



Beare Green Community Association

Beare Green Community Association Meeting

Thursday 19th September 2019

FRONT HALL – 7.30

Minutes

Welcome

1. Apologies – Alan, Barbara. No message from Lisa
Attendees – Paul, Shaun, Steve, Lesley, Caroline, Pauline, Sandy
Sukir after 8.30 as a member (won't be a trustee3). Dave?
2. Minutes of last meeting
New Trustees?

Louise Gorridge and Chris will help at events, but don't want to attend meetings so can't be trustees. Louise too busy to become a trustee.

Action: Shaun to provide email, address and date of birth for Charity Commission

2.1 Matters arising

Vicky has a 90-day trial free on software for small bookings.

Steve thinks that the coat rail needed for the Jumble Sale is in the cupboard in the hall.

Outstanding Actions: Sandy to email figures

Started listing main elements of role

Sandy to talk to David Kalynuk of Red Eye (he was away)

Trustees to review rental prices in Jan 2020

Revision of Emergency numbers

Sandy to retrieve Fun Day bag from Michelle.

Sandy to check with Nelson re New Year's Eve.

Caroline – Sukir's Bin outside shop – CS to Chase

3. Treasurer's Report

£1908.45p in current and £6881.10 in business

2 large bills going out - Movies to cost about £10 more a session.

Electricity £1600 in credit.

4. Hall business and Communications

4.2 Beare Green Village Hall Facebook

Paul sent Lisa a set of draft rules re "Beare Green Village Hall" Facebook.

Action: Sandy to chase and see what she is doing with them.

4.3 Movies & Equipment

Collette didn't get a very large audience – consider getting in regulars to review film snippets and work with BGCA to get ones more people want to see. Some coming from Capel as they prefer the relaxed atmosphere in Beare Green

A few have commented that they cannot hear all words on the movies, especially S's. Seems to be bad since the ceiling has been dropped. Paul has ideas of why this happens could be amp or speakers? Only 2 speakers in hall – perhaps need another 2 or a new amp? Perhaps a digital solution to improve sounds.

Actions: Paul to look at prices in Richer Sounds as they always discount. Paul to also look at CCTV and liaise re cameras.

At Movie night an X trustee advised that Café Church could not be held within the Hall. Sandy has checked Constitution and the charity itself has to be non-party and non-religious. Hirers have no such restriction.

4.4 Rear meeting room

The room has archaic equipment you have to load onto a visiting computer.

Newdigate had a 10K legacy and are replacing their projector . BGCA can buy it for £25 (hopefully with brackets). It will plug into normal computers – which will make everyone's lives easier. Paul suggests a small safe put on wall with cable and controller and code given to the hirer on booking.

Action: Paul to purchase the 2nd hand projector and key safe

4.5 Promotion of activities?

NEW Action: BSA needs to know what is going on by 10th Month – essential by 12th

E.g. Jumble Sale, knows about Cinema, ABBA Night.

4.6 Treasurer?

We still need to identify a treasurer and need to use flyers to advertise the BGCA and seek a Chairman and treasurer .

4.7 Website

Merv was thanked for all he has done on the website and for quietly helping Vicky to sort out the bookings etc. Shaun's son, Sam, will take over website. Sam will need password etc.

Action: Paul has written to Merv to request he liaises with Sam.

5. Maintenance

External Decorating done and paid for - incl. 6 panels above kitchen.

Internal Leave until after Christmas to approach Richard - £800 + Materials.
Delay until next Summer – need a big gap in bookings to get it painted.

6. Events

6.1 Jumble sale 19th Oct

Posters out. All ready to go. Lots of helpers. Holmwood's confirmed to help sort and sell with Alan and Caroline on Bric a Brac. Rack for clothes in hall cupboard.

6.2 New Years' Eve Party

– Cancelled as hard to make the hall work for that type of function.

Action: Caroline to contact Nelson in case he took Sandy's suggestion at the Fun Day seriously.

6.3 Fun Day

Caroline has created a call list for Stall holders 2019 and will call them all to see if any want to return. The bag is still with Michelle – Sandy to retrieve as contains Dog Show items etc.

Music and Dog Show basically booked. Shaun has booked 2x bouncy castles verbally.

Action: Caroline to call past stallholders

Action: Sandy to get green bag back from Michelle

6.4 ABBA Disco – Sat 23rd Nov 2019

– **Brigitta Trust Interested in being involved for 50% of ticket sales**

6.41 DJ / Karaoke / Lights

Shaun has verbally booked the DJ who did work at the Surrey Hills (lives in Reigate/Redhill)

Caroline got a rough price £650-750 of a local wedding disco and £320 of a wedding package that sells around Surrey.

We need to confirm and speak with Shaun's contact to ensure he can do it. Confirm his knowledge of ABBA, ability to MC, at what price, what he actually has as we have to hire in everything he doesn't have. Lights are essential.

Action: Shaun to get his contact details to Caroline to chase him up prior to making any other DISCO arrangements

6.42 Posters & Publicity:

Everyone loved Adrian's design of Posters/ Flyer. Yellow roadside. Blue Handbill

Discussions of where to put them – especially on road – probably need to be on private land. Steve felt we might be able to put them up where Capel Show does. Concept of a line of boards along the road liked but cost and is it possible? Idea of posters on cars – using metallic strips?

Sizes? We need hard boards as in Fun Day (£20? each) for the peak site by village pond. Some large trad poster size 30x20. One for window of small hall facing road other side of the blind, Shaun will take one for his window to the A24. Other locations tbc. Handbills – suggest 1000 as probably cheaper than 500. A2 posters to go on board posts Shaun made up last month.

We have to say somewhere that we reserve the right to admission.

Publicity - ONCE DJ confirmed...

Put on Facebook, copy to Parish Mag, Twitter, Next Door. Vantage Mag and Parish Mag.

Action: Caroline to get prices for all types of boards, posters and handbills.

Action: Caroline to speak to Surrey Highways on roadside posters.

Action: Social Media Caroline and Lesley – but Caroline to copy into Mark at BBC Surrey.

6.43 Tickets / Selling Tickets - Max no 280 adults + 40 in Side Hall.

Pricing Adult £10 on line £12 on door - Child Under 14 £2 before £2.50 on door.

Eventbrite or FIXR to be looked at – Fixr is cheaper but needs due diligence as no one has heard of them.

Eventbrite is about £1.08 on a £10 ticket making ticker £8.92 to us!

Pricing £10 on line **£12** (cash only on door. - £2 a child

Decision made not to sell in shops like Londis.

ACTION: CS to do due diligence FIXR / Perhaps make a ticket design.

6.44 Disco Cost Assumptions

Disco £400, Printing 200, Uplighters £100, Décor £100 = £900

Disco was perhaps to be free - If we get disco for £150 it would be better and paying something is much better than paying nothing!

Half of ticket price to Brigitta Trust

100 adults selling on event brite at £8.90 = £890. 200 = £1780. 250 = £2225

Minus costs... on 100 adults we break even without takings on food etc and with disco at £400

If we spend as above without food we break even and give Brigitta £890?

Comment - Might be good timing as Abba restaurant to be opened in O2 (510 covers) Mumma Mia

6.45 Décor

Décor to be moody – not the hall – disco land.

Small room as normal with tables and chairs as quiet area.

blue silver and white (Balloons and helium, with weights to be bought?) one on each table! Metallic silver and gold balloons stars etc. Glitter curtains on doors (£3.54 each on line)

Light - Uplighters. Windows to have Christmas type lights on.

Rest tbc confirmed depends upon what DJ can bring.

Action: Use internet to get best price but compare with Bits and Bobs now in Ockley – if near then use them!

6.45 ABBA Raffle & Spot Prizes

Lesley has 2 prizes – plus needs to go through Xmas Raffle bag in the office as some prizes might work. Caroline handed over London ticket Agency booking sheet to see if we can get from free tickets to Mama Mia as a spot prize.

Need fewer and better prizes.

Action: Lesley to find more prizes

TBC? do we sell tickets in advance or just on the night?

Question – do we pre-sell tickets as before?

7. Matters to discuss

7.1 Environmental Health

Lady coming on 7th October 9.30 – 10am to look at facilities and halls Protocol. She knows when we hire building out, kitchen is hired with it and that we don't supply food. She will also make a surprise visit to see Lizzie & Gillie cooking .

Toilet check sheets to be up – should have been cleaned week before.

Plus, potential surprise visit as originally booked for 14th – perhaps then Problem is big Indian Function night before. Sukir's daughter's birthday. Sukir warned there could be is a health check next day.

Things to do?

Steve has noticed rust on surfaces –needs removing. Shaun's proposed blinds will be washable- if they go up before the visit. Need blue, red and green mops – to be put in after the big party

Action : Sandy to go through memory stick and liaise with Paul to get all protocol things up to date.

Action: Shaun to get buckets and mops from Cash and Carry – buy 2 sets and put out in the morning of the 14th.

Action: Steve to find and book a steam cleaner for the kitchen between 6-8 14th Oct?

Action: Shaun to repair door to small hall on Saturday.

7.2 Community Fridge

Going well. They are grateful for use of foyer to the hall when cold and wet. Lesley gets out tables.

7.3 Youth committee

No report

8. Village matters

Local Plan release deferred because of anticipated Purdah period. Councils cannot consult throughout purdah or release anything contentious. Sandy commented Michelle had previously warned the group that no one will like what they find in it. Sandy feels most will accept the village needs to grow to survive.

Gatwick proposal to use of Standby Runway for most departures. Process started but Consultation won't happen until early next year. When consultation open BGCA is to register on the National Planning Inspectorate page so they can respond.

Action: Caroline to let BGCA know when formal consultation is open so they can register.

9. Any Other Business

New First Aid Kit has been purchased plus separate blue catering plasters and 3 fridge thermometers and gloves for Kitchen – re Catering.

Steve Question

When can a Drone fly – Only on private land you own, or have permission to fly on then up to 400ft. Children's drone with no camera can be flown (Sandy says).

Any snooping drone over public or private land with a camera can be "shot down".

10. Date of next meeting

16th Oct 7.30. Committee/ Meeting Room 7.30

Following Meeting will revert to 4th Thursday.