

BGCA Meeting Thursday 18th October 2018

**Present:** Michelle Watson , Paul Mott , Pauline Brown , Lisa Ryan , Valerie Homewood, Joan Wigham, Merv Young , Maria Young , Sandy Horvath , Margaret King , Brendan Watson , Reverend Barbara Steadman-Allen , Sandra Howard , Sue Millard , Alan Smallwood

**Apologies :** Linda Horvath

Meeting Started : 19.45 pm

### **Minutes from Last Meeting**

Minutes agreed. Merv Young asked regarding Youth Committee comment from last meeting about being added to Constitution, Merv stated that is already in the Constitution. Over 18 can be Full members, under 18 can be junior members. 9.1.1 + 9.1.2 in the Constitution.

Merv Young - Agreed that Steve Campbell will be looking after the DVD return to Moviola and the bookings.

### **Matters Arising**

DBS checks and Safeguarding for the children's party. Merv and Michelle confirmed that you need to have DBS checks done under the Beare Green Community Associations umbrella. These cannot be transferred across from another party. We will need at least 3 people. **Action:** Sandy to enquire and ask Pam Marsh.

### **Treasurers Report**

Current Account - £2206.06

Savers Account - £6617.88

Petty Cash - TBC

TOTAL : £8823.94 ( excluding Petty Cash )

Cinema Income: Bar - £25.50

Refreshments - £7.85

Door - £125

Total - £158.35

Moviola fees still to be deducted

Sandy confirmed that the rent for Mole Valley District Council (MVDC) was paid twice by mistake but has now has been rectified, refunded by MVDC. All payments are paid by BACS at the moment. Standing order or Direct Debits.

Michelle asked if there was a process in place to prevent duplicate payments as she felt that two sets of eyes were needed before payments were made. Sandy confirmed that it shouldn't be an issue going forward because everything is paid by bacs.

## Bookings

There has been 3 cancellations this month. Kids Club, Heart Start and Kickboxing.  
Joan has requested that Bank Statements are to be sent over to see who has paid etc. **Sandy to action.**

## Merebank Movies

Numbers were down for the previous film, On Chesil Beach, perhaps movie choice. We will need to monitor bookings on run up to Xmas due to Saturday night television.

Invoice will need to be sent to Moviola within 7 days of the movie night. **Merv agreed to do this months**

Steve needs to confirm his address to Merv & Maria so they can inform Moviola. **Steve to action**

Merv & Maria agreed that the DVD in November can be delivered to them. However after November it will need to be delivered to Steve as agreed.

Paul has now confirmed the fault that we had with the picture quality has been rectified.

Banner to be purchased for details of upcoming cinema night . **Sandy to action.**

Michelle asked if she can purchase A4 laminate sleeves for posters as we only have A3 in stock.  
Sandy agreed she can purchase these and he will reimburse her. **Michelle to Action**

Michelle said she would print posters onto yellow paper but asked for help to put them up around the village. Margaret agreed to help.

Maintenance :

Roof - Cherry Picker to be booked in, Builder to be booked in.

Front Door - Dorking Glass contacted, call back to look at replacing.

Floor - Floor has been cleaned and improved the look. Alan wants to remove all old cleaning agents and only use new cleaning products. Cleaners to be contacted. Floor has scratches from dragging tables and chairs, need to find spare feet that are apparently in the cupboard. **Alan to action.**

Toilets - Richard has fitted door stops on all toilet doors to stop wall damage.

Heating - Sandy has confirmed that Heating will be fixed by end of October, all halls to be looked at. Merv and Maria both confirmed that the portable heaters can only be used for a short period of time because of health and safety risks to hall hirers. **Sandy to action getting his nephew to repair the boiler.**

Sandra raised concerns over still using the portable heaters in the small hall as Trustees are liable should an injury occurred. Sandy reiterated that his nephew will be coming in 2 weeks' time to look at the boiler.

### **Jumble Sale**

Sandra confirmed that everything is ready to go and has enough helpers from Trustees and Members of the public. Cakes will be donated to canteen.

D&M Recycling booked for 16.30 pm to collect all unwanted clothes , shoes & bags.

8 floats will be needed for each section. Door , Teas , Mens , Ladies , Toys , Books \ DVD , Bric - a - Brac & Children's. **Sandy to action**

10am - 12pm sorting Jumble

from 12.00pm Dealers will be allowed in for a £5 entry fee and it will not be refunded if they do not buy anything.

14.00pm - 16.00pm Jumble Sale.

16.30pm clean-up and D&M Recycling - Black Bin bags needed.

**Pond & Trees** - Paul Mott - Shaun Harris Tree officer did the March walk around. Possibility of a nature information board being installed about what local Flora and Fauna. Michelle has also contacted MVDC about a notice board with similar information for Great Turners Wood as well. **Michelle to action talking to MVDC.**

### **Parish Magazine**

Need to incorporate other activities like Knit Twits, Library, Bridge Club etc. Hall Hirers to contact Secretary. Barbara agreed to incorporate this within the parish mag and alternate the information every month.

### **Project Overhall 2**

Michelle has contacted previous organisers such as David Lloyd, Peter Collis, Pam Marsh. However Merv did say that Julian Wormsley, Barry Hut & Jean Pearson were also involved. But stated that the Capel Parish Council felt they couldn't get involved in future as it could be a conflict of interest. Merv also said that maybe the BGCA should consider paying off debt before starting new venture for coffee shop? Michelle says that grant funding isn't normally given to pay off old debt. However Merv and Alan said because we are part of the same project, phase 2 of 5, we can use this as part of existing project. Money should be able to carry on. Need to contact Architects for plans and to get quotes from Builders. David Lloyd did Project Manage last time so could be approached to discuss and possibility of assist.

Alan said that rooms are not being used to full potential, example small committee room. Room is set up with technology not being utilised.

Business plan needs to be re-instated with new figures to see what can be afforded.

### **Cleaning**

No issues.

### **Village Matters**

Capel Parish Council have confirmed that the trees at the top of Old Horsham road near the pond will be getting pruned in November.

Great Turners Wood – Cllr Michelle Watson has organised for Gatwick Green Space to come and will be meeting from 10am on High Land Road on 7th November, 21st November and 6th February. All volunteers welcome.

Litter pick went well, Always on 1st Thursday of the month.

Future Mole Valley - Watch this space. The public consultation for Modest extension maybe getting delayed until after Local Election in May 2019.

### **AOB**

Michelle confirmed that Waste has been reviewed by MVDC. BGCA may have to pay for waste collection. Process in place to go through scrutiny at MVDC and have to wait and see.

Next BGCA Meeting 15th November @ 19.30 in Front hall.

Meeting Closed 21.35pm

### **Trustee Meeting 21.35pm**

Communication - Emails are only to be sent to Trustees. Not to the likes of Merv and Maria and Pam. If Sandy needs to be contacted urgently - Phone 07766 302242

New action Summary sheet to be introduced. Actions and updates with time limits.

Steve will make sure as previous minutes, that the DVD is returned on time and numbers emailed within 7 days to Moviola . They will then invoice through to us. We need to have a break between the trailers and the start of the film to have the possibility to serve more drinks and refreshments. We need to purchase Rose' as well as Red & White Wine for next cinema night. **Brendan to action.**

Summary sheet to be emailed out ASAP after meeting so Trustees are aware of actions given to them and time frames. Summary sheet to be run through as first order on next meeting. Sandy to action.