



## **Minutes of Meeting 1<sup>st</sup> September 2009**

### **1 Welcome & Apologies**

#### **1.1 Apologies**

Cllr Doris Jones, Cllr John Shaw.

#### **1.2 Present**

Rebecca Kennelly (chair), Cathy Williams (Treasurer), Malcolm MacInnes, Chris Hall (Safety Officer & Vulnerable Persons Officer), Gordon Haywood (Civil Service Fellowship), Joe Weston, Sarah Whittaker (minutes), Pam Mansfield (Lottery), Helen Camper (from item 5).

### **2 Minutes of Last Meeting**

The minutes of the last meeting held 13<sup>th</sup> August 2009 were agreed to be an accurate record.

### **3 Matters Arising & Actions from Previous Meeting**

- Sarah's sister is likely to be able to bring her team to do employee volunteer painting. She will contact Cathy about arranging a date.
- **Action: Rebecca** is still to put acoustics on the employee volunteering register.
- Sarah didn't send Malcolm details of the toddler group requirement for volunteers so it didn't go in the Blurb.
- Chris sent the Councillor's an email about possible funding for a new sign above the hall door.
- Cathy has updated Malcolm and Ted with her correspondence with the County Council with regards to the gravel depot.
- Cathy has paperwork from the Open Spaces Society people. We have joined this group and Cathy is working with them.
- Cathy contacted Rachel White at BDBC with regards to the tarmac over of cobble stones. She had no response so contacted the Councillors with no response and has now contacted Andrew head of conservation, awaiting an answer.
- Gordon looked up emails about the herb garden scheme, the council is now responsible for this. His group suggested Leanne Broom at the council as a contact (but she has asked us for the scheme so she hasn't got one). He has tried to contact other people with no luck. **Action: Gordon** will email Malcolm some names of people who may be able to help.
- Cathy sent Malcolm wording about the conservation day for the Blurb.
- Rebecca sent the photos from Brookvale in Bloom to Malcolm.
- Naomi House was re-spelt on the poster as requested.
- Events – Green Fair – cake maker name is Lyn, not Julie. Rebecca will remove the cake making requirement from the requirements for us at BVS.
- The FOLVP fun day went well and we had a display in the hall on old Brookvale.
- Nigel does have Rebecca's contact numbers.
- Soap dispensers are in the filing cabinet. We agreed to keep with soap bars as people left mess with the dispensers.

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### 4 Councillor's Report

- No report.

### 5 Green Fair

- There are 17 stalls booked in for the fair.
- There is no booking form from the Council parks consultation people or the Council recycling people (Hannah, Margaret and Blanche). **Action: Cathy** will contact them. Malcolm needs to arrange space for them.
- Roles were defined: Joe (Fire Marshall), Chris (Health and Safety), Michael (Car Park), Helen (Children's painting supervisor and First Aider), two people from the Disability Forum Anne Gray (meeter and greeter?) and someone else, Eric (kitchen), Richard (facilitator for the debate after the film), one of the forum people could be a minute taker for this debate, Cathy (sandwiches (bought in). Two husbands are doing plants. There was thought to be a volunteer called Judith but we haven't been able to contact them.
- There are no bookings afterwards in the hall so we can over run if needs be.
- Still needs to be discussion with the cake maker. We did agree last time that Malcolm would get flapjacks and sell them in halves for 50p each. **Action: Cathy** will supply biscuits.
- We agreed free cups of tea for helpers but they will be charged for food.
- Two A-frames are needed from BVS (£5 each, cheque done at the meeting). **Action: Rebecca** will put the A frames in the hall at the end of next week. Rebecca can print the contents on an A3 printer if Malcolm emails it to her (**Action: Malcolm**).
- Gazebo – **Action: Cathy** will send contact details at the Council to Malcolm so he can explain requirements direct.
- **Action: Helen** will bring a raffle prize so we can use raffle tickets to keep track of numbers. Meeter and Greeter will give these out.
- **Action: Pam** will do a handout of the Green Fair schedule and AGM as an insert for the blurb.
- **Action: Cathy** will collect fluorescent jackets from Christine. **Action: Sarah** to let Christine know (post meeting note: done).

### 6 AGM

- Agenda based on last year was agreed.
- Next year's date will be Wednesday 22<sup>nd</sup> September 2010.
- A basic annual report based on Charity Commission guidelines has been produced. Building and land ownership and rent sentence was clarified. **Action: Rebecca** to finalise paperwork.
- **Action: Cathy** needs to provide Treasurer information to Rebecca.
- **Action: Pam** to provide a balance sheet for the lottery to Cathy to include in the Treasurer information.
- Apologies from Sarah and Helen. Rebecca will attempt to do minutes on her laptop. Pam will ask her coffee morning people if they can come to the AGM but they are unlikely to come out in the evening.
- Gordon will try and get some committee members to come.
- It is hard to get people to attend. Perhaps we should attach the AGM to an event. If we are not quorum we will go ahead with the AGM, agree as a committee if it is viable and check if it is ok with the Charities Commission.
- Committee proposes and seconds on block all attendees here today.
- On arrival we will have tea and coffee and one bottle of wine. **Action: Cathy** to get wines and nibbles. **Action: Pam** to arrange tea and coffee.
- We should arrive at 6.45.

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### 7 Halloween Dressing Up Disco

**Action:** Sarah will do some publicity and a 'to do' list and bring the 'to do' list to the next meeting.

### 8 Development Sub Committee Report

- Lemon Land proposal was refused.
- The gravel depot would have to go through planning if it did go ahead.
- Brook House will be 58 parking spaces. There will be a fresh application for flats when it does go ahead. The original permission can not be reused.
- A new representation regarding SHLAA will be made. Deadline is 10/09/09.
- We are not expecting any action on the BCOT site soon.

### 9 Blurb Development

- The September Blurb is at print. Cathy's 4 requested items on an email and 2 extra items will be held over until next time.
- **Action:** Rebecca will put in an AGM report next time.
- An article on the panelling is needed in addition to the Bygones. Pam is thinking of writing several articles and Malcolm can then use them as he wishes.
- Marco Polo is going to put some adverts inside the Blurb and see if they work.
- Essex road premises, print shop, Learn Direct and Marco Polo are all happy to put up posters. **Action:** Malcolm can give the Blurbs for Learn Direct and Marco Polo to Pam to give to them.

**Action:** Malcolm to ask the cost of extending the size of the Blurb.

### 10 Safety Officer's and Vulnerable Person's Officer's Report

(From email circulated before the meeting).

#### Safety Officer's Report

- The cleaning of Brookvale Village Hall has returned to normal however Shaw Trust still remain one member of staff down at least until week ending Friday 18 September 2009. However the cleaning should not be affected by this. Nigel Sully has said he will not be billing Brookvale Community Association for the weeks commencing Monday 10 August 2009 and Monday 17 August 2009. This is despite on Tuesday 18 August 2009 Sam De Wulf (Shaw Trust Staff Member) and I carried out cleaning of all sanitary areas, the kitchen and floors. Due to my hospital we not able to do a full clean on that day. This sort of crisis is unlikely to happen again as Nigel has been instructed to put measures in place to make it easier for others to take over under such circumstances.
- The Hot Tap in the Accessible toilet is Broken. No water flows out of it.
- Somebody has broken a cover to one of the fluorescent lights in the main hall. Joe Weston spotted it when litter picking. Joe has since removed the evidence. I suspect it was a hirer.
- Can anyone please cover Emergency Health and Safety from Sunday 18 October 2009 - Sunday 25 October 2009 as I will be in Norfolk. (Agreed at the meeting **Action:** Cathy, and then Helen to do this).
- We need to monitor the ditch between the back of the trees on the western boundary and the wall at the end of the garages as they as been much rubbish including discarded drinks cans. It is possible teenagers are congregating here. It seems also some has come over the wall from the garage block.
- The nails in the wooden panelling regrettably took some gashes out the floor in a number of places and did notice they have marked the walls.

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- Michael Stockwell has agreed to give us help with car park attendant and Health and Safety and Fire Marshall at the Green Fair in return for the free use of the hall for the Shaw Trust indoor Barbeque.
- Risk Assessments for the green fair are still outstanding. **ACTION: Malcolm**

### Vulnerable Persons Officer's Report

- I have sent an e-mail to Adrian (Highways) regarding the drop kerb access to Brookvale Village Hall. This was sent on 1 September 2009. I await his response. Changes in the access routes may occur during these works. I have put measures in place with Sarah so we can make people aware of any changes.
- The agreement with the Disability Forum for Basingstoke and District comes up for renewal at the end of November. Can we all please think if we would like any changes made?
- Just to let you know Gowring Mobility based in Newbury which provides services to the government run Motability scheme have gone into administration. **ACTION: Sarah** to put information on this onto the website.

## 11 Lottery Report

- 135 members at 31/08/2009 including 4 new members.
- £1,471.60 collected to 31/08/09.
- £3.20 donation.
- Miss Bone gave £10 from winnings.
- £300 has been paid out in prizes so far this financial year.
- Balance at 31/08/09 is £3,250.98

**Action: Pam, Chris and Cathy** need to open a new building society account. They will do this 1pm on Saturday. They will need id.

## 12 Treasurer's Report

This early in the month there is no new statement so the balance for the minutes is as last month £7567.47

## 13 Hall Report

There have been enquiries from Modern Dance for children and ShinGiTai Keep Fit class on Tuesday evenings. We are waiting to hear from them. We confirmed it is £20 a year for an advert in the Blurb.

## 14 Secretary's Report

- **Action: Sarah** to update the website with the Green Fair, AGM and lottery numbers.
- There are 30 members on Facebook now and that page is up to date. **Action: Sarah** will add more about the AGM and Green Fair nearer the time.
- The notice boards are up to date. **Action: Malcolm:** notice boards need 4 Blurbs.
- **Action: Cathy** will update the contacts list and email it around.

## 15 Any Other Business

- Hantsweb awards, Sarah doesn't want to be nominated.
- A new resident in Railway Cottages can be put in touch with Cathy for detailers of suppliers.
- Panelling has been reviewed. There is a suggestion to use the decorative coving. Cathy spoke to the insurers and they are not worried about coving from a fire point of view. Concern was raised that it

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wouldn't 'match' the room, but we agreed that it wasn't appropriate to paint it. We agreed to fix coving to the top of the walls and the fireplace to the far wall in the committee room. Information is needed in the filing cabinet about the coving plus registering with the museums and heritage societies. **Action:** **Cathy** to see if volunteers can fix the coving. **Action:** **Sarah** to ask her Dad to estimate the work.

### **16 Dates of Next Meetings**

Management Committee meeting: Tuesday 13<sup>th</sup> October 7.30pm, 10<sup>th</sup> November 7.30pm Brookvale Village Hall.