

**Beare Green Community Association**

**Minutes of the meeting of the Executive Committee**

**Thursday 6th November 2014**

**Present:** Pam Marsh (Chair), Maria Young (Secretary), Debs Mansfield (Social Committee), Alan Smallwood, Joan Wigham, Merv Young, Barbara Steadman-Allan, Mark Treliving

Associate Members: Valerie Holmwood, Michelle Watson Julian Womersley

**Apologies:** Andy Marsh,, Angie Love (Treasurer),

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

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

**Treasurer's Report:**

Bank Balances as at 5 Nov 2014

Current a/c                £1676.00

Savings a/c                £1395.75

Bonus savings a/c        £2630.14

BGCA Hall Fund            £326.52

Petty Cash                £ 408.33

**Income:**

New hirer 'Take the Lead ' has booked the hall for 8 hours per week and has paid £751.68 for Nov to Dec 14. A brilliant addition to the hiring income.

Money to be banked £977.04 from hall hire.

Hall hire income still to be paid from In Harmony, Little Bears and Stay & Play.

Buy a brick money banked £225 so far and transferred to Hall fund

**Payments:**

Awaiting invoice from PRS for music license

Received invoice from British Gas for £230.62. This is based on actual readings for the period July-October.

British Telecom: They have been charging us £51.80 per month since August when we had BT Infinity connected. They have been crediting the £16 for ordinary broadband. Michelle and I spoke with them this week and they have credited the full cost of the broadband so we are in credit to approx. £100 so no payments will be made for a few months. I cancelled the phone call package thinking it wasn't required but apparently we are legally obliged to provide a phone facility as we are a public building. I can re-instate the phone package but we need to discuss how we provide the phone. Pay phone or coded manual phone. The Trustees decided that we are not reinstating the phone line as if we don't have one then we do not need to provide an emergency telephone handset. BT have made it clear that it is solely a broadband line. The trustees decided that providing a phone line was more trouble than it is worth so Angie can be informed to leave as is and not reinstate it.

The Image Company: - £36 paid for alterations to Jumble sale banner

General: Papers have been completed for the new CIO bank accounts to be opened.

### **Social Committee Report:**

On Friday 14 November from 6pm, we will be decorating the hall time for Christmas. All help is welcome. There should be a few new faces coming who have shown interest in the BGCA. Also COBRA will be coming to help.

The Christmas fair is all organised and the collaboration has gone very well. Banners should be arriving tomorrow, and I will be putting posters up when I find time (I may bring some laminated ones to the meeting if I have time to do them). COBRA will also be putting up some posters.

We currently have 15 stallholders booked, bringing in a revenue of £205 but this should go up if a couple of possibles confirm their attendance.

Michelle is kindly donating a set of very funky speakers to the raffle, and Andrew and I are donating a set of Brio wooden train track. I will try and source some other prizes and will distribute raffle tickets next week. I'm hoping to ask the school whether we can put them in book bags, but as they are going through a very difficult time at the moment I'm not sure that will happen. I will be putting up posters at the school and the event is going to be advertised in the newsletter and the Dorking Advertiser.

Helpers will be needed for the door, raffle, tombola, children's games, kitchen, bric-a-brac, and buy a brick. A few other regular supporters have said they will be there, but all help would be welcome if you know anyone that could come along. We've lost a few helpers as they will be having a stall. What normally happens is that people turn up on the day without letting me know that they will be there, so we should be OK. I can't remember Maria if you said you'd take charge of the kitchen?

Apart from some games that Maria rescued from the jumble, I haven't had anyone let me know that they can donate things for the children's tombola, whether that be toys, cuddlies

or chocolate. If we are very short of stuff we may have to cancel this stall. The other option would be for the BGCA to invest in a serious amount of chocolate and gamble that the stall will do well. This means we won't make as much money as if the stock were donated, but is it better to make some money than none.?At the school fair, the chocolate tombola is always sold out in an hour, so it is a very VERY popular stall.

We have only had four people book for the quiz night on 22 November (and two of those are Valerie and Maurice!). A few people have told me that they would like to attend, but have not actually booked yet. I am hoping that we will get definite bookings in the next couple of weeks otherwise yet again it will have to be cancelled.

### **Project OverHall:**

Julian gave a presentation to update us on how much we had achieved and how everything is progressing. The building work has started and is on schedule.

Pam has written to all the regular hirers about the hall closure to have the floor done. Dorking Artists and the Brownies have found alternative accommodation and other groups have been offered the use of the small hall.

### **CIO**

As we are now a CIO we need to have a re-vote on the terms and conditions that the Project Overhaul team works to.

We are now lodged at the Charity Commission – we will need to elect certain officers to comply with the rules.

All of the trustees need to know our constitution and who the other trustees are.

With our new 99 year lease we need to have one of the trustees fully aware of our responsibilities in regard to it.

Policies – we need to review these annually - Child Protection, Environmental and Health & Safety.

### **Hall**

Roof repair – Alan said that the cost for the hire of the cherry picker and the builders' bill came to £750. It wasn't worth claiming it on the building insurance as the excess was £600 and our premium would probably have gone up next year.

Cavity wall insulation – there will be two people doing surveys to see whether we need cavity wall insulation.

Pam has found out that there is a tenants repair insurance available – will look into this further when the building work is completed.

The Mole Valley insurance does not cover internal damage – we need to look into extra cover when the work is completed.

### **Fundraising**

Xmas Fair 15th November – all organised – the new banners have arrived. Joan said the brownies would run the childrens tombola Debs asked for donations for the childrens raffle. Set up and decorating the hall 5 p.m. on Friday 14<sup>th</sup>. Cakes please for the refreshments.

Heart of the Community – unfortunately we were unsuccessful in our application.

Waitrose – Project OverHall is one of the causes for their green token collection during November – please encourage as many people to support this.

Surrey Community Action – during a meeting that Pam and Angie had with a lady from here she gave them a list of contacts to apply to for funding. They do prefer to have handwritten letters and Michelle very kindly offered to do this.

Buy a brick – doing well at the moment we have raised just over £800 – Maria is going to write to local businesses and we will continue to push at all our events.

Quiz night – at the moment the numbers are quite low – decisions to be made at the Xmas fair whether or not to go ahead.

General discussion re possible future events :

Spring Jumble probably in late March.

Speaker with a supper

Entertainment (possibility of asking In Harmony) with a supper

### **AOB**

Michelle is talking to Helen Clack about possible funding for a replacement laptop for the library. The insurance to cover the laptop will be £40 a year.

Barbara said she is possibly going to take a Sabbatical from January to March 2015.

At the next meeting we need to set dates for the Annual General Meeting and the official opening of Phase 2.

**Date of next meeting**

**11<sup>th</sup> December 2015**

**7.30 p.m.**