



Minutes of Meeting 6th May 2008

1 Welcome & Apologies

1.1 Absent

John Shaw and Doris Jones (councillors)

1.2 Present

Rebecca Kennelly (chair), Sarah Whittaker (minutes), Chris Hall (until end of item 3 only), Pam Mansfield, Malcolm Macinnes, Jon Mason, Cathy Williams

2 Minutes of Last Meeting

The minutes were agreed. Matters arising were:

- Update from Margaret on the licence: The application for an extra day is not looking straightforward. It would be good to get legal advice. Perhaps this could be done with the lease.
- Update from Cathy on the lease: This has ground to a halt. We have copies but no solicitor advice at the moment. We are waiting for the advice and have been told by the council that there is no rush.
- There were £150 costs for both the pantomime and the green Fair, and £200 was taken at each.
- **Action: Rebecca** - Grant funding 'Awards for All' still to be looked at.
- Missing accounts (year before last) are with Dave at Costcutter. They will be ready the first week in May, so Cathy will chase then.
- There is no longer a need for Rebecca to send the template
- There was no reply from Maggie on using the Gazette to advertise the AGM, but the AGM has been advertised anyway so this is not a problem.
- The Health and Safety file has been updated. **Action: Rebecca** will put the risk assessments on disk for Chris.
- Chris has not yet put colour coding on the brooms.
- The Mini Blurb was done and our thanks are recorded.

3 Vulnerable Persons and Safety Officer Report

Health and Safety:

- Health & Safety policies have been updated.
- Hot water signs are still to be done. **Action: Rebecca.**
- Door closure problem has been addressed by Ted.
- Ted is doing the work in gents (ceiling & sink) tomorrow.
- New accident report form is to be reviewed. **Action: Rebecca.**

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- PAT/FAT testing certificate testing (Southern Fire protection) is due June/July. This is to raise awareness.
- Chris's H & S certificate is still to be mounted.
- Stage corners are damaged and need to be repaired. **Action: Pam** to put on list.
- Chris has DSE training coming up and will be unavailable on one day.
- Some items have been used from the First Aid box and the accident book was not completed. An email should perhaps be sent (the items have been replaced).
- Electricity meter door is damaged – this is on Ted's list.
- There have been reports of electricity flicker in the committee room – suggestion that this could be due to substation problems and may resolve itself so no money should be spent yet.
- Strap over controls of boiler needed. **Action: Pam** to see if this is on the list

Vulnerable Person's:

- Ted and Chris will be reviewing access to the Victory Hill development on Thursday.
- Highfield chase alleyway has been repaired.
- The water works road needs resurfacing and repainting and this has been raised with Cllr Jo Kelly.
- Crown Heights bridge, nothing to report.
- **Action: Rebecca** to review Vulnerable persons policy after the AGM.
- Access to the hall entrance and fire exit will be raised as an issue as there is no drop kerb.
- Chris is doing a lot of meetings so would like to request that he has his items at the start of the meeting and then he can leave. There were no objections to this.

4 Councillor's Report

No report as Councillors not present. The current Councillors have been re-elected.

5 Treasurer's Report

- Cathy has an idea, that the Toddler group could run on a Tuesday and the cleaner could come on Monday and then the hall would always be clean for them. **Action: Cathy** to email Margaret so that she can ask the toddler group.
- Up to date bank statement came today. We are in a healthy situation (Est £5,800 in the red for the end of the year).
- £888 has been saved on insurance.
- **Action: Cathy** Eon form still needs signing and sending off.
- Cathy would like approval to pay approximately £45 labour with no formal receipt. This was agreed, with a request that something more formal be submitted in future.
- **Action: Pam** needs to pass the coffee morning money and the bill for Blurb printing (£88) to Cathy. This is the only outstanding money known for the last year.

It was suggested that the proposed form for first aid incidents be used for notifiable incidents only and a simple book be kept for more minor issues.

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6 Booking Agent's Report

- No events are booked after the 18th May.
- Salsa people have gone elsewhere. Keys and money still to be received. **Action: Cathy** to chase. The Thursday slot may suit the Tai Chi lady.
- Fellowship Dialogue are paid up.
- NCT have not paid up as they are still awaiting their grant.

7 Secretary Report

Rebecca is doing the AGM work as there is no secretary at the moment. There are no minutes and this will have to be noted at the AGM. Constitution and nomination forms need to be printed out. The minutes will need to show the name of the proposer, seconder and counts of votes for the secretary and treasurer.

This agenda will be kept as a standard agenda in the absence of a secretary.

8 Lottery Report

Same as last month, nothing new to report.

9 Development Sub-Committee Report

- The Thornycroft development plans will be reviewed but as the land is privately owned there will be limited say.
- The plans for Brook House have gone to appeal.
- There are problems on Churchill Way West: Damaged cycleway signs, mud and damaged fence and stumps of electricity poles left.
- Mortimer Lane subway has been flooded for a week.
- The sub committee wish to find someone to set up a database of contacts with the council and things that need doing. They are progressing this via BVS.

10 Blurb Development

Pam has emailed Simon to say that a Blurb has been done, as we were short of time. She said that we would like to go back to bi-monthly and has proposed that if information is to him by the 10th, that he could compile it and send it to the printers. Pam also asked for information on advertisers and rates. If she gets no reply by next Monday then she will suggest that the committee do the work. **Action: Pam.**

The circulation area needs confirming. Malcolm will let Rebecca know if he needs assistance with putting the Blurb together as she knows someone who may help.

11 AGM

- Helpers to meet at the hall at 7.00pm. Open at 7.30pm. People enter, write their name and address and tick if they are a resident and if they wish to help the BCA, take a nomination form if they want to and they have information on the seats. **Action Rebecca** to prepare paperwork.

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- **Action: Pam** to bring historical photos for interest.
- **Action: Cathy** to buy nibbles and wine.
- **Action: Sarah** to contact the newspapers.
- **Action: Sarah** to do the minutes.
- **Action: Pam** to provide lottery information to Cathy for inclusion in the Treasurer's report.
- **Action: Rebecca** to do a report on the last year.

12 Any Other Business

- Sarah suggested that old pictures of the local area be put on the walls. **Action: Sarah** to investigate costs etc.
- Reminder from Pam that after the AGM she will do the Blurb and the lottery but will send reports to the meetings.

13 Dates of Next Meetings

AGM: 20th May 2008

Committee meeting: Tuesday 10th June 2008 at 7:30pm