

## BGCA Trustees Meeting – 25<sup>th</sup> April 2019

### Apologies:

Michelle, Brendan, Sandra, Lesley, Joan, Lisa

### Attendees:

Sandy, Linda, Alan, Paul, Steve, Caroline

Minutes of last meeting will be circulated. Any comments to go back to Sandy. Alterations will then be made, treated as approved and minutes sent to Merv to put on the website.

### Treasurers Report:

Current Account:	£ 985.41
Savers Account:	£9624.07
Petty Cash:	£ 177.02

### April Cinema Income:

Bar and Refreshments:	£ 81.10
86 People :	£ 430.00
Trustee Donation :	<u>£ 20.00</u>
	Sub Total
	£ 531.10
MOVIOLA Fee :	£ 203.50
	TOTAL
	£ 327.60

One £10 (Vic Hickmott Rainbows) and one £20 cheque (Jens Animals) are to be presented to the bank for Stalls for the Fun Day.

Some invoices have been paid for Fun Day Stalls by Bank transfer.

**Action** : List of transfers to go to Sandy and cheques to be paid in.

Accounts are done to date:

Sandy has asked Joan for invoices and when in will cross check against accounts.

Alan and Paul will send outstanding invoices.

Sandy to meet with Angela Lowe to ensure they are ready to present at AGM.

Accounts will need to be audited by another party.

Movie Night.

Following a very successful Bohemian Rhapsody...

Next movie – Mary Queen of Scots

Paul now using brand new equipment that should be a lot easier to run and link t smart TV, Netflix and other areas. Sound is considerably better.

Alan to extract title from poster for Mary Queen of Scots and put into landscape A4 Posters. Banners x 3 to be amended and up on Sunday (says Next Saturday so can't go up earlier)

Bookings

Joan to stay on until the 25<sup>th</sup> May

Lesley West has agreed to take the booking by phone – opening and closing Hall.

Invoicing for the time being can be done by new Treasurer - Lesley (North Holmwood)

A discussion was around how Lesley W might be able to send info from her phone re T&C and room sizes etc to interested parties.

Intention is she forwards on the booking to Lesley (Treasurer) for her to invoice and send all other pertinent info.

That the Treasurer then sends T&C, pertinent paperwork about how things are operated, room size restrictions etc.

**Action:** Sandy suggested that a second hand or new laptop be purchased as a treasurer's laptop. Max price with office software to be in the region of £250.

A replacement Booking Clerk has been looked for without success. Caroline suggested that we approach mums taking kids to Weald School (i.e. local and with time in day to do a small job).

**Action:** Caroline to contact School and see if a poster was possible to be placed at School gates or in any bags of info they send out to Parents.

Caroline to draft a poster for Booking and Invoice Clerk (earning £125 a month) send to Sandy for agreement – all responses to Sandy by 15<sup>th</sup> May (as away until 15<sup>th</sup> May).

**Action:** Sandy suggested that there needs to be a protocol written for dealing with invoices where invoice info is sent automatically to the treasurer to track.

#### **Maintenance.**

- Alan thanked for his work on stopping ceiling leak. No more condensation around light.
- Youngsters sliding down the roof only left slide marks. However, more anti-climb paint is being put around the building.
- A rat tried to eat through a door. Paul stopped it and is dealing with `rats in general. MVDC own the pond so if necessary, could provide Pest Control. However, pond has water voles so humane traps probably necessary so selective destruction can occur.
- External Décor. Woodwork and walls need repair and decoration. Sadolin , Sandex paint and woodwork. Alan volunteered to repair elements particularly the Tyrolean but Sandy felt was better to get one person to do it all which was agreed by the majority

**Action:** Steve to get a written quote from local decorator who could do it for £1100.

This is to include paint, rubbing down and at least 2 good coats of paint.

This is a best price as a local person who wants to give a bit back.

#### **AGM**

Moved from 9<sup>th</sup> May to 16<sup>th</sup> at 7.30.

Agenda as usual with reports from: Merv's Mens Group, Paul on Cinema, Sandy on Community Involvement.

Shaun of Solomon blinds is prepared to become a trustee and will attend – he also suggested Darren Ripley – who may also attend.  
Solomon Blinds are providing all food and staff to man the BBQ for the Fun Day.

### **Fun Day and Fun Dog Show.**

12 stalls have been invoiced – 14 tents are required to cover stalls booked and BGCA stalls. Steve says he has pulled out 7 Gazebos – there could be more in the loft. Caroline to see if she can get a known pop up gazebo for the band 6x3 metres. Sandy has access to a large tent for Beer and BBQ. Alan has a roundish topped 3.4 m tent might suit face painter or Tombola?  
**Action:** Tent situation needs to be reviewed....

BBQ is now all to be done and food provided by Solomon's  
Releasing Brendan to help on Beer tent with Paul.

Mix of stalls good – Owl Man should be able to bring one bird if its dry!  
All birds now are with his son as wife has a bird induced medication problem.  
12 invoiced stalls – 3 not yet returned their booking forms (so not invoiced yet and to be chased)

### **Putting up stalls and help at Dog Show and manning stalls**

Need more volunteers – putting up will be a challenge.

#### **DOG SHOW**

Needs prizes especially for best in show – we have a dog soft toy but not right for all owners!

A suggestion was to get bags of handmade dog biscuits with a large one for best in show?  
Or approach vets or Pets at Home or Hern's Farm Supplies as they sell pet food?

**Action:** Sandy to talk to Brelades and Pets at Home.

**Action 2 :** Sandy to speak to Lisa re using the older Youth Club Members to help with Dog show - for a small donation! Failing that Alan to speak to Rotary Club.

Fun Day Stalls not run by BGCA should currently raise £350 - if all pay.

**Raffle** – Caroline has obtained a licence for a raffle selling tickets prior to the date. A design of tickets with stubs was agreed as was wording.

Lesley was thanked in her absence for raising so many good prizes.

Caroline has donated the £40 fee for the licence to the BGCA. Tickets will cost £25+VAT

**Action:** Caroline to book the 1000 Raffle tickets, priced at £2 each as so many good prizes.

**Action2:** Caroline to send Sandy her bank details so that the rosette bill can be paid.

### **Publicity**

Michelle's Poster design was much appreciated – it needs very minor tweaks.

**Action:** Caroline to ask for changed to make Fun Dog Show more prominent and add Charity No.

We need to spread posters around village and surrounding villages and publicise everywhere we can. Put in South and North Holmwood.

Fun Day is mostly under control. Caroline away post 3<sup>rd</sup> May until 9<sup>th</sup>.

So, all detailed work on event to be finalised after 10<sup>th</sup> May.

**Pond**

Council have improved but needs more work.

They shredded and fishermen have cleared up.

Scrub left at side had to be removed – the view from the hall should be kept nice.

**Action:** More needs to be done.

**Regular Monthly Litter Pic**, making a huge difference

2<sup>nd</sup> May cancelled – next one is in June

Caroline stated that lots of litter around Beare Green and the roundabout in ditches.

**AOB.**

Fire exit has become stiff – Alan and Paul to look at it as a priority

Banners have had brown tape used to make amendments – only use clear or get Alan to do changes.