

## Beare Green Community Association Meeting

Tuesday 22<sup>nd</sup> May 2018

**Trustees Present:** Pam Marsh (Chairman), Angie Love (Treasurer), Steve Campbell, Sandy Horvath, Margaret King, Sue Millard, Paul Mott, Alan Smallwood, Brendan Watson

**Community Representatives:** Michelle Watson (District Councillor), Lisa Ryan (Parish Councillor)

**Members:** Merv Young Maria Young, John Reid Joan Wigham (Booking secretary)

- 1. Apologies:** Pauline Brown (Trustee), Barbara Steadman- Allen (Community Representative, Vicar) Linda Horvath (Member), Sandra Howard (Member), Gordon Howard (Member)

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

- 2. Minutes of last meeting:** Signed as a true record

Matters arising: Covered with the Agenda

- (8a)** John Reid (Member) attended the meeting and was asked to speak save him waiting to point 8. John explained he had a plan to take up regular litter collections in the village and has spoken with the council and his wished to get a group of volunteers on a regular basis (once a month) to litter pick. He has already arranged that the council will collect any additional bags they collect and has also managed to get three extra permanent litter bins in the village and was happy to ask for more.

He requested an opportunity to use the hall as a base so that people could meet afterward for a cup of tea etc and use the loos etc. It was agreed that Thursday mornings seemed to be the best time when the hall was not in use. Everyone thanked John for his work and supported his plan.

- 3. Resignation and Election of Chairman:**

Pam officially resigned as Chair and step down as a trustee.

Nominations were asked for the Role of Chairman, Steve proposed Sandy Horvath and this was seconded by Alan and supported by the rest of the meeting. Sandy took over the Chair from this point.

### **3.1. Proposals for Secretary and Treasurer;**

Sandy explained that Linda was happy to stand for a maximum of one year or until a new secretary could be found and Gordon had agreed to stand as Treasurer. These nominations would need to be voted on along with any other nominations at an extra ordinary meeting at least 14 days from this meeting.

Brendan said he would consider taking on more responsibility later on but for now wanted to get to understand the Trustee role more before he does.

- 3.2** The date for an EOM was set for 8pm Tuesday 5.6.18.

Pam had kindly prepared a notice for the EOM which was duly signed.

#### **4. Treasurer's Report**

Balances:

Current A/c 2287.70

Savers A/c 15233.64

The office of Police & Crime Commissioner had made a grant of £575 for an additional camera and the protective cages.

Paul said the outstanding energy payment is £1814 and should be paid down by the end of the summer months.

#### **5. Bookings Report**

Joan reported that Tom Baker had complained that the cupboard shared with Slimmer's world is in disorder due to slimmer's world not keeping to their side and asked if he could put a simple divider in on the shelf. This was agreed. Alan said he would look at the cupboard.

Joan explained that traditionally regular users would get a 10% discount for pay term in advance however there are those who still get that discount and are not paying in advance anymore. It was agreed that this should be stopped and Joan would give sandy a list so that a letter could be sent to those affected.

Leith Hill Trefoil- Guides have a booking on 17.11.18 and are asking for a TENS licence. It was agreed that Sandy should send Maria an email to give permission for this.

It was also agreed that the trustees need to monitor the number of TENS being applied for as BGCA has a limit and we need to ensure that hirers have a TENS and that a copy is sent to Joan.

#### **6. Men's Group:**

Merv passed over the terms rent and income for 11 cans of beer to Pam who is remaining temporary Treasurer until the role is resolved.

There are now 25 members and the room are quite full but everyone is welcome. There have been some good speakers and there has been an offer from the Mary Francis Trust to speak on men's mental health. They also offer grants too. Merv will speak to the group to see if they would like them to speak at a meeting.

Alan raised the point there are some men in Capel who may appreciate this type of Group. This was discussed and there is no reason why Capel could not set up a similar group too.

#### **7. Cinema**

Merv explained that Moviola were informed of our delay in getting going and remain very supportive of the BGCA cinema. They have been told we should be ready to go once the ceiling has been done.

Pam said that both her and John would be very happy to help with the running of the cinema once we are ready to go.

Merv asked whether a trustee would like to get involved as well as the members. Offer left open at this time.

## **8. Village Matters**

- Michelle reported that the National Restart Heart campaign would like to come to BG on 21/10/18 and are asking for at least 20m people to attend. This is a training session on General health and how to save life and will need the main hall. All agreed this was a great idea.
- Michelle has written to Mr Norton of BG Court and asked him to clean the sign from the A24. Paul also pointed out he needs to cut back the vegetation around it so that it can be seen clearly. Alan offered to have a look at the vegetation.
- The A24 hedge has yet to be cut due to current road works.
- Lisa said the Parish council is buying pooh bag dispensers and asked where they should be sited. It was suggested that one went by the steps leading down to the pond by the children's area and two at Turners house.
- Lisa said the offer of the lamppost needed agreement as there were two options. This was discussed and it was agreed we need a 40-watt LED. Merv said he had put the spec in an email to Michelle. Merv also pointed out it will be that the light will need a built-in photocell which he has covered with the specification in his email.
- Alan asked where the additional chippings that were donated went. Paul explained he has cleared a number of the small paths in the wood on the old Horsham Rd side of the pond and the rest Sandy put along the path in front of the pond by Merebank and the side of the hall.

## **9. Events**

- A letter from Sandra said she was happy to run a Tea Dance this summer on a Saturday when the all was free. Suggested dates were 14<sup>th</sup> 21<sup>st</sup> and 28<sup>th</sup> July.

Pam suggested we would need to email out to all dance organisations to promote the event.

Pam also raised the point of creating reusable Banners because the banner for the last table top have not been used since and these are expensive for a one-off event.

- Steve suggested the table top was the wrong kind of event for Beare Green and we may be better off having a car boot as it would be cheaper for those attending and they are more

likely to attend. We could have cars parking in the car park at the stall holders using the hall to sell their wares. The car park is quite small but we could use both halls indoors and just have the boot stall holders parking and selling indoors. Also, there would be not waste to remove as the stall holders would take it away with them.

- I was agreed with no summer fair we need to think seriously about raising funds for the BCGA as our income will be significantly down this year.
- Emails to Sandra: Re events everyone should only use the events email to let Sandra know anything in respect of events as emails are still going to the wrong Sandra in the village and with GDPR we do not want to attract a complaint.
- Sandy Updated everyone on the Royal Wedding/FA Cup picnic. This was poorly attended however those who did come seemed to enjoy themselves. Sandy has bought back a large amount of the alcohol that was unsold and some of the food. There is still an amount of beer, larger & cider that could be sold at the Men's Group.

Brendan said for future events he could get very good quality burgers and buns at a discount at around £1.00 per burger.

It was also suggested we could use the remaining burgers and buns left over for an end of season Committee social. This was agreed and a date is to be fixed.

- Steve stated that a local resident had offered to 'Call' if we put on a bingo evening. Steve agreed he would Talk to the lady and explore putting on an evening sometime this year.

## **10. Maintenance**

- The cages have been put up by Richard. However, the camera facing the kitchen has water in the lens and Merv confirmed this did not currently work. Paul suggested cutting a small hole in the cages so that the Lens was not obstructed and would do this.
- Shaun McCarthy (Kick Boxing) had reported water coming into the Hall after the last heavy rain. It was not very much but needs investigating. Paul said he would speak to the Builder who did the repair to check where he last did the repair.

## **11. Matters to discuss**

- Air Source Heat Pump: Paul explained that the Heating is problematic with the four-way valve not working and there is no magnetic filter fitted so the metal fillings accumulate and block the system. This creates an intermittent flow problem from the boilers. Sandy said his nephew was a commercial plumber had agreed to come and have a look at the system and would be prepared to check the system and had said that normally it would be standard practice to fit a magnetic filter to any commercial system and would happily provide a quote for the cost of fitting it and checking the system is clear.

This led onto Paul explaining the cost benefits of an Air-source heat pump and that the initial cost would be in the order of £10k however a company he had approached said they

were willing to fit the pump without any up-front costs and allow us to pay back the money back over 3 years at 10% interest. This would potentially make the installation affordable. In short, the long-term cost benefit would mean extremely cheap heating and with the current government tariffs the system could earn BCGA approximately £21k profit over 12 years.

Maria asked about the possibility of Grants. Paul said he had looked at various sources but without any luck. However, Pam suggested we may want to consider a Tri-way Grant with SCC & MVDC.

Merv asked if this was to happen would we need to have MVDC permission as our landlords? Michelle said she would enquire on our behalf. Merv also said he would like to commend Paul for all the work he had put into this which was acknowledged by everyone.

- The Acoustic ceiling was to go ahead and could be fitted over the Summer break from the 23<sup>rd</sup> July onwards. Merv raised the issue of affordability and how would this work leave the BCGA funds for the near future and would be it able to continue meeting our liabilities.

A discussion followed which looked at the BCGA's ability to raise income from lettings if the ceiling was not done. The Cinema would not go ahead and this could potentially be a very good income stream. There were also other groups who have said they would like to hire the main hall if the acoustics were improved. The overall consensus was that we could not afford not to do the work and without it we would have far less capacity to increase our income. A vote agreed the work should be carried out.

Alan then raised a concern as to whether we should discuss the work with MVDC as they are our landlords and this is a significant improvement to the building and they may have a view on what we should be doing in relation to fire risk etc. Michelle offered to talk to MVDC and seek their view. Alan also offered however it was agreed it would be better for Michelle to make the initial approach at this time. Alan was asked to leave it to Michelle on this occasion.

- Cleaning. Concerns were raised around the quality of the cleaning work being carried out between Hilary and Richard. There seemed to be an issue between the pair of them and things are being missed. It is currently costing £280 per month between them. Sandy said he would speak with Richard and if need be get them both together to ensure an improvement was made. However, if not we could possibly look at an alternative.

## 12. Any Other Business

- Trustee Duties Allocations:

Data Protection & CCTV:	Sandy
Health & Safety, Fire Procedures:	Sandy
Car park Lights & timer	Paul/ Alan
Heating	Paul (Merv agreed to support)
Cleaning supervision	Steve/Sandy

Emergency Contacts	Sandy/Alan/Paul
Charities Commission	Sandy
Entrust Annual Return	Sandy
Bank Signatories	Gordon/Sandy/Brendan
Parish Mag	Secretary (Linda)
Checking Equipment	Paul/Brendan
Flags	Brendan
Monitoring TEN's Applications	Sandy
Support to Bookings (Monies)	Gordon
Regular Tradesman visits:	
Normal visits & mail	Joan
PAT Tester Booking, Fire Alarm Maintenance, Health & Hygiene inspection, Fire officer Inspection.	Alan

- Emails: Merv raised the issue of which emails did we need to have and it was agreed we would use: Info@, Chairman@, Secretary@, Bookings@, Treasurer@ and Co-ordinator@. Merv said he was happy to set these up.

### **13. Date of next meeting**

A short discussion of whether a Tuesday was still a good day for everyone to attend and this was held over to discuss at the next meeting set for Tuesday 3<sup>rd</sup> July 2018 at 19.45.

## **Matters to discuss**

AGM 17<sup>th</sup> April – Pam asked Merv to explain about the rotation of trustees. He explained that every year one-third of the trustees need to stand down in rotation, the longest standing first, and new trustees found to replace them. At the AGM we will need to elect a new Secretary who has to be a trustee and elect a Treasurer who does not have to be a trustee. The Chairperson stays in place until the first meeting after the AGM which is on the 22<sup>nd</sup> May and the trustees then elect a new chair. It was agreed to supply wine and nibbles for the AGM.

Committee Etiquette – Pam requested that if someone is dealing with an issue can all emails relating to it to go back through that person.

Pond & Village Tidy Up – as the previous date was cancelled due to the weather new date Sunday 15<sup>th</sup> April 12 noon onwards – bacon butties and tea will be provided. Sandy offered to organise who will do what locations and roads.

Health & Safety Issue – Richard has raised a concern re the drawing pins falling out of the notice board in the corridor. Sandy suggested it would be a good idea to replace them with Velcro dots.

A hirer had been concerned that Richard was decorating the hall during their hire time. Richard is to be reminded that no decorating can take place whilst the hall is in use.

Main hall decoration – Richard is in the process of producing a quote for the materials and his daily rate.

Security – Pam said that she has ordered the cages to go over the cameras.

Heating – Paul said that sludge trap should be installed to heating system and inhibitor added.

Ceiling Quotes – Pam said that a local company in Beare Green has offered a quote to lower the ceiling and improve the acoustics – Merv said that he had received quotes from two other companies. Alan had one partial quote and was waiting to hear from another company. After a lot of discussion, it was decided that it would be easier if the quotes were included in a spreadsheet and emailed to the trustees for them to compare. All quotes to be emailed to Maria by Saturday evening please.

## **Any other business**

Sandy said that he has been asked by local residents if we are planning to organise anything for the Royal Wedding Day on 19<sup>th</sup> May – it was suggested that we could provide a BBQ for people to use – the big screen could also be used to show the Cup final. Sandy to check with Joan to see if the hall is available.

Tea dance – Sandra is looking into the possibility of putting this on later in the summer.

Heat pump – Paul is investigating the possibility of fitting a heat pump in place of the two electric boilers which could be sold. There is no capital funding at the moment but there may be grants available in the future.

**Date of next trustees meeting**

**Tuesday 17<sup>th</sup> April 2018**

**6.45 p.m. prior to the AGM**