



## Minutes of Meeting 10<sup>th</sup> November 2009

### 1 Welcome & Apologies

#### 1.1 Apologies

None

#### 1.2 Present

Rebecca Kennelly (chair), Cathy Williams (Treasurer), Malcolm MacInnes (from item 8), Chris Hall (Safety Officer & Vulnerable Persons Officer), Gordon Haywood (Civil Service Fellowship), Sarah Whittaker (minutes), Helen Camper (from item 5).

### 2 Minutes of Last Meeting

The minutes of the last meeting were agreed to be an accurate record.

### 3 Matters Arising & Actions from Previous Meeting

- The Blurb has been completed and distributed.
- Soap dispensers have been removed.
- Dropped kerbs have been completed apart from the 'top layer' on one. **Action Chris** to email the council to see when the work will be completed.
- Green Fair report is still to go on the web site **Action: Sarah**.
- All Halloween actions were completed.
- The Christmas children's entertainment has been cancelled.
- If anyone else has anyone they would like to add to the guest list for the Christmas please let Cathy know.
- Malcolm did put something about the aggregate depot into the Blurb.
- 'Volunteers needed' has been taken off the Blurb.
- Rebecca circulated the training available by email and by hardcopy tonight.
- **Action: Malcolm** has still to submit the receipt for the microwave.
- **Action: Chris** still to complete the PAT testing.
- The new front door sign has been requested. It would be nice to have it in place for the seasonal social.
- Cathy sent BDBC the measurements of the hall as they requested.
- Cathy has given Joe keys. He has been undertaking the warden role and this has been very successful.
- Rebecca has printed out hand hygiene signs. **Action: Cathy** will laminate them.
- **Action: Malcolm** still to put information on the incidences of fly tipping in the Blurb.
- Pam has given the Father Christmas outfit to Sarah.

### 4 Councillor's Report

- Doris has confirmed that there is parking for 12 cycles in the Malls redevelopment. Nothing from Jon Shaw or Ron Hussey.

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## 5 Events

- Christmas social date (5<sup>th</sup> December) and time agreed (12.30 – 2.00) and a list of attendees for invites.
- Cathy won't be here.
- **Action: Rebecca** will bring a pan and a ladle.
- **Action: Rebecca** will see if Pam is happy to organise mince pies and wine.
- **Action: Cathy** to send the invite.
- **Action: Chris** to do a risk assessment.
- **Action: Rebecca** to bring ipod music.
- Helen and Rebecca to be first aiders.
- **Action: Rebecca** to bring something that people can sign in on.

## 6 Grant Items

- A frames – Rebecca circulated a choice of two and we agreed on the larger ones. We would like two of these.
- We like the curved flags rather than the square ones.
- The wording 'Welcome to Brookvale Community Event' was agreed for one and 'Welcome to Brookvale Village Hall please come in' for the other and the logo on the bottom of both.
- We will also get some table top display boards.
- **Action: Rebecca** to order the items.
- **Action: Rebecca** to pull together some words for a leaflet over the next couple of months.
- Cathy raised the issue of resurrecting the street reps leaflet with Pam's contact details hand written on them.

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

- The emergency mobile has broken. Chris will get a new one with the same number and invoice BCA. In the meantime people should call Chris on his own number 07982925709 **Urgent action: Chris.**

## 8 Treasurer's Report

The following report was received before the meeting:

Balance at 30/10/2009 £9,352.45

That includes the grant £1,792.00 – thanks Rebecca!

Please can all check that they have received their outstanding expense claims! Microwave?

## 9 Hall Report

The following report was received before the meeting:

1. We have sent the The Conservation Workshop receipt so that BDBC will reimburse with the grant.
2. Lease renewal, I am still finding time to review!
3. Gary 2 has started the electrical update. He can do the heater wiring after all.
4. The PAT test inspection is due – Chris is looking after this.
5. The Brook House panelling – It would be good to get his story from Rex Everett – can anyone document?

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6. Village Greens – I have asked Doris to find out whether King George V is held as a charitable trust. No response yet from BDBC.
7. New sign – quote £96. Same size & design, plastic coated metal. McDougalls has been asked to do it.
8. BCA may interested in inviting a local group to hold a mela in the Hall & Victory in the summer. I will follow up.
9. We still have the old microwave. Helen has kindly said she may be able to dispose.
10. Brookvale in Bloom! 3 residents signed up. Thanks Pam!
11. Joe Weston, Hall Warden, has been following up. Thanks Joe!
12. Locksmith says need the make of filing cabinet 2 to order a new lock. In the meantime it holds old craft, Christmas, Sports Day, Picnic etc stuff, pens & pencils.
13. FDS will now use small cupboard 5.
14. The excess panelling has gone.
15. **Decision** – there is the offer of 4 free vintage pendant globes to replace the striplights in the Committee Room.
16. The Seasonal Social invitations will go out in the next few days. Draft

*We are holding a Seasonal Social on Saturday 5<sup>th</sup> December from 12.30 till 2pm. We are happy to welcome all the people who have supported Brookvale Community Association this year to “drop in” for mulled wine, tea or coffee, with, of course, mince pies! The tuck shop will be open for crisps, soft drinks and so on. We look forward to seeing you - unless you say that you ARE NOT able to join us.*

- **Action: Helen** will remove the old microwave.
- **Action: Doris** to contact Rex regarding the paneling story.
- We are happy for Cathy’s old style lights to be installed subject to electrician approval. **Action: Cathy** to arrange.
- Nigel has been trained on floor polisher by Rebecca.
- Eli Lili volunteers should paint the outside fire exit hand rails. **Action: Cathy** to arrange.
- **Action: Cathy** to email Rebecca and Chris the instructions for strip and deep clean of the floor.
- **Action: Malcolm** to put information in the Blurb regarding local fundraiser.
- BCOT have given approval for recycling facilities to be put in their car park.

## 10 Development Sub Committee Report

- We are specified on a HAT style committee at the County Council with regard to speed of traffic on dual carriageway (CWW). A safety audit will be carried out. The issue was raised by members of the public. There has been an accident on the junction. The member suggested solution is traffic calming either side of the new pedestrian crossing. DSC would support this.
- A new footpath from the end of Winterthur Way through allotments (not highways land) needs borough support. Officer solution is progressing alternative footway link from CWW to the railway station/shopping centre. **Action Malcolm** to check what exactly this means. If this means going through the Victory roundabout Brook House sub way than that subway is far too steep for wheelchairs and pushchairs.
- The County has a consultation on local transport plan three until 24/12/09. This is our opportunity to demand any improvements to the road system and joining up of cycleway routes to make a contribution to reduction of carbon emissions. The Development Sub Committee should respond to this.

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- Joining up of cycle routes should include through the town.
- DSC will also respond to the town access plan.
- Publicity is needed about the consultation on the 19<sup>th</sup> January in the hall on the changes to the green routes. **Action: Malcolm** to put this in the next Blurb or, depending on timing, a mini Blurb for this and the Proteus event. Changes could include adding trees, benches, street lighting and opening up the river. This is a green route from Glebe Gardens to Thorneycroft lane and making a mini park where the horses used to graze next to the Skilz office.

## 11 Blurb

- Proteus performance is on Sunday 24<sup>th</sup> January 2.30pm. Malcolm will soon have postcards and posters.
- Next Blurb will have the pantomime first and the consultation on green routes second.
- **Action: Cathy** to send Malcolm a picture of Thorneycroft's for the bygones column.
- Brookvale in Bloom – needs sign up now, contact Pam. **Action: Cathy** to draft some words.
- **Action: Sarah** to do a report on the Halloween disco and send to Malcolm.
- **Action: Chris** to write a report about the dropped kerbs.
- It will cost £41 to have page 5 and 6 added.
- **Action: Cathy** to write a report on the tree planting by the friends of Loddon Vale Park.

## 12 Events

- Next years Halloween Disco will be 30<sup>th</sup> October 2010. **Action: Sarah** to book Ed for the disco for next year.
- **Proteus:**
- **Action: Malcolm** to call Kings Furlong Infants, King Furlongs Juniors and Fairfields School then follow up with an email to publicise.
- **Action: all** to let Malcolm know if they are free to do the kitchen etc.
- **Action: Chris** to request volunteers to help at the Proteus event from the next Disability Forum meeting.
- **Green Fair** will be the 11<sup>th</sup> September 2010. Friends of Loddon Vale Parks have suggested that they hold their picnic on the same day. In principle Malcolm has no objections to this. **Action: Cathy** to liaise with FOLVP.
- We will spend a part of the January meeting looking at what events to do for next year and what worked well and what didn't. The rest of the agenda will be cleared as much as possible.
- We will spend part of the February/March meeting looking at roles and responsibilities of trustees. **Action: Rebecca** to organise this.

## 13 Any Other Business

- If people want to go on training courses then they should email round everyone to see if anyone else wants to go and then claim expenses from Cathy.
- Malcolm recently attended an event at Milestones about reducing carbon emissions. This is not officially on behalf of BCA. If people want more information on the content then see Malcolm.
- **Action: Chris** to look at the costs of a motorised shutter for the front door.

## 14 Dates of Next Meetings

Management Committee meeting: Tuesday 12<sup>th</sup> January 7.30pm 2010 Brookvale Village Hall, Tuesday 9<sup>th</sup> February 2010.

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