



Minutes of Meeting 9th September 2008

1 Welcome & Apologies

1.1 Apologies

Pam Mansfield, John Shaw (councillors) and Doris Jones (councillors), Gordon Haywood.

1.2 Present

Rebecca Kennelly (chair), Sarah Whittaker (minutes), Chris Hall, Cathy Williams, Helen Camper, Malcolm Maccinnes

2 Minutes of Last Meeting

- There was difficulty with reading the minutes due to Word version. **Action: Rebecca** to convert the minutes and resend. **Action: All** to feed back any accuracy issues by the next meeting.

3 Matters Arising

- Rebecca gave people CRB forms if they wanted them. Any questions see Rebecca. **Action: Rebecca** to email details of the person who will check them.
- There are no volunteers to distribute Blurb at Victory Hill. No further action needed.
- Chris updated us on lift in museum, likely to be a platform lift.
- Clean day was held. We believe the roof isn't leaking, there is an issue with the heating.
- There needs to be a notice declaring who in the organisation is responsible for Health and Safety. **Action: Chris.**
- Money still owing for Salsa group, but keys have been returned. **Action: Pam.**
- £186 owing from Fellowship Dialogue.
- Cathy has got squeegee mops.

4 Vulnerable Persons/Safety Officer Report

Chris would like thanks minuted to Shaw Trust for Equality and Diversity Training. Chris sent two reports around outside the meeting as follows:

Health and Safety Report

ITEMS RAISED BY THE MONTHLY CHECKS:

- New starter motors needed for Committee Room and Back Lobby lighting.
- Graffiti on back doors & back wall.

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- Meter cupboard on wall needs reaffixing to the wall.
- One Triangular bandage needed – **ACTION: Pam Mansfield**
- Cupboard under Kitchen sink needs cleaning – looks like we may have had a leak at some time – to be investigated.
- Windows need cleaning **ACTION: Chris** to contact Andy

OTHER HEALTH AND SAFETY MATTERS

- Squeegee mops needed **ACTION: Rebecca and Cathy**
- Green Fair Risk Assessment to Chris within 7 working days of the Green Fair
ACTION: Malcolm
- P.A.T. certificate to be put up **ACTION: Malcolm & Chris**
- Moving P.A.T. failed PA system into the loft **ACTION: Malcolm**
- Risk Assessments copy to Chris **ACTION: Chris & Rebecca**
- Hall Safety Signage (previously e-mailed list) **ACTION: Rebecca and Cathy**
- Gas Engineers contact details to Chris **ACTION: Malcolm**
- Completion of work day list **ACTION: All**

Chris Hall is hoping that he will be successful in organise Fire Officer training for himself through his voluntary work with Shaw Trust Ltd. This may incur 2 days of training at the trust's head office. These are likely to be consecutive days. We need to decide who will hold the emergency call out phone for these days. Please give this some thought as we need to discuss this at the meeting. This will probably mean I would get a lift there with another member of staff (probably around 07.30 am until around 19.00/20.00 on the second day. I feel this training would be useful to us, current regulations stipulate if you have Fire Fighting equipment on the premises it is mandatory that someone is trained to use it.

Vulnerable Persons Report 8 September 2008

Type Of Enquires	Cases On-going	Cases Resolved
Request to join Disability Groups	1	0
Access related complaints	1	1
Planning (access) complaints	1	0
Disability Surgery Enquires	1	0
Interest generated In Disability Crime Group	4	0
Oral Only Complaints	2	0our people

Training

Equality & Diversity (Shaw Trust Own) – Past (organised thanks to Shaw Trust Ltd)

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Progress Report In Detail.

- There has been one request to join the Disability Forum for Basingstoke & District.
- The entrance to Victory Park from Lower Brook Street once again as a removable bollard stopping unwanted traffic entering the park. Now resolved.
- Working Road 120/122 steps/removal of trees (Passed to Jane Halls to ask to consider access review. Outstanding.
- Concern over wheelie bins being dumped all over Old Worting Road footpath (Outstanding – Disability Surgery Enquiry)
- Concerns over access difficulties to and from Crown Heights Car Park and the surgeries. Outstanding
- Four people expressed an interest in my Disability Crime Group that Paula (South Ham's Community Warden) and I am trying to set up to raise awareness of Disability Crime and the importance of both combating it and reporting it.

5 Blurp

Blurp is agreed as is. An additional insert is to be included with the Disability Forum poster on one side and a shortened version of Chris's article (to include the example list) on the other. One single page of A4 only. **Action: Rebecca and Chris** to arrange the insert tomorrow and email to Malc.

Cost will be £150. This was agreed. **Action: Cathy** to invoice BVS for £44.

6 Hall

- The hall maintenance day was held.
- There is a quote for £155 for 6 cane chairs to be fixed. It was agreed that 6 can be repaired. **Action: Cathy**
- More contact signs: Vulnerable persons officer and Safety Officer signs to be made and contact details were agreed. **Action: Cathy**
- Health and safety documents are ongoing. **Action: Chris and Rebecca.**
- Sorting file cabinets – needs a volunteer. Wait for a maintenance day.
- Employee Action day. **Action: Cathy** to get a date that NCT won't use the hall and email Rebecca. Rebecca to liaise with company to sort a date for the employees to come in and Rebecca and Cathy to meet them to agree what will be done. The internal door frame of the committee room needs to be a contrasting colour. **Action: Cathy** to ask Ted re paint and quantities. Needs to be quick drying.
- Cathy got a triangular bandage, will be here in a couple of days.
- Cathy got some prices for signs, all were for a few pounds each. No need for anti climb paint signs but it was agreed to spend the money for the rest of the signs.
- Ted has got a quote for gutters etc of 2 days. **Action Cathy** to agree go ahead with Ted.
- **Action Rebecca** to buy large squeegee mop (under £18).

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- A locksmith still needs to be contacted to come out to cupboard lock with key in.
Action: Cathy.
- A fair number of bookings are coming up.
- John Banks (former committee member) knows how to work the floor polisher and will come and show us.

7 Treasurer Report

- Fellowship Dialogue owe £186. Cathy will try and get a regular standing order set up.
- Balance of account is £6,927.57
- Rebecca is a signatory now on the account.
- Cathy has been unable to find a bank account that will pay us interest.
- Permanent hirer's new agreement to include: No property to be kept away from cupboards allocated. All hazardous materials need to be kept locked away or will be destroyed.
- **Action: Rebecca** to simplify terms and conditions and booking forms so that only one form is signed. The number of date fields can be minimised. **Action: Sarah** to send Rebecca latest copies.
- **Action: Rebecca** to send Cathy First Aid form.
- Change to licence is agreed to include Sunday, Chris needs to sign. **Action: Rebecca** to get signatures.
- Viabes have updated their lease and had it agreed. Rebecca has comments from a solicitor on our lease. **Action: Rebecca** to come up with a draft lease.

8 Events: Green Fair

- Chris agreed to be Safety officer for the Green Fair.
- Helen agreed to be meet and greeter and First Aider and help in kitchen.
- **Action: Malc** to produce posters and **Cathy** to put them up.

9 Events: October Disco

Action: Sarah to ask if anyone at toddler group will help organize the October disco.
Action: Cathy to ask the youth club if they can help, at least to sell tickets.

10 Councillor's Report

Cathy would like to know the outcome of their meeting with Lemonland was. Cathy is meeting Lemonland tomorrow as part of the Heritage Society.

11 Development Subcommittee

- Complaints: face to face meetings have been held. Chair will wrap up.
- 120/122 Worting Road – have had 2 fairly favourable responses to changes developer has made. A follow up meeting will be held at the end of September.
- Brook House through as a refurbishment.
- 2 applications for changes to houses that looked ok.
- BCOT changes are being watched.

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- Watching if the council will take the Empowering Communities white paper on board.

12 Secretary Report

It may take a while to get a repair to the Victory Park notice board. In the meantime we can put non political info up.

13 Lottery

Nothing to report.

14 Any Other Business

None.

15 Dates of Next Meetings

Committee meeting: Thursday 9th October, Thursday 13th November 7.30pm Brookvale Village Hall.