

Bear Green Community Association

Minutes of the meeting of the Trustees

Thursday 9th July 2015

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

Associate Members: Valerie Holmwood, Michelle Watson, Lynne Ford

Apologies: Andy Marsh

Welcome : Pam opened the meeting and thanked everyone for coming and welcomed Lynne our new Parish Councillor.

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

Matters arising – Maria has not managed to look into the cost of a dummy camera for the rear of the hall – will do beginning of next week.

Treasurer's Report

Bank Balance:

Curr A/c £1053.65

Saver £0

Bonus Saver £0

Hall Fund £12753.78

Trustee a/c £2611.03

Trustee Saver £2000

Petty Cash £458.41+95.50=553.91

Little Bears-No contact from Claire and no payment received

Gift Aid – Rang HMRC and should expect confirmation of Gift Aid within the next couple of weeks. This call was 2 weeks ago and no paperwork received. We can claim gift aid on any donations received after the date of incorporation last October. The confirmation date will state a start date .

The CIO business account is now online and I will be starting to use that as our main working account and gradually closing the old account. All savings accounts have been transferred to the CIO account. Direct debits will be changed as well.

Need to take an electric reading as current bill is £888 and monthly payment is £145. Will

need to make a single payment to reduce the outstanding cost and increase the direct debit.

Bookings Report – July bookings were good. Lots of hirers do not meet in the School holidays (end of July and all of August) i.e. Rainbows, Yoga, Stay and Play Nursery, Dog Training, Pilates, Brownies, Little Bears and Youth Club.

Those continuing through the summer are:

Library, Bridge Club, Knit and Natter and the Book club.

Lunch Club have booked on 8th August 8 am to 2 pm.

Kickboxing/Karate starting half an hour later 6.30 – 8.30 p.m. Mondays (plus Summer School Thursdays 9.30 a.m. to 3.30 p.m.)

Football Training (boys) 4 to 5 p.m. Wednesdays.

Over 60's Bingo 1 to 4 p.m. every other Wednesday.

Casual bookings:

Private Party 4 to 12 p.m. Saturday 25th July

Harp Orchestra 2 to 9 p.m. Sunday 9th August

Harp Orchestra 2.30 to 6 p.m. Monday 10th August

Harp Orchestra 10 a.m. to 4 p.m. Wednesday 12th August

Dulwich Paragon Cycle Club 1 to 5 p.m. Saturday 22nd August.

Capel Parish Council has booked the main hall from 7.30 to 10 p.m. on 21st July – to be charged £14.40 per hour.

Michelle Watson has booked the Front Hall for 1 hour once a month from August – to be charged £6 per hour.

There are five regular hirer's who do not have keys – Football Training, Bridge, Youth Club, Pilates, and In Harmony. Would it be possible to provide them with one? Pam will look into this.

Social Committee Report – Pam and the trustees all thanked Debs for all the work she had put in making the fun day a success. The total raised was £1,500. Joan asked in future if we could know the total sooner in order to let the helpers know. Joan had very kindly put notices around the village and in the hall letting everyone know the total. Angie said that she had e-mailed Debs the total the night of the Fun Day – apologies from Debs who didn't realise she had to pass it on.

Debs has compiled a spreadsheet (see attached) showing what helpers, equipment and tables are needed for each stall. She is very aware that her spare time is now greatly reduced owing to her new job at the school and will not be able to give so much time to the social events, particularly the Summer Fun Day. Everyone agreed that tasks need to be shared by others. The most time consuming task is sorting out the bookings for the non BGCA stall holders. Merv asked if Joan would be willing to take the phone calls for this

on the hall mobile phone and she agreed. Maria suggested that we could ask each of our stall holders to be responsible for organising setting up and anything needed for their stall.

It was agreed that we need to start planning earlier for next year's event.

Discussion took place on future events and how many we should do – it was decided not to have a Christmas Fair this year– it was agreed that our next events will be:

Jumble Sale on 17th October 2015 10 a.m. to 12 p.m.

Xmas Quiz Night 28th November 2015.

Great Turners Wood – the tree men have in clearing some of the fallen trees. A new footpath is going to be made to divert walkers away from the bank of the stream to prevent erosion of the bank. Gatwick greenspace have asked Mole Valley to cut down the brambles at the side of the wood.

Maintenance - Alan has done an estimate of the cost of putting in a mezzanine for extra storage in the large cupboard in the main hall which works out at approx£150 – Alan, Merv and Andy and will arrange to do this hopefully during the summer months when the hall usage is down.

List of outstanding jobs: Notice board to be moved, letter box to be put up.

Michelle said that the main door handle had developed a wobble, Joan said this had been rectified at the weekend.

There had been some damage caused to the bottom of the door by wedging it open but Alan has rectified this. Michelle said would it be possible to have a hook put on the door to hold it back – Merv and Alan said this was not an option but are looking into installing a ball bearing type stop fixed to the floor.

Discussion took place as to whether the doors in the main hall should remain a mahogany colour or are they all going to be a beech colour - this is going to be discussed with the builder at the meeting re the small hall doors.

Project Overhall – the trustees and Project Overhall team had a meeting to plan the way forward with the small hall. Pam has worked out the final figures and what we will be able to backload. Corniche are going to look at the figures and then give us an estimate for the work. If this is more than we have allowed for then the work will have to be delayed. Barry Hutt has been in contact with Corniche and the architects.

Little Bears – Angie has e-mailed Clare re the outstanding rent – this is her response:

Hi Angela, I am so sorry I just keep forgetting to settle things with you. I haven't been able to get hold of the bank yet to discuss the charges made as I don't have a clear day to do this it seems. They completely wiped our account so I am hoping they will refund the £70 charge. That aside I have the cash to pay for one of the o/s cheques. I will make a point of sorting it out over weekend. Unfortunately there's no money in the bank so I'll need to do it from my personal account and work out what we owe you from there. Hopefully we can settle our account up to the end of this term in due course.

I appreciate your concern and I do apologize. The difference between us and many other hirers is we have no regular income and no spare cash plus we are all busy mums so can't dedicate time to raising funds for the group at the moment. I am trying to find time to come up with some money making schemes but with two toddlers this proves difficult. I can barely manage my own life!

Anyway not an excuse. I will get the payment made shortly and let you know the score going forward. If we can't meet the payments we will have to close Little Bears down I guess.

General discussion took place – Lynne asked if would be ok if she asked her daughter in law Kay to speak to Claire and see if there is anything we can do to help. Debs also volunteered to speak to Claire.

Increase in charges – Pam said that we need to write to our regular hirer's informing them of the changes that are taking place as of the 1st September. Angie offered to send Pam the letter used the last time the rates changed and Pam will send it out. The hirer's will also be sent a copy of the new terms and conditions and be asked to sign and return to Pam. Debs was asked to put the terms and conditions and the booking form on the website.

Library – Pam had checked with Hilary re who she should contact at Surrey with regard to charging for the use of the space for the library. Michelle said that she will speak to Helen Clack for a contact.

Kitchen Quotes – we need to get these done as soon as possible as the work needs to be complete by the end of March. Pam had sorted out a plan with Wrens which this needs to be sent out to companies for quotes Angie said she will deal with the matter.

Defibrillators – Michelle said that she had attended a demonstration at Capel Parish Council Meeting. The Parish council is looking into grants to enable them to purchase a defibrillator for each of the three villages. They will be stored in an alarmed cupboard that needs an electric point. Michelle asked if we would be happy for one to be placed on the outside of the hall. Everyone agreed that this was a good idea. She is able to organize a course on how to use them for twenty people. She will also check with the Parish Council if they will be able to pay any maintenance charges.

Andrew Wates – Michelle has looked at the possibility of applying for a grant from the Wates Foundation. We will need to put together a business plan of exactly what needs to be done and how much it will cost. Several suggestions were put forward: Windows replaced, Roof lantern, the outside of the building painted, the inside painted.

Any other business

Michelle said that the old tree in the playground is to be cut down. It will be replaced and asked for suggestions of what tree should be planted. Everyone agreed that an oak was a good idea. Alan voiced a concern that any tree should not be planted to near to the hall. If you have any other suggestions please e-mail Michelle direct.

Picnic Benches – Angie said that these do need a treatment of some sort – to be added to the list for Maintenance Day.

Neighbourhood Plan – Pam said that she had responded on behalf of the Trustees. Michelle said that she had been to the meeting at Capel – it will take approximately eighteen months to finalize the plan. It will then go to the public for a referendum.

Piano – Alan said that Anthea had donated new wheels for the piano. Maria to send a thank you card.

Keys – the key lock from the window lock in the main hall is missing. Joan thinks it was the hirer at the weekend. She will contact her for its return

Car Boot Sale Posters – Alan said these are appearing around the village. Barbara said she will remove the one on the Parish Notice Board.

Website – Pam asked Debs to put the dates of our future meetings on the website and in the Parish Magazine

Date of future meetings:

Wednesday 2nd September 2015 - 7.45 p.m.

Thursday 8th October 2015 – 7.45 p.m.

Thursday 12th November 2015 – 7.45 p.m.