

Bear Green Community Association

Minutes of the meeting of the Trustees

Tuesday 12th July 2016

Present:

Trustees: Pam Marsh (Chair), Angie Love (Treasurer), Maria Young (Secretary), Peter Hewitt, Alan Smallwood, Barbara Steadman-Allen, Merv Young

Associate Members: Lyn Ford, Valerie Homewood

Residents: Janette Hewitt, Joan Wigham

Apologies: Andy Marsh, Sue , Sandra Howard, Michelle Watson

Welcome : Pam opened the meeting and thanked everyone for coming.

Minutes of the last meeting – Signed as a true record.

Matters arising :

Duck house –Pam has not heard from Chris Ball re the second hand duck house – will contact him.

Pond – Merv is hoping to have a meeting with Mole Valley and the Frank from the Fishing Club about the pond.

Buy brick plaque –has been ordered and Merv

is collecting it tomorrow.

Film nights – Mandy Schriver has sent Pam the contact details for the film nights, with a request that we do not call it Flicks in the Sticks..

Acoustic Panels – Pam said she had been unable to sort out a time to go to Capel with Peter yet – but will let him know as soon as possible.

Treasurer's report

Bank Balances:

Curr A/c £51.44

Saver £0

Bonus Saver £1934.32

Hall Fund £753.78

Trustee a/c £2291.35

Trustee Saver £1919.83

Total £6950.72

Petty Cash -not counted

Therefore cash available for general hall running costs is £6950.72

Payments:

Final retention payment made to Corniche for £6067.87

BT payments have gone up to £67 as we have used up our allowance for 2 year free broadband

Income:

Slimming World not paid for his stall at the Summer fair

Peter has kindly donated the money for the handrail for the disabled entrance of £268

Apologies for not submitting Gift Aid – am waiting notice for new password

Booking Report

Joan reported that we have two regular bookings for Yoga on Monday and Wednesday evening in the small hall.

The Mary Frances Trust have enquired with the possibility of a regular booking.

Social Report

Summer Fair – Pam congratulated Joan on the success of the Fun Day and thanked her for all her hard work. Joan felt that the afternoon may have been too long – we will change the timing to 12 – 4 next year. All of the stall holders were very happy and plan to come back next year.

It was decided to start the planning for next year at September's meeting.

Maria suggested it would be a good idea to order some new banners to replace the old yellow and red ones. Angie offered to ask Michelle where she ordered hers from.

Village Matters

The path along the old Horsham Road is getting very overgrown and encroaching on the pavement. Pam offered to e-mail Michelle to report it. Alan said that Capel Parish Council

are responsible for certain verges. Lyn offered to speak to Chris Ball to ask for a copy of the document outlining which verges. Everyone agreed this would be very useful to know for the future.

Project Overhall

Corniche have been paid the final retention. Barbara congratulated Pam for all her hard work on the project.

Pam asked for it to be noted that she would like to say a big thank you to Alan and Merv who have been working here for the past two weeks installing the kitchenette and sorting out the Wi-Fi. She really appreciates all their hard work.

Pam thanked Peter and Janette for their kind donation to the Buy a Brick campaign by providing the railings outside the emergency exit – Peter had arranged for Dean Witherington to install them – which he did at no charge. Peter asked if a thank you card could be sent. Maria agreed to do this and include a personal invitation to the Grand Opening.

Pam said that we should buy a small gift for Chris Ede and Dean Witherington to say thank you for all their help.

.

Maintenance

Fire check – Merv said the Arun Fire had been back -

To keep cost down he moved the kitchen powder extinguisher, which was now illegal in a kitchen, to the new plant room where we actually needed one and installed a new CO2 extinguisher in the kitchen. He re-signed them both on the wall reusing the old sign from the kitchen and supplying a new one for the new extinguisher.

He said the books in the corridor were ok but we have to include them in our Medium Place of Assembly Fire Risk Assessment and tick the box for metal shelves between the books and the wooden spinner books we get away with by calling them a "temporary display". They must never encroach into the total width of the largest fire door in the corridor.

The fire door at the rear of the building needs cleaning up and the "keep clear" door sign is below regulation size and should be more prominent.

The kitchen door must have a "keep clear - fire door" sign both sides and the existing loose keys are not covered by regulations. We must provide a break glass container on the rear of the door containing a set of keys that cannot be removed. The existing keys can stay for normal use but we must have a "safe" set available when needed in emergency.

The second fire blanket should be wall mounted in the new kitchenette or removed from service in the main kitchen (not left on the top).

The committee room needs quite a lot but I explained we were decorating and it was currently out of service!

It needs a Fire Action sign affixed to the wall, a fire exit sign above the door and the ceiling tiles that are bowed down must be replaced. I explained we were considering replacing the whole ceiling and lights but he explained a fire could get under them and move across the void unnoticed to the only fire door. We also must have maintained emergency lighting in there. I said we would refurbish the existing fitting.

Finally we need a fire alarm and appliance check book.

He said he would send the certificate through in the post and bill us for one extinguisher and the sign.

Committee Room – Merv said the painter had quoted £450 to decorate the committee room and corridor. The ceiling tiles need to be replaced – Merv has managed to source them on an auction site for £30 – it was agreed he should go ahead and buy them.

Alan said that the fibreglass insulation may need replacing. It was decided that Peter would ask Dean for a quote to look at it and if necessary replace the insulation and install the new tiles.

We also need two new light units which Merv agreed to order.

Merv to contact the painter once the ceiling has been done.

Sign – the Village Hall sign at the bottom of the drive has been installed by Merv and Alan.

Down pipe in cupboard – Alan said that this is still leaking if we have heavy rain. He asked Merv to e-mail him Chris Ede's details so that he can contact him,.

Matters to discuss

Operations manager – Pam asked if any of the Trustees would be willing to take on this role. It would involve keeping track of licences, insurance, risk assessments, Health and Safety assessments etc. Peter offered to take this on – he asked if trustees could send him any relevant documentation. Pam thanked him for taking this on.

Cleaning – Barbara has put us in touch with Richard Faux who is interested in the cleaning job. Pam, Maria and Hilary had a meeting to sort out times and allocations of jobs. Hilary is now going to do three hours a week to include the early morning check that the hall is clean for hirers and Richard five hours. Hilary will liaise with Richard to show him where the cleaning materials are stored.

Office – Pam issued the Trustees with a key to our BGCA office. She asked that these are not passed on to anyone who is not a trustee.

Security – Joan has received a concern from hirer's that people are coming in to use the toilets during their sessions. Hirer's in the small hall are also unaware if anyone is entering the building. General discussion took place about security – Joan asked to keep a note of any more complaints so that we can address any further problems.

Open Day – Pam has sent out invites. Barbara offered to contact the Dorking Advertiser to see if they would be able to attend. Pam suggested that we should ask the oldest and youngest regular user's to cut the ribbon. Barbara agreed to contact Edie who attends the lunch club and Joan agreed to ask the youngest Rainbow. We will be serving refreshments – several people offered to provide cakes, quiche etc.

It was agreed to meet on the Friday night to get the hall ready and have a BBQ for the trustees.

Any other business

Pam informed us that Adrian Fillimore had donated two wine tasting vouchers . It was agreed to use one of them at the Christmas Quiz night.

Wates Application – Pam has completed the application online prior to their meeting on the 23 rd July. Hopefully we will be successful.

Hygiene regulations – Merv said we had received an Assessment form from Mole Valley which has been completed and returned – as we are not a high risk we do not expect that they will visit. Alan asked if we would have to do this every year – Merv said no we shouldn't need to as we are not providing food on a commercial basis.

Volunteer Centre – Merv said that following making contact with them at the award evening they have sent us a registration form and a form asking which type of volunteer we want. It was agreed just to register for now.

Alan said that the roof windows are in need of a clean.

Pam informed us that the hall is now the evacuation premises for the Weald School. If they need to use the hall the hirer's would be asked to leave and the Weald would re-imburse them for the hall hire.

Pam said she had e-mailed everyone a copy of the operations budget for all to look at.

Date of next meeting

Tuesday 13th September 2016

7.45 p.m.

