

**Bear Green Community Association**

**Minutes of the meeting of the Trustees**

**Wednesday 2<sup>nd</sup> September 2015**

**Present:** Pam Marsh (Chair), Angie Love (Treasurer), Maria Young (Secretary), Alan Smallwood, Joan Wigham, Merv Young, Barbara Steadman-Allen,

Associate Members: Valerie Holmwood, Michelle Watson,

**Apologies:** Andy Marsh

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

**Minutes of the last meeting** – signed as a true record.

**Matters arising**

Keys for hirers – Pam has had five keys cut for Bridge Club, football, In Harmony, Pilates and Artists.

Pam has sent copies of the terms and conditions to all of the regular hirers asking them to sign and return one of the copies. To date none have been returned.

One of the window lock keys has gone missing – Joan thinks it was one of the hirers. Alan said we are able to purchase a replacement.

Debs was asked to put the terms and conditions and dates of our future meeting onto the website – due to her pressure of work this hasn't been done yet. Pam agreed to contact her about this.

**Treasurer's Report**

Bank Balances

Curr A/c	845.87
Saver	£0
Bonus Saver	£0
Hall Fund	£12753.78
Trustee a/c	£3339.89
Trustee Saver	£2000.11
Petty Cash	£350

Little Bears-Received £70 cheque . Balance will be paid direct into bank. Claire Cox informs me that they have £72 in the account so it shouldn't bounce.

Bank- Cheques to bank

Taking the Lead - £414.72. This is for June/July. Apologies sent as they had filed the invoice not realising it was unpaid.

Redmon Cycling - £96. For event on Saturday 5<sup>th</sup> September

Gift Aid – Will download claim forms and co-ordinate with Maria on donations. Can claim up to 4 years on previous donations. There is a scheme where you can claim on small donations under £20 with no tax declaration required.

Merv took electric reading to keep account up to date.

Not received quotes from kitchen installers – will chase up.

### **Bookings Report**

Pam thanked Joan for all her hard work with the bookings and congratulated her on how busy the hall is.

Joan reported there had been a complaint from the Over 60's re Stay and Play coming in to use the toilets during their meeting. Pam will e-mail both groups.

### **Social Committee Report**

The jumble date needs to go into the Parish Magazine, Pam agreed to do this. Pam is going to contact Debs to see how involved she now wants to be.

Michelle asked if we were planning on a Christmas Fair as the Youth Club would be willing to help. Maria said that we had organized the Quiz Night instead of the Fair this year. It was suggested that the Youth Club could hold a Christmas Coffee Morning and we could help.

### **Great Turners Wood**

Michelle has contacted Andy McClear to get the trees removed that have fallen into the brook. She has a meeting on Thursday 3<sup>rd</sup> September with Gatwick Greenspace – they are concerned re part becoming overrun with brambles. Have discussed moving the path away from the stream and putting a dead hedge to help stop the erosion. Angie reported that by the bridge a couple of sleepers that were holding up the bank have fallen into the stream – it was felt that Andrew Wate was probably responsible for the stream – Michelle said she would look into it.

### **Maintenance**

Pam thanked everyone for all their hard work at the hall during August. Alan has put in the mezzanine storage area in the cupboard in the main hall. Merv has put up the post box, moved the notice board and installed the data box in the Lunch Club Cupboard. Andy has put up the canopy over the back door and varnished the notice board.

Maintenance day this Saturday at 9.30 a.m. Jobs that need doing:

Empty the cupboards in the small hall, put up the camera at the back of the building, move plaques from the small hall, remove railings from the old entrance.

Two canopies have been ordered to go over the small hall door.

Back door needs rubbing down and painting grey.

We have a slight leak in the main hall roof but to date not sure where it is coming from.

Michelle said she has noticed people have been leaning bikes up against the new building – would it be possible to put up a bike rack. Pam asked her to look into the cost.

Merv asked if we have enough funds to purchase the Ethernet cable for the Wifi. Michelle said she would contact Chris Ball to see if he could help us with this.

### **Project Overhall**

Pam has been trying to finalise the figures for this stage of the build –she has asked the architects to sort it out and give her a final figure. She hopes to confirm the figures with Roger from BPG in the morning.

The loan from Mole Valley of £40,00 minus the £11,000 used for drawdown will leave £29,000 which is the amount we will have available for the small hall but this must include the VAT.

Pam, Barry and Merv had a good meeting with Mike from Corniche – he has sent Pam a list of works and if we agree them he will give us a quote.

### **Little Bears**

General discussion took place about how to collect the money for the hire of the hall – Joan offered to collect the money from them at the end of their session

### **Kitchen Quotes**

Pam and Angie had a meeting with DF20 Kitchens who were recommended by Corniche. They suggested leaving the tiles and installing a small stainless steel back plate. They are going to send us a quote.

The original company who quoted is going to update their quote as well.

### **Gift Aid**

New forms for Buy a Brick have been produced to include the Gift Aid section, Maria will e-mail a copy to all trustees. Angie is going to look into small donations and Gift Aid.

### **Any other business**

Merv said he may be able to acquire a projector and white board for the committee room – everyone agreed this was a good idea.

Maria asked what was happening to the old table from the committee room as someone had enquired about it – it was decided that a new owner could be found for it.

Joan asked what she should charge for the flexible door guard that is no longer used -£30 - £40 was agreed.

Michelle has organised a 2 hour Heartstart course with 20 places available – please contact her for further details.

Michelle did a walk around with Inspector Hamlin and raised the drug issue. The youngsters are now parking by the bollards in Willow Close; the trees there are very overgrown so they are out of sight. The police are going to try and have a better presence.

Re parking at Beare Green Court – Michelle asked for views on making parking spaces on the verge alongside Old Horsham Road. The general consensus of opinion was this was not a good idea.

Barbara said that the Parish notice board has been repainted.

The parked cars on the Horsham Road that have been there for months with mud and grass underneath have been removed following complaints by residents. Thanks to Michelle, Brendon and Angie for cleaning the road.

The seat on the zip wire in the playground has been sent for repair.

Angie said that the golf club where she works will have chairs spare and would they be any good for the hall. She is going to bring one along to the next meeting for a decision.

**Date of next meeting**

**8<sup>th</sup> October 2015**

**7.45 p.m.**