



Minutes of Meeting 7th May 2009

1 Welcome & Apologies

1.1 Apologies

Pam Mansfield (Lottery), Cllr Doris Jones, Cllr John Shaw, Christine Aymes (FOLP), Cathy Williams.

1.2 Present

Rebecca Kennelly (Chair), Malcolm MacInnes (Chair & Minutes), Chris Hall (Safety Officer & Vulnerable Persons Officer), Helen Camper, Gordon Haywood, Alan.

2 Minutes of Last Meeting

No changes were requested and the minutes were agreed.

3 Matters Arising & Actions from Previous Meeting

- Rebecca and Cathy have taken advice from solicitors and reviewed a model lease. They have sent a proposal for our lease to BDBC, who have sent it to the solicitors dept for comments. It will then be discussed at committees.
- **Carry forward:** Chris to speak to the Councillors re dropped kerbs. **Action Chris:**
- Maintenance day happened thanks to Rebecca, Chris and Sarah.
- Chairs have been fixed, bill has been sent and cheque will be posted today.
- **Action: Sarah** to send Councillors a list of requests for the park.
- **Carry forward:** Malcolm to send Sarah the development sub committee minutes for Sarah to add to the BCA website. **Action: Malc & Sarah.**
- The complaint with the Council regarding consultation is still awaiting action from Nicky Linihan.
- Chris has given the xmas expenses cheque to Sarah
- Chris has nothing further to report on the traffic lights. Simon Byrne reports that they are now working on separate phases so you have to wait in the middle.
- Corners have been stuck on the stage.
- Acoustics have been discussed via email so are no longer an issue.
- The Disability forum has been discussed off line and there are no longer any problems.
- Chris can go with Cathy to the charity fair.
- Can council take the photocopier and computer? **Action: Sarah**
- If you're a volunteer for a charity and you transport peoples in your car e.g. to coffee morning then you should inform your insurer. We don't believe that you need CRB checks for this activity, as people aren't 'vulnerable'.

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- **Action: Malcolm** to pass key for second filing cabinet to Sarah to discuss with key cutter in Winchester.

4 Councillor's Report

- County Council have been emailed about Downsland Parade, this includes the dropped kerbs issue.
- Meetings about Eli Lilly are underway.
- PC Wonnacot has been emailed regarding PC contact details.

5 Development Sub Committee Report

- Still need to do something about 6 priorities for Brookvale.
- Footpath through to Eli Lilly is outstanding - 2nd site visit discovered network rail line side footpath that could be used to connect the Chapel Hill with this site.
- CWW lights timings have been changed. Feedback to Chris if still a problem.
- Morrison ramp and access to bus stop – ongoing action, not wide enough. There is also no access to recycling. Disability Access Committee to contact Morrisons via Chris. **Action: Chris.**

6 Bookings, Treasurer's & Lottery Reports

7 Treasurer's Report

Balance at 31/3/2009	<u>£8,722.91</u>
Balance at 30/04/09 - approx	<u>£9,183.00</u>
Cheques drawn /ready to sign, approx	£ 300.00

NB bank statement does not arrive before 12th of each month

Pam has passed over £204.00 for 3Cs year-end profit – an outstanding result!

We also send sincere thanks to Eric for his donation.

Pam also has Lottery funds to carry over - £2,066.18 – thanks Pam!

The year-end total will be available when all cheques are paid and all regular hirers income is received

NB2 – the bank balance is healthy, but Petology reducing to Mondays only will reduce income. In addition, the FDS Saturday school numbers are reduced, so may not continue indefinitely.

8 Hall Report

1. The chair cupboard light has been fixed
2. lease renewal – returned for legal checking
3. No time yet to hire a carpet cleaner or tile a cooker splash-back.

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4. Stage corner-protectors have been put on – thanks Rebecca! The original intention was to protect all edges, but this thick padding will not withstand moving the stage, eg Proteus. Any comments?

5 Michelle has cancelled the Petology Tuesday booking. **So the time is free for 2nd Tuesday committee meetings**

6 Shaw Trust cleaning is running well. I will sort out buffer supplies, and possibly order other supplies, to be delivered direct, possibly on a cleaning day

7. Remaining signs to be permanently fixed when doors have received top-coat. Any news?

8 I have sent new Contracts to the regular hirers to re-inforce waste removal, cleaning, storage etc issues as agreed

9. Hall Acoustics – BVS has confirmed that this is not an issue, as the hall complies with “reasonableness”. However we are willing to look at improvements. We need a professional survey and cost estimate, to see what funding is available. Contact via Chris? Ted?

10. We have the BDBC grant of £600 to fund an August Saturday Conservation DIY workshop. We will charge £3 per person for lunch etc. All we need now is a date from Burseldon Brickworks – and some interested residents!

- **Action: Sarah** to add to website: New hirer Kickboxing on Thursday nights.

9 Vulnerable Person's/Safety Officer Report/Cleaning

- Cleaning – positive feedback from us. Nigel wants feedback.
- John from Glebe Hall came in to advise on the hall floor on the maintenance day. Need to strip and reseal once a year and rebuff regularly. **Action: Chris** to get dates that Nigel is available, email John with them and get John to meet Nigel to show him how to work the buffer and handover instructions.
- Toilet seat broken in ladies. **Action: Ted** to pickup.
- No light in the ladies hall. Bulb needs replacing. Also need new bulb in the front hall. We will do this tonight.
- Chris will speak to Jo Kelly re traffic lights.
- **O/S Action: Chris** to thank Andy.
- One mop and bucket has gone missing so Nigel will replace.
- Two step step ladder is damaged. **Action Chris** to get Nigel to replace. **Action: Chris** to investigate the ladder exchange.
- Nigel can put these items on the cleaning invoice to be paid.

10 Events & Blurb Reports

- **Action: Malcolm** to look for a speaker for Green Fair, children's one planned is no longer available.
- **Action: Sarah** to send Rebecca an email with predicted cost of magician for a grant application.
- **Action: Malc** to give Sarah postcards to distribute for Lost Toy, with normal stickers on. Sarah needs to have them by the start of June. Sarah also needs tickets to sell.

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Action: Malc to make tickets. **Action: Malc** to give Sarah 2 A3 posters for Lost Toy for notice boards.

- We need the personal touch to promote tray garden
- **Action: Cathy** to send pictures of tray gardens to Malcolm to do a promotional leaflet on this.
- **Action: Cathy** to contact Karen Evans-Prosser to see if she can contact schools re tray gardens.
- Malcolm is going to BCOTs green fair (23/05) to see what is going on.
- **Action: Sarah** to email Rebecca to request disco contact.
- **Action: Rebecca** to ring 845512 Keith Frost to see if the security gate can have a grant application and proceed if the grant is likely to be granted.

11 Any Other Business

- Rebecca requested that we keep electronic records of meetings instead of paper minutes. This was agreed. We must record that the previous minutes were agreed.
- Query from Gordon: Brookvale in Bloom – Can get an entry from someone in Flaxfield Road? Yes, Gordon will contact enquirer.
- Chris query re getting a mop for skirting boards. This was agreed. Also agreed to get two socket covers with large handles.

12 Date of Next Meeting

Management Committee meeting: Thursday 11th June 7.30pm, Thursday 9th July 7.30pm Brookvale Village Hall.