

Beare Green Community Association Meeting

Tuesday 2nd May 2017

Trustees Present: Pam Marsh (Chairman), Maria Young (Secretary), Angie Love (Treasurer), Pauline Brown, Steve Campbell, Margaret King, Alan Smallwood, Merv Young,

Residents: Joan Wigham (Booking Secretary) Peter Hewitt

Associate Members: Barbara Steadman-Allen,

Apologies: Sandra Howard, Sue Millard,

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

Minutes of last meeting: signed as a true record

Matters arising

Little Bears – Pam has not had a reply to her e-mail enquiring as to whether they are to continue. Joan said that they have not been using the hall so we will assume they have finished. Angie agreed to speak to Claire for confirmation. This would leave one half of the storage cupboard in the hall vacant. Peter said that the kickboxing man had enquired if there was any spare storage area.

The access panels in the toilets have now been fitted by Richard Faux.

Main entrance door – Alan has not heard back yet from Roger Mahoney.

Re – election of Officers

The trustees voted:

Pam Marsh was re-elected Chairman, Maria Young re-elected Secretary and Angie Love re-elected Treasurer.

The vacant position for vice-chairman will be carried over to the next meeting as two of the trustees were absent.

The new trustees were advised about the constitution – this is available on line via our website, Steve Campbell was given a paper copy. Pam also informed them that there is a trustee handbook that they can read and explained our status as a CIO. Pam asked the new Trustees if they would like a set of keys to the hall, Steve said that he would like a set, Pauline and Margaret declined.

Treasurer's report

Bank Balances

Trustee a/c £2229.78

Trustee Saver £6180.74

Total **£8410.52**

Petty Cash approx. £500

Money has started to come in for the Summer Fair stands and the Summer Term from regular hirers.

No outstanding bills to pay.

Electricity from British Gas will still be paid by direct debit at £309.78 per month till outstanding balance of £1253 is reduced.

I have spoken to auditor and she can do the accounts for year end before end of May.

Merv asked why there had been a zero on the balance sheet last year against the rent – Angie explained that we had been given a rent free period during the refurbishment.

Alan said that we should remember to make it clear to future trustees that the new figure for the rent also includes a repayment of a 25 year loan. It was agreed by the treasurer and chair that they would show the loan as a reducing debit and separates it from the rent.

Bookings Report

Joan reported that bookings were going well. Slimming World are going to continue but with a new leader.

She also reported that there had been complaints from some of the residents re the parking by the cyclists who had hired the hall on Bank Holiday Monday.

The front hall has been booked for Polling in May and June.

Pam asked Joan to e-mail the regular hirer's to enquire if anyone would like the Friday morning slot that has now become available. We will also advertise it in the parish magazine.

Merv said that a lady has been asking for availability for a dance class – Joan said that she has booked a Monday afternoon slot starting in June.

Village Matters – there were none.

Maintenance

Main Front door – we have had no response from Roger Mahoney. Peter said that when he was talking to Ken Fuller from Mole Valley about the heating issue Ken had said that he would be happy to help with any other issues. Steve asked why there were so many faults with the work done including the doors. Alan said that we had not been involved with the project on a day to day basis and it hadn't been managed properly. The door is not a final exit door as required by the 2005 Fire Regulation Order. Discussion took place re contacting Corniche – Pam said that we would not get Corniche around the table to discuss any of it.

Discussion took place as to whether we replace the existing door or fit new door furniture to make the door a final exit door. New doors will cost approximately £4,980 and new furniture to existing doors will cost £780. All present agreed in principle to replace the doors, we will need obtain three quotes. Merv agreed to contact Dorking Windows and Dorking Glass and Alan agreed to contact Russell TimberTech.

Pam asked if someone could put together a report on all the faults that we could send to Mole Valley. Peter volunteered to do the report.

Matters to discuss

Duck House – Alan has kindly refurbished the house, Andy Marsh has cleared the bank ready to install the house on the island. We will let Chris Ball know when the house is installed. Pam said a big thank you to Alan for all his hard work on this.

Acoustic Panels – Peter, Pam and Merv met with Rupert from Resonics and he has sent us a quote which includes the large and front hall – this is £4,250 plus Vat and includes installation. This quote is valid for six months. Alan queried whether the ceiling structure could cope with the additional weight; Peter said that Rupert had assessed this on his visit. The other quote from Sans Sorbia was for £2851.20 plus VAT and we would need to install them ourselves. Pam said that she has been notified about a grant that we might be able to apply for – she will complete the application form.

Fire Regulations – Merv said that as we can now have 350 people in hall we now fall into the large place of assembly group. We need to ensure that trustees and any staff are aware of the fire exits and the use of the fire extinguishers. There will be a Fire Awareness and Health and Safety update on **20th May 2017** at 10 am at the Hall for all trustees, Joan the booking secretary and Hilary and Richard the cleaners. Pam agreed to contact Hilary and Richard.

Merv said that we need to maintain our Fire Safety Risk assessment and keep it up to date.

Village Fun Day – Joan said that we already have some stalls booked. The dog show is being organised by Becky together with Liz Buttle. Pam has e-mailed the school to see if they would be interested in having a stall. Maria and Merv agreed to put up the banners and

posters. Joan to e-mail the template for last year's poster to Maria. Angie will speak to Michelle to see if the youth club are having a stall. We will need cakes for the cake stall and refreshments please. We will need to be at the hall at 9am on the day to set up.

Any other business

CCTV – this is now working - we need to have a CCTV policy Merv agreed to sort this out. He will also register us for Data Protection. Angie Love will be the responsible person under Data Protection for disclosures. Peter said that we have signs on the doors informing people re the CCTV – he will order some extra from Amazon.

Car park – we need signs for the car park informing users that they park their at their own risk – Maria agreed to do these.

Letter – Pam said that we have had a letter of apology from one of the boys who had climbed on the roof – this was passed around for the trustees to read

Date of next meeting

6th June 2017

7.45 p.m.