



## Minutes of Meeting 10<sup>th</sup> June 2008

### 1 Welcome & Apologies

#### 1.1 Apologies

Pam Mansfield, John Shaw (councillors) and Doris Jones (councillors)

#### 1.2 Present

Rebecca Kennelly (chair), Sarah Whittaker (minutes), Chris Hall, Margaret Mason, Cathy Williams

### 2 Minutes of Last Meeting

The minutes were agreed. Noted that Chris hasn't seen them. Matters arising were:

- **Ongoing Action: Rebecca** - Grant funding to be looked at.
- **Ongoing Action: Rebecca** to put the risk assessments on disk for Chris. Rebecca to talk to Chris after the meeting about transfer mechanism due to the size of the files.
- Hot water signs have been given to Chris.
- Rebecca has reviewed the accident report form and will feedback to Chris after the meeting.
- Pam did update the jobs list for Ted but it is not known if the jobs have been done. The boiler strap has not been done yet. **Ongoing Action for Ted** - Strap over controls of boiler needed.
- The toddler group is not keen to move to Tuesday as the leader has other commitments on that day
- Eon forms are completed.
- The coffee morning money was banked.
- The deposit cheque from Salsa Group was cashed and it bounced. The keys have yet to be returned. **Action: Cathy** to send another email.
- Malc will be doing the Blurb. Copy date is the 12<sup>th</sup> June. **Action: All** to send any articles to Malc by this date.
- Sarah has found historical pictures for the hall and it seems there will be no large costs. Sarah has not found suitable frames yet. **Action: Sarah** ongoing.
- Malc has details of an event running at HCC Record Office on how to preserve and archive local records. **Action: Malc** to send details by email.

### 3 Minutes of AGM

Noted that Malcolm's surname is incorrectly spelt. Minutes were read and no other errors were noted. The 'pack' of information from the AGM will be stored in the filing cabinet.

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There was discussion of the situation with no secretary. **Action: Malc** to see Jan, he will ask for the post. Jan also has the secretary file, which includes a set of keys. Sarah will undertake secretary tasks as and when other commitments allow.

Fellowship Dialogue would like a key for their kitchen cupboard. **Action Rebecca** to email Ted to see if there are keys available for the kitchen cupboard. If not, then **Malc** will address this when he sees a locksmith about the broken off cupboard key.

Chris has been notified that Andy's (cleaner) key for the kitchen store didn't work. He borrowed Chris's key. **Action: Chris** to check if Pam has cut another key (as she volunteered), if not then Chris will ask Margaret for a spare. It would be good if Andy could see if there was any reason why his key did not work.

### 4 Election of Chair

We all agreed Rebecca into the position of chair.

### 5 Councillor's Report

No report as the Councillors are not present. Cathy showed a notice that Jon had sent round regarding a meeting about the developer plans for the old Thornycroft site on 17<sup>th</sup> June. **Action Margaret** to check arrangements for Petology for that day.

### 6 Treasurer's Report

- The bank balance was £5812.45 at the end of May.
- The NCT have now paid. It seems that they may not have got their grant. **Action: Margaret** to suggest that they contact BVS if they need assistance with funding.
- The bill for water has been received. Cathy proposed that we pay monthly direct debit to make administration easier. We all agreed this. **Action: Cathy** to arrange.
- Jon is likely to need to come off the bank account signatories. Rebecca needs to go on. **Action: Cathy** to arrange.
- The Charities Commission wants name, address and date of birth of all committee members. **Action: All** to email Cathy.
- The missing accounts (with Dave, Cost Cutter) should be out in a week or two.

### 7 Secretary Report

No secretary in post.

Cathy to speak to the postman about redirecting any post.

### 8 Lottery Report

No official report. First draw is likely to be in August so as many members as possible can be included.

### 9 Health & Safety and Vulnerable Person's Officer

Hall Issues:

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- Chris to give H&S certificate to Ted to put up.
- **Ongoing action: Chris** to label mops
- Exterior of North windows need cleaning. Access for cleaners is prevented by the fence.
- Microwave and cooker need cleaning. Mugs and glasses in cupboard under the hatch are dirty. **Action: Rebecca** to come in and do it (someone else to take a turn next time).
- **Action: All** we should do a 'clean' day. Pencilled in 19<sup>th</sup> July at 4.00pm. **Action Rebecca** to see if Ted is free.
- **Action: Chris** to do an updated list of tasks for this day.
- **Action: Rebecca** to get 2 eye pads for first aid kit.

### Vulnerable Person's Issues

- Chris thinks that there may still be problems with keeping Crown Heights bridge open. People should let Chris know by post if they use the bridge 'out of hours'. **Action: Rebecca** to check with Jane Halls regarding plans for Crown Heights bridge.
- 122 Worting road – Chris needs a planning number before he can take any further action.
- Town steps (join Victory Hill to Victory roundabout) – Ted and Chris reviewed these - Chris is waiting for a mail from Ted on what to do next. People should let Chris know by post if they have issues with these steps.
- Chris is going to visit HCODP (Hampshire Coalition of Disabled People) on the 18<sup>th</sup> June. They have a website - Equipment Direct [www.equipmentdirect.org.uk](http://www.equipmentdirect.org.uk)
- Cathy raised an access disability issue regarding the lack of lift in the Willis Museum, now is a good time to raise this because the Museum is being refurbished.
- Head of Cranbourne School is concerned about vandalism and is looking for planning permission to close the right of way in Wessex Way. If he does get planning permission then a precedent may be set.
- Malls redevelopment will start soon and the discovery centre may be part of this.
- BhS disabled toilet has been locked and BhS has assured the Disability Forum that this will stop.
- Marks and Spencers are working with the council to provide an adult changing station.
- There is a hole in the road/pavement outside Sainsbury's depot. Chris has reported this.
- There is a proposed disability awareness day in Festival Place. Date etc to be agreed.
- There is a public toilets audit coming up, any issues to Chris.

### 10 Hall Bookings

No further action has been taken following the email from the people that proposed the youth music hire. Cathy has not replied. They were invited to this meeting and did not come. **Action: Rebecca** to send an email outlining that the terms and conditions were reasonable.

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We are no further forward on the lease and Sunday licence. Rebecca has found someone willing to look at the lease. **Action: Rebecca** to provide lease to them and ask if it outlines the ownership adequately.

A few parties have been booked and Tai Chi are booked through the summer for Thursdays.

All regular bookings are paid up to date apart from May Fellowship Dialogue.

**Action: Margaret and Cathy** will arrange a handover.

Margaret gave the licence paperwork to Rebecca. **Action: Rebecca** to progress.

### 11 Development Sub-Committee Report

- Mini Blurb will go out on the Thorneycroft redevelopment.
- Sub Committee has gone to the ombudsman about the council's failure to respond to the need to join communities (re CWW development).
- Still need volunteers to look at planning applications and access being prevented.
- Cathy pointed out that the heritage society looks at planning applications, she may be able to get a filtered list of applications from them. Development sub committee will focus on Brookvale but will also look at access routes into the area.
- It has been suggested that Chute House might be used for flats if they move to the proposed learning complex at the old Eli Lilly site.

### 12 Blurb Development

Malc proposed that the format remains as - 1<sup>st</sup> page: hot topic, 2 & 3<sup>rd</sup> page: BCA activities and news, 4<sup>th</sup> Page: contact information. This sounds ok. Malcolm tested a headline on us, we think they need to be kept very factual.

### 13 Any Other Business

- Chris will start doing fire drills at meetings.
- Suggestion of pigeon halls for groups and the BCA committee. **Action: Rebecca** to put on email to Ted.
- Cathy had an email from someone wanting to pay to advertise on our website. This was declined but he may wish to advertise in the Blurb. **Action: Cathy** to contact Pam.
- Reminder from Malc that we have no events organiser with CRB. **Action: Rebecca** will bring CRB check forms for anyone who wants to complete one next time.
- The Proteus plays will not go ahead, the older people one was too complicated with interagency working and there is no organiser for the children's one.
- It was suggested that we have a letter to follow up potential volunteers at the AGM. **Action: Cathy** to send a letter and invite to the next meeting.
- It would be good to have an email list of hall users to see if we can get them more involved. **Action: Cathy and Margaret** to discuss at their meet up.

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- Malc sent Rebecca queries on the constitution. Rebecca has replied. They went through the queries. **Action: Rebecca** to update the constitution by removing a section and arrange clarification that the council do not need to approve it.
- Tea towels. Margaret asked if we needed a more formal system, although she is happy to carry on washing them once a week. We were all glad that she could continue.
- **Action: Margaret** to pass details on fire and portable appliances testing to Chris.

### 14 Dates of Next Meetings

Committee meeting: Tuesday 8<sup>th</sup> July, Tuesday September 9<sup>th</sup> 7.30pm Brookvale Village Hall.