



Minutes of Meeting 13th November 2008

1 Welcome & Apologies

1.1 Apologies

John Shaw (councillor) and Doris Jones (councillor)

1.2 Present

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

2 Minutes of Last Meeting

No accuracy issues were raised.

3 Actions from Last Meeting

- Pam will look at court action for recovering money from the Salsa Group **Action: Pam.**
- Fellowship Dialogue are not changing their name anymore once told of form changes etc so no need for any changes.
- PAT test certificate will be going up on the wall **Action: Ted.**
- Pam will see if she can transport cane chairs and will ring Malcolm, otherwise Malcolm will see if he can do it at the end of the month. **Action: Malcolm/Pam.**
- Lease has still to be progressed. **Action: Rebecca.**
- St Michaels' Church will ask for volunteers to help us via Rebecca's contact. Sarah to ask if they can put up a poster for the pantomime. **Action: Sarah**
- Cathy has new email contact details for the Winsors, they are now at talk talk. **Action: Sarah** to arrange the old address to be taken off committee email (post meeting note – requested).
- Cathy has written up an article for Blurb on HMOs, concreting your garden and the conservation article.

4 Decoration of Hall

Cathy will do crack filling and rubbing down before the decoration work. Nothing left to be done.

5 Disability Forum Request

They would like one booking a month, 10 months a year, 1 – 3 on a Monday, 4th Monday of the month from the new year. We are short of practical assistance e.g. giving out leaflets, tea making etc on event days. Chris will take this back to them. We need a

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booking form, detailing that payment is nil and volunteering is expected. **Action: Rebecca** to discuss volunteering with Jane.

6 Events Planning – Christmas Party

The following was discussed and jobs allocated:

To Do	Who
Book/liaise with face painter	Done, Sarah . Will cost £30
See if Toddler group toys can go in committee room as a quiet zone	Done, Sarah will liaise.
Book entertainer	Have left this a bit late so may be expensive. Pam will check at Magic Circle dinner, if no luck we will go with more expensive magician at £195.
Posters	Malcolm to design and pass to Helen to print. 10 laminated to go to Cathy to do lampposts/pass one to Chris . 10 non laminated to go to Sarah to pass to Morrisons, Eric, 3Cs attendees, Brookvale residents at toddler group. If we need posters for the pantomime we will take xmas party ones down and replace with Pantomime ones.
Kitchen Check stocks Get in what we need (mulled wine/mince pies/tuck?)	Pam to get stocks in, Cathy, Pam and Eric to man the kitchen on the day. We will charge one price for everything to keep it simple.
Craft Tables	Sarah to decide what, get stuff (budget £25) and man tables. Rebecca to see if we can have the BVS badge making machine.
Raffle and sell Snow Queen tickets	Rebecca to manage. Sarah, Pam and Rebecca to donate prizes. Will cost £ a strip.
Father Christmas and his presents	Pam will pass the costume to Sarah. Sarah will see if she can find anyone (will ask John Shaw). If not, then will send an email around asking for help! Sarah will find presents (as cheap as poss) and Rebecca and Sarah will wrap them.
Who will be there for set up/put away/locking/unlocking	We will all get there at 12.15.
Risk Assessment	Rebecca
Who will go on the door	Malcolm
H&S notices	Malcolm and Chris

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H&S cover	Chris
First Aider cover	Helen, Rebecca, Cathy
Christmas Music and CD player	Cathy plus extra music from Helen
Christmas Tree	Sarah to liaise with toddler group, their party is 15 th December. Malc to get down from loft and Cathy will help put up if needed.

7 Events Planning – Pantomime

The Pantomime is the 11th January. Cost is £175. 40 people attending at 60/40 kids to adults means prices are £6 and £4. Stage building is in the morning and **Malc** will open up in the morning. Tickets are yet to be produced. **Malcolm** will do this.

We will have a pow wow at the Christmas party to decide on further publicity depending on ticket sales. If we need posters then they can go up when the Christmas party posters come down. People can email Sarah to get tickets.

We will have free tea/coffee/squash and a biscuit or maybe cake if we sell all 40 tickets.

Eric will organise the kitchen and **Rebecca, Cathy** and **Helen** are all happy to help in kitchen etc. Sarah can help if needed, Malcolm to let her know.

Malcolm will do the risk assessment and get the Proteus risk assessment.

8 Events Planning – Charity Fair

This is on the 11/12/08. Fruit sticks is difficult because you need to have a current food hygiene certificate or get food pre packed. Chris can hand things out e.g. snow fair and Christmas party. Cathy will see if she can get the certificate in time and see if she can do fruit sticks. There are screens, fairy lights and can put posters up. Otherwise we can do a raffle of Christmas cake and alcohol. Chris will be there all day.

9 Events Planning – Other

Feb talk on Old Brookvale is confirmed. Cathy will do info for the next Blurb.

Brookvale in Bloom – Cathy happy to organise.

10 Any Other Business

- NCT rent issue: **Action: Cathy** to ask them to contact Rebecca re funding their rent.
- Development Sub Committee Report:
 - CWW footway now open.
 - The county doesn't want to pay for subway maintenance and may wish to fill in the subway. The new crossing may be an excuse to shut the subway and development sub committee will keep an eye on this.

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- www.reskue.co.uk (skater site) is on the sign for King George V Park. The sign has no planning. Development Subcommittee will investigate.
- They wish to register the park and Victory Park as a village green. DSC have made submissions on the SHLAA to say they don't want building in unsuitable places.
- Request from Councillors: Malcolm needs to say the top 6 priorities for Brookvale residents to be discussed by the council. Timescale means these will need to be provisional. Could do a survey at the Christmas Party. Cathy mentioned splitting houses. If anyone has any suggestions email Malcolm.
- Malcolm will be attending an Empowering Communities meeting which will include a government minister. It is regards partnership with the local council and stopping the loss of local facilities.
- Next Blurb deadline is 1st December.
- Lottery balance is currently £2,511.88 with 145 members.

11 Dates of Next Meetings

Committee meeting: No December meeting. Thursday 8th January 7.30pm Brookvale Village Hall.

12 Reports Circulated Prior to Meeting

Brookvale Village Hall – Hall bookings report 9.11.08

There are further events booked during the year November/ December – 4

We have a church request for evening bookings, which we can't do, and for afternoons for Slimming World, which we can

Maintenance work. Please see revised "To Do" list

- 1 News on the license - We need to add Sundays. BDBC has agreed not to charge £70 for the basic license!
- 2 No news re the lease renewal
- 3 Hall redecorating date 28th November. Still on target. Only minor costs expected
- 4 Has anyone time/ transport to take the chairs to Theale for repair?
www.stripeybasket.co.uk

Proposed future events –

- February 3Cs, professional talk on Old Brookvale, all welcome, and BCA Book Fair (donations welcome). The speaker is booked. I will circulate a risk assessment and an event plan
- June/ July – Brookvale in Bloom. Tray Gardens – Youth Club project?
- 11th December Charity Market – our place is booked, to raise awareness & recruit. Fruit sticks seems most interesting. This has to be cleared by Town Centre Management. Otherwise book sales – or cancel. I will circulate a risk assessment and an event plan when I hear from BVS.

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Brookvale Village Hall – Treasurers report

9.11.2008

The balance in the account at 31.10.08	£6,751.69
Deposits since	£ 766.40
Estimated balance at 9.11.08	£7,518.09
Cheques drawn ready to sign,	£ 0.00

- We have budgeted for community functions –
 1. Green Fair - £200
 2. Fancy dress disco £200. This did not take place, so funds available for Charity Market & Brookvale in Bloom
 3. Christmas Party £200

We are therefore in a good position to fund any community events.

- Additional cost- maintenance of fluorescent lights in next few days - £250?
- Charities Aid Foundation is backed by HSBC – agreed await BVS advice on security
- NCT has looked into grant funding. They are not eligible as they have a good national income – which is used for councillor / teacher training. Not all attendees on Fridays pay the £1 “suggested donation”, so they need the rent reduced by £7 per week to break even. (Their other meetings are held free in church halls) Shall we reduce from £21.60 to £14.60?