold. The holding trustees on the lease need to be updated.

Action: Cathy to progress reviewing the lease. Cathy will send it to the committee so that interested people can have a look.

Rebecca has registered the committee for legal aid help so that a lawyer can help with the review.

Margaret had one paying in book for Cathy and one that she will put through Cathy's door.

Cathy asked for details on budgets for events for the coming year. **Action: Malc** to send Cathy details for the Green Fair and pantomime. We think that all events had a budget, but then did make a small profit. **Action: Rebecca** will look for grant funding to assist.

2007 accounts are not audited and a copy has not been found. We think they are with an auditor. If they are missing then replacement bank statements will need to be requested. This would satisfy the Charity Commission Requirements. **Action: Malc** to give Cathy Moira's phone number to chase. **Action: Cathy** to find some information on 2007. **Action: Rebecca** to email Cathy a template for an annual report.

Cathy will need two signatures on the EoN form to transfer the electricity to an automatic monthly bill with the price fixed for a year (there is a slight increase in price £449.89 to £458.91 to fix the price for a year but a 9% rebate for paying monthly, saving £45 based on the past year).

5. Secretary's Report

Secretary not present. No one knows anyone that is planning to stand. It was clarified that the task is to handle correspondence.

The Gazette community news reporter is still vacant. **Action: Pam** to ask if Maggie if she would advertise the AGM in the Gazette.

6. Lottery Report

£1,574 in the Nationwide at the end of the financial year. Collection for the new year needs to start.

7. Vulnerable person/Safety officer report

Health and Safety folder is complete. The Committee is happy for the H&S policy and risk assessments to be signed off with a return date of March 2009. **Action: Chris** to file.

Chris has attended a number of meetings:

- Kingfisher Housing Association regarding equalities. There is now paperwork to review.
- Houses of Parliament to have a meeting organised by Radar to discuss national issues. Not as successful as he hoped.

Thanks recorded for doing the risk assessments. Chris wants Shaw Trust thanked for the training that he received. **Action: Rebecca** will email them.

8. Hall committee/booking agent reports

Problems with Saturday night cleaning not being done well, bigger parties are too much trouble without putting more time in. Cathy will cut back on these bookings.

Chris has colour coding for brooms. **Action: Chris** to put this up in the cupboard.

NCT have asked about a Friday evening event regarding rates and alcohol. Alcohol can be consumed but not sold. There are no discounts for the hall hire as it's a charity but they can get a discount for booking lots of hours.

Pam has written to Fellowship Dialogue regarding payment. They have paid £500, we think this takes them paid to end of January. **Action:** Margaret to email Pam February and March invoices for Pam to include in a letter to them.

9. Development sub committee report

Cllr Horrace Mitchell, Cabinet member for Planning and Transportation visited twice, first for LDF consultation, then about means of liaison with Brookvale and a route into Hampshire HAT re access issues.

Next regular meeting 15th April.

10. Blurb Development

Action: Pam to contact Simon re main Blurb to advertise AGM and year's successes (no luck so far in contacting him). Reports for Christmas party and Halloween are on the web site. **Action: Malc** will do the wording for the mini Blurb focussing just on the AGM (beginning of May).

Action: Malc to send his soft copy of the Blurb to Rebecca, to see if she can get a contact to make a template as a fallback if Pam has no success with Simon.

Action: Malc to do an annual summary for the development sub committee for the main Blurb.

Action: Rebecca to do an article on the importance of volunteering for the main Blurb.

Action: Sarah to send list of jobs for potential volunteers.

11. AGM

Action: Sarah to forward Rebecca list of secretary's jobs for the AGM. She will do the preparation that the secretary would usually do.

Ted will be independent chair.

The constitution will be presented at the AGM. There are small items of feedback. There is no need to add the vulnerable person's officer to the constitution but there can be a part of the AGM agenda to highlight the role.

We don't know where the minutes from the last AGM are, Ted thinks Moira took minutes, but no-one has seen them.

2009 AGM will be on Tuesday 22nd September.

12. A.o.B

From Chris – First Aid box has been used but not left neatly.

From Cathy – forgot to invite youth group leaders to the committee meeting. An email list of hirers would be useful to invite them to participate but we don't have emails for everyone.

Malc - Can voluntary services provide volunteers? Rebecca says the best way to get volunteers is to recruit locally. Basingstoke Voluntary Services have made a note that if anyone from Brookvale comes forward as a volunteer to forward them to the BCA.

13. Next meeting

The next meeting is Tuesday 6th May (topic AGM) then Tuesday 10th June.