

**Beare Green Community Association**

**Minutes of the meeting of the Trustees**

**Thursday 21<sup>st</sup> May 2015**

**Present:** Merv Young, Angie Love (Treasurer), Maria Young (Secretary), Debs Mansfield (Social Committee), Alan Smallwood, Joan Wigham,

Associate Members: Valerie Holmwood, Michelle Watson

**Apologies:** Pam Marsh (Chair), Andy Marsh, Barbara Steadman-Allan, Mark Treliving,

**Welcome:** Merv opened the meeting and thanked everyone for coming- he said that Pam was sorely missed by the BGCA and we all wish her well for a speedy recovery.

**Minutes of last meeting:** Signed as a correct record

**Matters arising :**

The water heater has now been repaired by Chris Eade free of charge. He did comment that should it fail again we may need to look into replacing it. A thank you card has been sent to him.

Alan has sorted out the lock on the Lunch Club door and repaired the leak in the roof. We need to check it next time it rains.

A thank you card has been sent to Andy and Nicky Kirk for the fridge/freezer.

**Treasurer's Report:**

Bank Balances

Current A/c	£1497.64
Saver a/c	£45.84
Bonus Saver a/c	£230.34
Hall Fund	£12151.78
CIO Curr a/c	£1474.04
Petty Cash	~ £600

Events

3 successful events have taken place since the beginning of our finance year in April.

Profits from each are:

18 Apr-Quiz Night -	£512.00
2 May-Lego Show-	£89.17
15 May - Jumble sale	£531.00

Unfortunately the 2 cheques from Little Bears have been returned as unpaid totaling £312. Have spoken with Claire Cox and she eventually spoke with bank and found there was no money to cover the cheques. Will await further information from her. Have suggested that Little Bears pay as they go rather than in one lump sum.

Summer Fair stall money and adverts have started to be paid.

Gift Aid application - No confirmation received as yet. Should arrive sometime in June

CIO Account-Online application - returned as discrepancy with legal status. Need to reapply .  
Have received a further invoice from Brodie Plant Goddard architects for Project Overhall to be discussed at an Overhall meeting.

Received notice from TV Licensing to confirm that we do not need a license - complete online confirmation.

### **Social Committee Report:**

We have had three very successful events. The Quiz night was a great evening and everyone commented on the lovely supper – the Lego day all though not a huge amount of foot fall everyone who came had a lovely time – we may repeat it again next year. The jumble sale was very well attended.

Everyone gave a vote of thanks to Debs for all her hard work organising these.

Our next big event is the Fun Day on 13<sup>th</sup> June. Debs said that there were not a huge amount of stalls booked to go in the hall and asked people to encourage any crafty stall holders they may know to book a table.

Discussion took place about all the volunteers for the stalls

Beer stall – Brendon & Michelle

BBQ – Merv & Maria

Tombola – Chris & Margaret

Raffle – Valerie

Childrens Tombola – Joan & Brownies

Jamie is going to do the PA system.

Debs asked for donations for tombola, raffle, and cakes for refreshments. Raffle tickets were distributed.

Valerie offered to look at the price of coconuts for a coconut shy.

Setting up 9 am onwards.

### **Great Turners Wood Report:**

Debs has put together an article with photographs for the parish magazine – everyone thanked Debs for organising this.

Michelle did a walkabout with Alex from Mole Valley and representative from Gatwick Greenspace. Several issues were discussed:

Campfire - they are concerned at the damage being done to the roots of the scots pine where the youngsters have been having campfires. Suggestion from Alex was to sort out an area at the back of the woods that is currently covered in brambles and make it a proper campfire area.

Several residents had asked about the mown strip in the middle of the woods – this is done to create a flight path for butterflies and bees. In the future they hope to break through to the open space and turn the grassy area into a place where people could picnic.

It was suggested it would be a good idea to sort a date later in the year for volunteers for a working party. Merv asked if they could clear the area at the top of the footpath around the Highland Road sign.

Information board – possibility of two boards being put up to keep residents informed about what is going on in the woods.

Wildlife Survey – there is a survey currently going on by Surrey wildlife on the land owned by the housing association and partly into the woods.

Angie said that she had heard that Alex was moving on – Michelle said he was but that his post has been filled.

### **Project Overhaul:**

The team have said they would like to have a meeting in the next couple of weeks with regard to outstanding balances/invoices and the current state of play. They feel that we need to keep the momentum up to progress the small hall refurbishment, we need to contact Mole Valley to inform them we are still planning on going ahead and explain the slight delay in getting back to them has been due to Pam's absence. Merv agreed to e-mail Richard Burrows at Mole Valley to inform him. In order to keep the project going the general consensus is that overall responsibility should not be left to one person.

We have had a final invoice from the architects – this needs further discussion by the Overhall Team – it was decided Merv should e-mail the architects informing them that Pam has been unwell and there is going to be a meeting in a couple of weeks to discuss their final invoice.

Corniche have informed us that the invoice for the outstanding VAT was incorrect and should have included an extra £8754.58. They are aware that Pam is currently in hospital. They are arranging to send an updated invoice.

Angie is going to check the total monies received from Capel Parish council.

Merv is going to sort out a date for the Project Overhall meeting and Angie has agreed to attend as well.

### **Matters to discuss**

New Hirer's Rates – Merv said that the small working party had increased the hire charges (see attached form) – all of the trustees agreed them – to start in September.

The new terms and conditions are nearly complete – they will be emailed to the Trustees for agreement.

Booking form – this has been updated and Merv will finalise.

Storage charges – once all the work has been completed and storage areas sorted we will be introducing a charge pro rata for the size of cupboard.

Following the youth group's Risk Assessment we have had the annual Fire check from Arun Fire. We have a new extinguisher by the front door and new signage. The other extinguishers have been serviced. He said that a sign needs to be put on the left front door to say that in emergency push the handle down to open the door. Joan offered to do the notice. He was not impressed with the door to the main hall - the rubber strip between the main hall doors is facing the wrong direction and that is what is making them difficult to open – they are usually fitted with brushes. He said the top of the left hand door should always be unlocked when there are hirer's in. He will be sending the invoice to Angie.

The premises licence is up to date – the date shown on the certificate is the first date of issue. Angie to do a copy of the receipt to attach to the certificate.

TV licence – Angie has received a communication from tv licensing she has to fill an online form in to say that a licence is not required as we do not use tv on premises. TV licensing explained to Merv that they would have to send an enforcement officer to check the Youth Club monitor or TV was not receiving TV via the internet.

### **Outstanding Maintenance**

Committee Room windows – Alan has fitted locks. General consensus was that this window is targeted as it isn't overlooked and it is very dark. Merv to contact Stuart to ask him to fit a PRI light. We may also need to place a dummy camera somewhere. Maria to look into the cost.

Main Hall Windows – Alan has two more locks that he is going to fit

Gents toilet leak – the plumber is coming to look at this tomorrow/

Michelle is looking into possible grants to replace some of the old windows and improve security.

**Correspondence:** no correspondence

### **Youth Group:**

They will be storing their equipment in the old toilets for the time being. Alan suggested we install an iron bar on the window to improve security. There had been a query that they might need a TV licence – Michelle said that this was not needed at the moment.

### **Any other business:**

Alan agreed to organise flowers for Pam on her return home.

Post meeting note

The trustees agree to allow Angela & Pam to view the new CIO bank account online and make transactions.

**Date of next meeting: Thursday 9<sup>th</sup> July at 8 p.m..**