



Beare Green Community Association

Beare Green Community Association Meeting

Thursday 20th November 2019

Meeting Room – 7.30

Minutes

New actions show in red

Welcome

1. **Apologies** – Alan Smallwood.

Pauline Brown has tendered her resignation as trustee, and is thanked by all of us for all she has done for BGCA over the years (Sandy will convey our thanks).

2. **Attendees** – Paul Mott, Shaun Solomon, Steve Campbell, Lesley West, Caroline Salmon, Sandy Horvarth, Revd Barbara Steadman-Allen, Lisa Ryan, Linda Horvarth, Jackie Solomon (guest/observer; part), David Kalynuk of Redeye cameras (CCTV)

3. **Minutes of last meeting – actions and matters arising :**

Paul Mott has completed the action to apply for a discount on our electricity bill on the basis of our being a non-business charity and therefore eligible for a discounted VAT rate of 5% and a zero rate on the climate change levy.

Shaun has given his email, address and date of birth for Charity Commission

Vicky has a 90-day trial free on software for small bookings. As far as Sandy knows, it is working.

Revision of Emergency numbers – Sandy to add Alan's name; Sandy to retrieve Fun Day bag from Michelle.

4. **Forthcoming Events**

Jackie Solomon has canvassed mothers in the village about the price for the BGCA children's party, for 3 years olds to 10 year olds. £3 seems about right. Liz Shopland has offered to sell the tickets. Date not yet decided; church newsletter deadline has just gone. Note : this is nothing to do with the 6th December youth party put on by Michelle Watson and the youth club. Ideas include fancy dress linked to the first initial of their first name. Perhaps pass the parcel. Musical chairs. Date : Sunday 22nd December. 2 hour slot : 3pm to 5pm. Parents must stay with their child – we are not CRB checked. Caroline has a *Mrs Santa* outfit. Dave West could be Santa. Gazebo in the corner.

There is to be a BGCA-facilitated social for older people on Saturday 21st December. **Trustees will meet 5pm 23rd November to discuss logistics for this.**

BGCA will not put on a new year's eve event this year.

5. Village Matters

5.1 Pie and Mash Van

The owners of a pie and mash van, Leah and Peter, came to discuss positioning it in Beare Green on Thursday evenings around 5pm to 7:30pm. There were issues last week in placing it in Beare Green Court; we agreed that they can use a corner of our car park near the hall entrance. If their generator proves problematic, we can sell them electricity from the kitchen via a cable. Trial tomorrow evening.

5.2 Beare Green Village Hall Facebook page

Paul sent Lisa a set of draft rules re "Beare Green Village Hall" Facebook. She approved and is using them. Lesley and Shaun are to become extra moderators.

5.3 Phone Boxes

The village has two phone boxes, one off Beare Green's large oval roundabout and one by the pond. BT wishes to get rid of both, Caroline (district council can object via an Ofcom-specified process) has canvassed locals and the one off Beare Green's large oval roundabout, which hasn't been used for 2 years according to BT, is not supported by locals as it attracts litter; however, the one by the pond is regarded as useful to locals including for emergencies (pond is deep at edge) and useful given that we have a lot of social housing and older people, which is a criteria for possible retention, and useful to commuters.

5.4 Flowers

As to bulbs around the pond, Caroline favoured crocuses as they have minimal leaves after flowering. Paul has planted paperwhite daffodils either side of the main hall window and a cyclamen, but Sandy considered that natural, woodland type bulbs such as bluebells and anemones might be more natural for the setting, if any more are to be planted.

5.5 Parish council – improvement fund for Beare Green

Parish council is offering £3000 for improvements around village. **Views on what best to do with it, to Caroline asap please.**

6. Treasurer's and Bookings Report

£2952p is in the current account and £6883.39 is in the business account. Vicky is regularly invoicing all bookers and communicating closely with Sandy regarding refunds of deposits and so on. Caroline hasn't been invoiced; **Sandy to check.**

7. Electricity

Electricity £1800 in credit; consumption in October cost £450, about double October 2018 (we are making more generous use this year of the underfloor heating in the main hall, which costs more to run).

Renewal of the electricity contract is in March 2020, not necessarily with the same supplier. Will aim for a 2-rate contract (current contract is unirate, which is not ideal when we have a large floor to heat up overnight, and would like to do so more cheaply - though it does depend on the differential).

Steve will ask TopDec to contact Paul with details of the £4k heat pump quote – what kit it entails.

There was a misunderstanding over when the Gatwick Community Fund Grant closed – it was end October, not end November, so we missed it as we looked into it in November. We will look at the Surrey Community Trust grants (January 2020) as a possible source of funding, if time permits.

8. Films for first four months of 2020

The consensus was for Lion King as an afternoon showing for the youngsters (must be accompanied by a responsible adult) and for the adults Jan to April : Downton Abbey, Judy (Garland), The Good Liar, and Official Secrets. Always 2nd Saturday of the month, except March when Abba night is then.

9. Events

21st December – BGCA will put on thank you drinks for our helpers at the jumble sales, ahead of the older person's socials. 1pm to 2:30 pm for the thank you drinks; 3:00 to 5pm for the older person's social.

10. Website

Difficulties have been encountered by Sam logging in. Paul will try (since done, worked – was password issue).

11. Maintenance, New Items and other hall matters

11.1 **CCTV** – Shaun got a quote from David Kalynuk of RedEye, who came to this meeting, for Replacement of existing CCTV system : £1850 to include

- > Supply and installation of 8 [now amended to 9] new High Definition Hikvision CCTV Cameras
- > Replacement of all CCTV cable to new cameras
- > Removal of old system and cabling
- > Supply of 16 Channel Hikvision Digital Video Recorder with 4TB Hard Drive. Reason for 16 channel is so we can add up to 7 extra cameras to cover blackspots; committee approved the fitment of one more camera in the blackspot between (scope for 7 more, total 16).
- > Setup of remote viewing so all cameras are viewable on selected trustee phones.
- > Termination and testing of new cables.
- > Setup and Commissioning of new CCTV system

Caroline has been liaising with the Parish Council to fund £1800 of this cost (almost all of it) – they have agreed, and paid. **We agreed to proceed, and agreed that David will replace all 8 existing cameras plus the one extra (as above).** The cameras are metal, HD; there will be no cage. At night they are black and white. Coverage will be recorded on site. Also if the police want a copy, we can download a clip to a phone and give it that way.

11.2 Other Maintenance

Alan has re-turfed around the flagpole, which looks very nice, and a low area beyond the car park

Paul has added a plant in a large pot to the left of the Love bench, as had been promised in the past to Angela.

Paul has fixed the dishwasher (wasn't much wrong with it).

Paul fixed the clock in the meeting room (new mechanism – again ! It now doesn't stop)

Paul and Shaun will fix a new signboard for main hall that Shaun has got, and a new safe in each of meeting room and front hall, and a new keysafe for office.

Paul has provided(donated) four mini disco lights for main hall, which are now in cupboard 4 – hirers can use them.

11.3 Credit Card Payment Machine

Caroline mentioned a Credit Card Payment Machine that costs £24, allowing people to pay for cinema etc via a credit card into what would be our PAYPAL account. It costs 20p per transaction and 1% when used by charities. It links to someone's mobile phone. The church's one is called SUM UP and doesn't need a mobile phone. We thanked Caroline for this information. We could add a donate-now button to the website and sell tickets via a link from the website.

11.4 Rear meeting room

The room has archaic video projector with software you have to load onto a visitors' computer. It is not plug and play.

Newdigate had a 10K legacy and are replacing their projector. BGCA may be able to get their hands on it (hopefully with brackets) – Paul is working on it. It will plug into normal computers – which will make everyone's lives easier. Paul has got a small safe to put on wall with cable and controller and code given to the hirer on booking.

Action: Paul to speak again 25th November to Newdigate's John Calcutt about getting hold of the 2nd hand projector.

11.5 Environmental Health Inspection in October

This gave us a clean bill of health, "an excellent newly-refurbed hall".

11.6 Cleaning

Lesley noted that some hirers are not cleaning up after themselves adequately. Sandy suggested a tall thin cleaning cupboard in main corridor near bookshare to take the scissor-mop so hirers can't get in our cleaning cupboard. Caroline suggested a renewed contract with hirers to remind them of their responsibilities. Paul suggested a sign reminding hirers to leave it clean.

12. Any Other Business

None. Alan's comments about tree pruning had been received by pre-meeting correspondence.

13. Date of next meeting

19th Dec, Committee/ Meeting Room 7.30