

## Beare Green Community Association Trustees' Meeting



Held 17<sup>th</sup> Jan 2024 – 7:30pm

### 1. Welcome & Apologies

Present: Paul Mott, Chairman and Meeting Secretary, Laura Mott, Trustee/Treasurer and Bookings Secretary, Steve Campbell, Trustee, James Stuart, Trustee, Steve Killick, Trustee, Garry Anstee, Trustee, Linda Horvath, Trustee, Yvonne Anstee

Apologies: Alan Smallwood, Trustee

### 2. Minutes of 22<sup>nd</sup> Nov '23 meeting

Approved.

#### Actions :

1. Linda to ask her window cleaner Martin Oliver to clean the hall windows once, and pay him out of petty cash. – carried forward
2. CCTV still due to be serviced – completed and paid for
3. Bank account address : has been changed so is no longer Pam Marsh, is Merebank House.

### 3. Treasurer's report

- Current Account – £4,323 12<sup>th</sup> Feb 2024
- 2nd Account - £44,145 12<sup>th</sup> Feb 2024
- Sound system grants paid by both CPC and Surrey CC. Surrey CC sending small plaque for entrance to hall. Acknowledgements/thanks placed in parish mag and in capel and beare green mag. Photo of sound system sent to Surrey as grantor as needed as a condition of grant, and has been acknowledged.

- Alan Smallwood had written to the committee, as he couldn't be with us, thus :

*"I have been looking at savings accounts for charities and CIOs and have printed off a couple of articles from the internet. In summary it looks as though we can get around 5.25%pa for 180-365 day deposits from United Trust Bank and Metro Bank. Need to have a minimum of £5000 in account; I'd suggest putting in £20,000 at least, keeping at least £10,000 in the current account. This assumes we cannot match that rate of interest at Nationwide. NS&I don't seem to apply to charities etc.*

*If we had an emergency needing, say, >£20,000 immediately we are in trouble and one of us will have to bail BGCA out in the short term.*

*We could put a second amount into a savings account with 30-day notice leaving less in the current account."*

This was discussed. Trustees felt that it was an excellent idea and **(ACTION) agreed** that Paul and Alan can (as available time permits) proceed at once with putting up to £30,000 from our reserve account into such a charity interest-bearing account as Alan and Paul deem fit (Laura as treasurer to scrutinise and check too), as our reserve account only paid £184 interest last year. Ideally we should be able to

get it out at shortish notice (not a year) subject to the risk of losing interest, which is an acceptable risk to take as we probably *won't* need to access it, and today's situation entails very little interest anyway.

Michelle Carvel gave Laura, via Paul who collected them, the 2022/23 folder with invoices and expense claims/receipts in for auditing 2022/23, last Sunday week (Laura has added a few more categories to the accounts for 2022/23, to show more detail of the summations than in the first draft, where possible). There are a few more things to come for Laura and the account checker including the 2023/24 folder to date (which is not so pressing), and a paying in book (re: the slips in it). As in each of the last 4 years, we might not quite meet the 31<sup>st</sup> January deadline for charities commission submission, but won't miss it by much (there is no fine for being slightly late).

#### 4. Bookings

There are two new yoga classes, Thursday evening (so we cannot hold committee meetings on Thursdays any more) and Tuesday morning, both in front/small hall. Sound bath are sadly no longer with us due to low numbers. Four full day quilters masterclass exam sessions are next year, and two wrestling matches. The next two weekends, both days are booked up. Correspondence from Alan congratulates Laura on how busy the hall is. Laura is going to share some of the positive feedback she gets from hirers who love our hall. The first of two wrestling sessions has moved to 16<sup>th</sup> March from 9<sup>th</sup>.

The wrestling 10<sup>th</sup> November went well with no floor damage.

#### 5. Cinema report

The bill to Moviola for the most recent showing last Saturday, was £78 to Moviola. We run at a small loss, which we are aware of and comfortable with. A number of attendees were seriously impressed by our new sound system, and the ability to pay by credit card which was used by 4 of them. We are advertising in the Capel and Beare Green monthly as well as the Holmwood and Beare Green parish mag, and hope to see more from Capel as a result. Fliers have been laminated and put up in newdigate, holmwood bus stops, as well as Beare Green. Also Paul and Laura leafletted a large part of Capel house by house in December along with the Christmas markets leaflets, though this only got us 2 more attendees to December's film who said they had come from Capel as a result of that leaflet through their door.

#### 6. Maintenance

- CCTV now serviced
- Sound system grants have been received from Surrey County Council and from Capel Parish Council, for which all agreed we are incredibly grateful, as we are to Rob Snellgrove of Sevenoaks Sound and Light of Epsom for his free labour and advice, and to Funktion-One Speakers for at-cost speakers (Paul has been to thank them in person).
  - o Paul has printed out 5 sets of instructions for the new amplifier, which will be in the safe so can be given to viewers. Each comes with pictures provided by Rob Snellgrove, to whom we remain really grateful and in awe of what he did for us, how to separately assign audio and video so the amp gets audio from a different input (which is not default, and must be undone after any relevant session).

- Paul has bought a microphone cable to connect the receiver for the mike, to the amp, and a 3.5mm stereo plug cable to connect the audio output from a laptop if the laptop is so old that it doesn't build the audio codec into its video HDMI port for the amp to split out.
- Podpoint side **B** has been repaired 2<sup>nd</sup> January, for free under guarantee. Both sides now work again. Hoping for an end to the small number of failures of first one side then the other. Maintainer is confident it will now be reliable. Utilisation is modest; for the 17 days of January 2024 to date, we have incurred £84.46 energy purchase cost to the hall in relation to the electricity dispensed from chargers, and sold that electricity on to EVs on for £97.54, making £13 profit. This entailed 8 separate charges so far in January, dispensing to 5 unique cars (some come more than once). If we made the same profit across all days in 2024 as across these 18 days, the annual profit would total £260. The units originally cost c. £6000, of which BGCA paid £1000, MVDC paying £5000.
- The heat pumps have been serviced last week, which keeps the guarantee intact as long as it's done once a year by Climachill. Information will be sent by Climachill on whether the capacity of the main hall heat pump could be increased by changing only the exterior unit, leaving the interior one alone (and if so how much that would cost); installer is having to check with Panasonic. Meantime the heat pump provides all our heating requirement for much of the year at a third the cost of simple electric heating via the radiants or convectors, but on its own it is not enough when it is very cold, even with a run-in, and radiants are needed as a "top up". Paul tried using the underfloor heating ahead of cinema but there was a leak from a collar on a pipe at top left, above a valve or joint, to left of left-most of the two electric boilers, so he stopped – the leak only prevailed whilst the pump was actually running, and was modest. It stopped entirely once the pump stopped.
- Alan who couldn't be with us reported via correspondence that he has got copper strips to hold in a couple of slates/ vents. The roofers who replaced some slates used thicker ones which don't sit down as well as the originals, hence the copper strips rather than the little copper pin-and washer things. The meeting was grateful for this.
- Alan reported via correspondence that (landscape) slate and some mortar haunching are on the flat roof but he has not yet spotted where they came from to ensure that there is no breach. He will return with binoculars and look especially above the velux that faces willow close, along its top edge at the end nearest Merebank road. The meeting was grateful for this.
- Alan has tightened the little bolts on the legs of the damaged large table in the small hall cupboard. It has restraining cable ties, but these need further ties to keep them in place and also we need to devise or buy a spring/rubber band system to keep the leg in its plastic slot. He has showed this work to Paul who is very grateful for this work which saves disposing of it and buying a new one. Alan does so many jobs like this that extend the life of our equipment. He notes that the top has been slightly bowed upwards, but is fine for normal use with care. He suspects someone's body or a heavy weight was resting on it enough to slightly bend the leg; we should be careful if we ever put a beer keg or a heavy BBQ on one of these tables as they could be beyond design basis of the table.
- James and Steve C are working on sourcing a regulator and gas for the new BBQ Paul has bought. It may need a heat shield beneath it, too, to protect the cable ?? All keep eye out for thick sheet steel...

- Alan plans to further improve the trim on the front door drip base, left hand side as viewed from outside. It tends to slide along if stones fall back to its outer side and force it to move as the door is closed. The meeting was grateful for this.
- Alan showed a man from Dorking Glass and Windows into the hall today to give us a quote for a new sealed unit for the ladies toilet which has “blown” and is condensing inside.
- Alan plans to fit his headwall concrete slab and apron slab to the end of the Heat pump condensate outfall of 100% pure water (just atmospheric moisture condensate onto the heat pump rads) to pond, that he laboriously dug a drainage trench for last Spring. He has been waiting for vegetation to die down. The meeting was also grateful for this.
- Alan has not figured out a way to make a better anchor for one bolt of the canopy over the kitchen door, which is still a little “wonky”. It has to be push through design for which diameter is an issue. The current (poor) design one slips while the others hold, so the brick there must be less robust. Trustees were grateful for his continued attention as it doesn’t look right at the moment.
- Alan noted that the corridor windows need a better clean to get the "snowscene" residues off them.
- I will chase Tim Howe for the PAT testing. Finding a window when the hall is vacant is becoming an issue;- well done Laura!
- Paul has been populating a large red A4 maintenance book and encourages that maintenance tasks are documented therein.
- Paul has fitted new scent cartridges and batteries to the dispensers in all loos, and reprogrammed the timers. They all work now from 07:00 and you can tell in the morning (last squirt is 13:00).
- Paul has just bought 2 large boxes of new z fold towels; we are OK on provisions at the moment except loo cleaner fluid of which we need more soon.
- So far there are no slip hazards and Paul remarked that the moss has not regrown on the fire exit external concrete ramp since he cleared it. The car park is trip free with good re-laid tarmac where the fire is and the pavement is good too. **Risk assessment : none spotted.**

## 7. Events

The Christmas Market on 2<sup>nd</sup> December 2023 was considered very successful, with at least 300 clicked through the door before we stopped clicking. We organised distribution of the leaflets by trustees plus Michelle and Brendan Watson across Beare Green, Newdigate, Capel, North and south holmwood. We are very grateful to all who distributed them. All trustees were thanked for their roles as well as our Santa/grotto team Michelle and Brendan Watson and Lisa Ryan. Paul especially thanked Laura for organising all the stalls, and bringing in her friends to help run a number of children’s games. Steve gave feedback that we should start organising the stalls some months earlier for 2024, and set the date today. Taking Steve’s steer, trustees **agreed** a date of **7<sup>th</sup> December for the 2024 Christmas Market**. This is firm, and Laura can communicate it to the established 2023 stallholders (and any 2022 stallholders who couldn’t make it 2023) any time from now, so we get a base booked up ahead of St Paul’s Primary Dorking (if they go on that day) and any other local rivals, as there always are some whatever date is chosen. They needn’t be billed yet, that could be nearer the time.

To aid forward planning of stallholders, trustees **agreed** a date of **6<sup>th</sup> July for fun day**. They can be booked in any time from now as the bookings secretary has time. It was considered a good idea to ask if the fire brigade might provide an engine, recognising that it would be need to be positioned for a safe rapid departure as it would remain on call. Laura took an **action** to see if The Milestone Big Band would be willing to perform for us for say an hour. Paul took an **action** to book Nelson Porter again. Paul took an **action** to ask James Brown if he might again help on the barbeque, as he was amazing last year. Steve Killick had a brilliant idea of setting up a learn to fish demonstration, possibly also with a competition to enhance engagement, as an event on fun day to promote fishing. This was agreed to.

Another suggestion was to see if a local kids' dance group might like to give a demonstration – it can help them get new members.

We will certainly aim to have a dog show as that is very popular and brings people in; **action** on Paul to check if Alan is available, and on Laura to reach out to Leilah Webb who has been such a brilliant judge.

Laura offered to fill her car with balloons and have a count the balloon (guess) competition.

It was noted that it may still be a little too far ahead of fun day to reach out to those who so generously help with amazing cakes.

**Jumble sale is set for 9<sup>th</sup> March 13:00 to 15:00**, note unusual timing which fits in with cinema being after. Steve is in liaison with a local lady who may be able to send our unsold clothes after, to the Middle East. Steve is also in liaison with helpers but is relying on Paul to reach out to Maurice and Valerie Homewood, and Revd Barbara.

Wrestling (not run by BGCA) will be 16<sup>th</sup> March 2024 (and an autumn date). BGCA will again run a drinks vend to raise money for BGCA, learning from last time as to what stock to get in. Lots of Prosecco and the half size cans of Corona Light, plenty of diet coke and a few soft drinks for kids + a few crisps. Not much else, it doesn't seem to sell.

## 8. Any Other Business

Linda asked for a discussion about floats. Steve Campbell and Paul had had a recent conversation about this with Merv Young, author of the 2014 BGCA-as-a-CIO constitution (available on our website); section 10.4 says "sections may hold such funds for float purposes as shall be agreed from time to time with the charity trustees"; preceding parts explaining "sections". The meeting decided by majority that the cinema section and the other-events section could each hold up to £500 to capitalise floats (e.g. we need a lot of floats for jumble, and for fun day), but then cash up the excess afterwards into the bank via treasurer, retaining some for floats for the next event. As we now have 4 sumup machines, we hope to gradually reduce the need for cash floats over time, and will review this at the end of the year.

9. **Date of AGM** : Friday 12<sup>th</sup> July '24 6:30pm.

## 10. Date of next meeting

Next meeting: Monday 12<sup>th</sup> Feb '24 7:30.

SUMMARY OF DATES :

- Next meeting: Monday 12th Feb 7:30.
- Jumble sale is set for 9th March 13:00 to 15:00
- Wrestling (BGCA bar) 16th March
- 6th July for fun day
- AGM Friday 12th July 6:30pm.
- 7th December Christmas Market