

Bear Green Community Association

Minutes of the meeting of the Trustees

Thursday 8th October 2015

Present:

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

Associate Members: Valerie Homewood, Michelle Watson, Lyne Ford

Residents : Peter Collis, Jan Morgan

Apologies: Andy Marsh, Valerie Homewood

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

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

Matters arising

Committee Room table – unfortunately the table is too big for the person who had shown an interest – we will need to look into an alternative.

Chris Ball has very kindly supplied us with the Ethernet cable.

Treasurer's Report

Bank Balances:

Curr A/c 492.44

Saver £0

Bonus Saver £0

Hall Fund £6753.78

Trustee a/c £4293.77

Trustee Saver £4500.18

Total £16040.17

Petty Cash £ 200

Little Bears-Received £70 cheque . Balance paid direct into bank £73.56.

Bank- Cheques to bank

Chqs banked 7 Oct £249.90 in addition to bank balance

Payment

Paid £6000 to Corniche on 7th Sept as gesture of goodwill. Still in discussion about final cost

Paid Aston Scott for Annual Insurance at £637.05 – not included in bank balance.

Expenses to Pay – Canopies £149.94,

Viking – to pay £73 for paper towels for which we received a free s/s microwave

Metered/Waste Water from Apr-Aug 15 - £227.46. Higher than usual due to water leaks ?

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. Requested listings from Maria

Merv took electric reading to keep account up to date. Bill generated from reading was £88.10. DD taken at £247 so balance decreasing . After Sept DD balance is £235.76

Kitchen quote received from DT20 a local company in Leatherhead. Discuss later in meeting.

Rang Dorking Glass to arrange a quote for the lantern/glass roof. Arranged for Friday 9th Oct. Merv to open hall for them.

Bookings Report

The hall booking is looking brilliant and everyone thanked Joan for all her hard work. Joan has been approached by Slimming World to book the hall on a Tuesday evening. The main hall is free on Tuesdays but the yoga lady will need to use this during the work on the small hall.

Social Committee Report

Jumble Sale – posters have gone up around the village and Merv & Maria will sort the banners at the weekend. An advert has been placed in the Advertiser. D & M Recycling are coming at 12.30 p.m and will take clothing, shoes and handbags. Any other jumble left will need to be taken to the tip or Horsham Matters on Saturday afternoon. Jumble drop off 6 – 8 p.m. on the Friday night. As agreed at last meeting youth club will be helping set up and Michelle is hoping that two of them may be able to run the toy stall for us on Saturday. We will need cakes for the refreshments. Due to the difficulty we had in distributing prizes last time it was decided not to have a raffle

Christmas Quiz night – 28th November. 7 p.m. Tickets will be £12 to include supper. It was decided to stay with jacket potatoes and fillings and salad. Pam and Angie to sort out food list – Pam will need some help in the kitchen. Maria suggested we buy apple pies for pudding. Pam to get a price from Brendon for these. Angie will be quiz master – Barbara offered to do a round of questions based on Christmas carols. Joan agreed to take bookings on the hall booking phone. Barbara asked for the details to be sent to her and she will put our page together for the parish magazine. Merv & Maria will run the bar. We will need prizes for the raffle and the quiz winners.

Great Turners Wood

Michelle said that Mole Valley contractors will be delivering bark chippings to be spread on the paths. They will be putting them by the mound and as and when they arrive volunteers will be needed to help spread them.

Project Overhall

Pam informed us that she thought we had agreed the final amount but in an e-mail she received the next day the figures had changed. Whilst she was on holiday several e-mails had been exchanged – the final figure that she was given didn't appear to make sense - she said we need to resolve this situation as she is aware the offer from Mole Valley may not be on the table for ever. The estimate for the work for the small hall is also somewhat confusing in that it appeared to be more expensive and not what was asked for. Peter was thanked for attending the meeting and the trustees sought his advice. He said that he had been out of the loop for a while and that Barry Hutt (OverHall team) was the best person to help sort out the figures. He also said that Corniche would probably welcome an inside job during the winter months – this could work in our favour when discussing the figures. Barry is due back on Friday and Pam will contact him with a view to organising a meeting with Corniche.

Snagging – Alan said that there is a meeting with Corniche next Friday to sort out the snagging issues. He plans to put a list together and send to Corniche before the meeting.

It was suggested that if everyone could make it this would be a good opportunity to sort out the final figure with Corniche.

Maintenance

Pam thanked everyone for all their hard work. Jobs that had been completed on the Maintenance day were: 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.

Alan has painted the back door and removed the rust marks on the kitchen floor. He has painted the bottom of the legs with Hammerite and put blocks under them.

We still have a leak in the old gents toilet and one in the main hall – discussion took place on how we think the water is getting in. Alan continues to try and locate the problem.

Kitchen Quotes

Angie has received a favorable quote from DF20 £10,903 excluding VAT. The worktops will be MDF with a stainless steel covering. The white tiles on the walls will remain with a 5 cm upstand of stainless steel. The worktop at the hatch will also be covered with stainless steel. As the water heater is getting old it was suggested that we should try and replace it before the work starts. Merv to ask Chris Eade for a quote. Pam asked for a vote from the trustees to accept the quote and give the go ahead for the work. It was a unanimous yes. The work can hopefully start early January so that we can accommodate the lunch club for their usual day.

Library Report –

Pam had a meeting with Hilary and the library people are querying when they will be moving back to the small hall. The lady from Surrey Libraries wanted to put in more shelves but Pam explained that there is limited room as the hall is let out to other users. We need to reassess after we have sorted where the radiators will go. She informed Pam that they are unable to contribute towards heating and lighting.

They have decided that instead of the Book swap they will sell them.

Website

Pam thanked Merv for all his hard work. Merv said that Debs cake site was the basis of our old site and that is why we have had to have a totally new web address etc. We are now **bgca.org.uk**. Work is still in progress and any comments or suggestion will be welcome. We have the ability to have ten e-mail forwarding addresses which means that the trustees will not have to publish their personal e-mails.

Thanks to Joan who provided the pictures of the hall to go on the website. It was suggested that contact details of all the groups could be added and maybe some pictures. Lyne offered to get pictures of Knit Wits and the Bridge Club.

The dates of our meetings and future events will be displayed.

Any other business

Pam will deliver a card and plant to Debs to say thank you and how we appreciate all the hard work she has put in to the Social Committee.

Heating – it was decided that we need to put the underfloor heating on – it will be kept on low and the wall heaters can be used to boost if necessary.

Slope – Alan said that Leith Hill Plant quoted £700 to remove the concrete slope. Pam said that her next door neighbour has offered but at the moment has commitments due to family illness. Alan said that he was quite happy to put in a saw cut near the building to cut down on the vibration that was likely.

Rear floodlight – Merv said he had received the quote from Stuart for £180 – this is going to be held off for the time being.

Installation of cupboard for defibrillator – the quote was £160 – again held off, pending funding details from Michelle. Michelle was asked to produce a spreadsheet showing all costs and how they were to be funded.

Parish Magazine – Barbara said that she would put our page together if she could be sent the information by next Friday. It would be good if the groups could be advertised like before.

Little Bears – Joan said that their numbers were quite low which reflects on how much income they receive. Mark suggested that if they made cakes for the jumble sale they could have the profit from the refreshments. Everyone agreed this was a good idea.

Ashtray – Alan said that he had to provide a pot with sand for the smokers from a recent hiring. Merv had looked into the cost of a wall mounted one. It was agreed to purchase one.

Tesco – Michelle said that Tesco’s are looking for local groups to support – should she contact them with our details. Unanimous yes.

Defibrillator- Michelle has been investigating the costs of a defibrillator – an email from David Fanthorpe (MVDC) to the Parish Council stated *“Basically the BHF will provide a fully automatic defibrillator for £400 donation, which is a saving of around £700. However this does not include the cabinet that is required to house the defibrillator, these are around £400. MVDC are willing to assist with the funding for the cabinet with a contribution of £300”.*

She had received an email from the Parish Council that said *“we only need to pay a £400 donation for a defibrillator ordered through BHF, a saving of £700 - also you will see that MVDC contribute £300 towards the cabinet. The cost of the cabinet could be 345 plus vat or 398 plus vat according - the Parish Council will pay the £400 and the top up for the cabinet”.*

Unfortunately the Parish Council have now withdrawn this offer.

Michelle stated that BGCA would need to take responsibility for the defibrillator. Several concerns were raised re possible vandalism of the unit, is there any liability on the BGCA should something go wrong?, and what would the running costs be.

Michelle said she had already collected several donations towards the defibrillator and had volunteers for checking that the defibrillator was charged. Pam asked Michelle to get a firm breakdown of all the costs – everyone said well done to Michelle for all her hard work on this.

All present were surprised that the Parish Council had withdrawn their offer – Merv offered to compose a letter to the Parish council.

Date of next meeting

12th November 2015