

Minutes of Beare Green Community Assn Meeting

Thursday 25th June 2019 at 7.30

In attendance:

Sandy, Steve, Lesley, Linda, Paul, Caroline

Apologies: Alan, Brendan, Shaun, Pauline

In the absence of Brendan, Caroline took the minutes.

Charitable status requires 10 meetings a year (None in August or December)

This meeting was called at short notice to get them back to about 1 a month.

MATTERS ARISING FROM PREVIOUS MINUTES

Reviewing of the minutes of the previous meeting – the AGM - will be held over until the next meeting.

TREASURERS REPORT

Banking

Changes in Trustees have resulted in the Nat West Bank mandate being out of date.

The only signatory on it remaining is Pam.

Lesley will get a new mandate from the bank and Sandy will liaise with Pam to ensure it can be updated.

Main Current Acct £2,474.41

Business Acct: £8,227.22

Petty Cash: £560.45 – high due to change form Fun Day.

(Petty cash will be lowered to around £250.00 when change is banked)

The books are not formalised and sent to the auditors yet

Oli Hovarth will make them audit ready.

Vicky Onah – new BGCA Treasurer

She will do the bookings diary, raise invoices

Vicky does not want to handle money or do the banking

Sandy/Linda will do the PC.

Vicky will give the Chairman a report on finance and bookings situation, as she is a single mother and is therefore unlikely to be able to attend the BGCA Meetings

Fees of the Hall require review.

Currently £17.00/hr for big hall and £13/hr for library Hall

Discretion is given when both booked and for parties both usually are.

Intention is to set new fees from say 1st September 2019, without losing clients.

All existing clients intend to remain but some book and don't use.

Regular clients to be encouraged to use standing orders, rather than cheque or cash.

A updated Bookings Sheet needs to be created by 1 July 2019.

Role of Chairperson.

A new chair should be appointed on 25th July.
If no one is prepared to take on the role Sandy will continue.
He is busy and was hoping someone might come forwards as a co-chair to share the task.

Trustees

Pam may consider coming back as a Trustee
Sukir the new store manager would like to be involved
Jackie Solomon is interested
and the chap who runs Redeye Camera's is considering it.
When Trustees come together in July – roles will be allocated to them.

Elected Cllr Caroline can no longer be a Trustee.
She will take over the agenda spot of "Village Matters", and act as the resident she is – thus making her automatically a Member of BGCA and able to help and even run events.

Trustees who don't attend meetings need to be kept informed and involved.
Decisions are made at meetings.

Action: Minutes of meetings to go to all Trustees within 48 hrs if possible.

Maintenance

Alan repaired the trip hazard kerbstone
Sandy is instructing Richard to do the work on the windows and the interior.
The wood panels are to be a light grey – which shows the dirt less, covers the darker wood well, and gives a slightly more modern look.
He will start doing the inside first – a wall at a time.

Externally is on hold until we get a written quote for the verbal £1100 offered. Steve to give Sandy's phone number to the decorator to move this forwards.

BOOKINGS REPORT

All have rebooked with Joan before she handed the bookings over

FAMILY FUN DAY

	Takings	
BBQ	£364.26	
Dog Show	£102	
Tombolla	£277.43	
Books	£29.53	
Raffle	£870	<i>(name a bear money put into this)</i>
Stalls	£270	
Teas & Coffee	£39.50	
Bar	£348	

	Costs
BBQ	donated
Bar	£168.25

Dog Show	rosettes and prizes	
MVDC License	£84	
Small Lottery License	£0	£40 donated by Caroline)
Public Liability Ins	£160	(uplift of hall insurance)
4x Gazebos	£470	
Live Band donation	£50	
Large Posters 4x	£133	
Other artwork printing		donated
Approximate total takings	£2,351	
Guestimated Profit	£1,300	To be confirmed

Stall breakdown

14 stalls paid, 5 were BGCA, 4 were given for FREE (incl Youth Commitee)

Youth Committee took £31 at their stocks - which they have asked BGCA to bank.
It was proposed and seconded that this be doubled by the NGCA to have a value of £62.

It is proposed that some of the profit from the Family Fun Day be used to pay for a Children's Party at Christmas.

Positives

Everyone felt the Fun Day and Dog Show went well and was well organised.

There was a good atmosphere all day

About 500 attended throughout the afternoon

Paperwork for stallholders gave them a clear idea of what was expected of them

Having the borrowed Yellow Gilets for helpers at set up helped

Having bright branded signage helped

The big boards on A24 looked good and can be used again as no date on them just "This Saturday 12-4"

Getting the Live Music and having tables and chairs outside and inside helped enormously
BBQ was well run and Pims was a good idea.

Prices of Pims and BBQ seemed marginally high at £2.50 a long hotdog and £4 a pint of Pims (note: Westcott Cricket Club event is 50p cheaper)– but Pims did have lots of salad in it!

Parking within the show ground was good

Fun Dog Show was a great hit – 51 entries – so with prizes and other costs it paid for itself.

Useful for 1 person (Alan) to take charge of the Dog Show area setting up and doing paperwork.

The Dog Show helpers it did an excellent job with booking dogs onto classes, getting numbers etc. The Judge was great.

Negatives

The bouncy castle did not turn up but the Bungee Trampolines were well used. However, the Bungee Trampoline may not come as they want a busier event, and its 3hrs drive for them.

Tombolla had a ticket and layout problem - which was quickly noticed and resolved.
The Raffle had too many prizes and we only sold half the tickets.
Consider reducing the number of prizes and have a good first one - £2 a ticket was felt to be too high, but chance of winning selling only 500 tickets was also high. – took ages to draw and we have loads to deliver!
Name a Bear was not a great highlight
Liz at the Sweet Shop felt the music was too loud. The band were supposed to turn it down once the crowd appeared but they forgot!)
We could have done with more attendees early.
Stallholders didn't sell as much as they would have liked.
Fancy Dress needed more publicity
The barrier into the park is too narrow

The intention is to repeat the FAMILY FUN DAY next year SAT 20 JUNE

FIND more fun elements

Better marketing so more people are involved for longer throughout the day.

It was agreed that booking things early is a must.

Actions mostly agreed the day after the meeting :

Steve to book Bouncy Castles x 2 + bouncy horses ASAP

Caroline to

- *rewrite all paperwork relating to stallholders, invoicing etc*
- *amend artwork for 2020 incl Posters*
- *Contact Nelson and Barbara to rebook the live music*
- *Contact Dog Show Judge and helpers to use same team again in 2020*
- *Contact this year's stalls – thank them for coming and ask if will book again.*
- *As stall booking dissimilar to hall booking, Caroline will do it again.*
- *To contact MVDC Parks about the 2nd post being too near for a trailer!*

Lesley to inform Deb Mansfield and the School of the FUN DAY date ASAP

MEREBANK MOVIES

13 July 7.30 The Favourite

Caroline suggested that the hand written posters for the movie look scrappy.

Paul's printer is broken.

Action: Sandy will download a poster off google and print it.

- Sandy and Steve to project as Paul away
- Linda to do Bar.
- Lesley to do tickets , Tea and Coffee

Should we run a Children's Movie earlier?

Perhaps in the Autumn.

FORWARD EVENT DATES

Sat 19 Oct Jumble Sale - 10-12 delivery / 12-2 sorting / 2-4 Sale

Dealers can come in early but costs them £5 and have to pay for goods!

Sat 23 Nov Christmas Fair

Sukir has agreed to do something

Lesley had 5 stalls (inside) already booked
Steve wondered if consider food vans outside and lights?

Tues 31 Dec New Years Eve

Sandy to ask if Nelson would do with "Usual Suspects"

Sat 20 June Family Fun Day and Fun Dog Show 2020

ACTION: Mervyn to put all dates on all website please

Meeting closed at 9pm

Next Meeting 25th July 7.30 at Beare Green Village Hall