



Beare Green Community Association

Beare Green Community Association Meeting

Thursday 29th August 2019

FRONT HALL – 7.30

Minute

Welcome

Sandy welcomed everyone including new members

Trustees: Paul Sean, Alan, Lesley, Steve, Pauline, Sandy,

Members: Caroline, Sukir and Rev Barbara

Apologies: Brendan, Michelle, Lisa

In the absence of a Secretary Caroline took the minutes.

1. Minutes of last meeting – were approved
 - 1.1 Matters arising – none not on the current agenda

2. Treasurer's Report

Vicky to be given figures this week. She will ratify them and chase any non-payment of rentals.

Accts to be taken to Tax Assist to get them to look over the final accounts, and issue Corporate Tax Certificate.

ACTION: Sandy to email figures to everyone. Liasie with Vicky over accts. Take accounts to be reviewed and post final annual accounts to appropriate organisations when complete.

3. Role of Chairperson & Trustee positions

It was noted that many people still think the hall is run by MVDC. BGCA needs to promote its ownership.

Sandy was nominated and seconded by trustees as Chairperson for another year. He is not prepared to do it longer than that.

A flyer is to be created to go round the village asking for volunteers for: Chairman, plus Trustees to take on roles of Webmaster, Secretary.

Secretary role needs to be extended to beyond that of minute taker – as Chairman is taking on much of day to day work.

Activities relating to the Role of Chairman and other roles to be listed on such flyer.

Potential for Louise and Paul to become trustees.

ACTION: Sandy to list out the main elements of his role (if not show below)

ACTION: Paul to create flyer – Steve to arrange distribution

ACTION: BSA - Flyer info to go to Rev Barbara asap to get into October Parish Mag.

List below is based on an old list of who does what, found on Pauls Laptop - it may not be 100% accurate!

Data Protection – Sandy

Charities Commission – Sandy

Insurance - Sandy

Entrust – Sandy

TENS = MVDC event Licences – ? Secretary

Bank Signatories – Sandy

ACTION: Sandy to get form from bank and add new signatories of Sandy, Alan, Lesley, Steve, Paul

Bookings & Finance plus chasing payments (does not hold cash) - Vicky (paid)

Accts on Sage? – Vicky (paid)

Petty Cash – Linda holds these records on a spreadsheet

Website – Merv - Wants A N OTHER to do the role.

Health & Safety & Fire & H&S inspections - Richard (paid)

Fire Alarm Maintenance – Richard (paid)

Cleaning supplies – Richard (paid)

Cleaning (4hr a week) – Hilary (paid). Could be taken on by Richard if well enough

CCTV and Network Switch

ACTION: Sean to talk to David Kalynuk of Red Eye Cameras. (paid)

First Aid Kits annual update – Sandy

Car Park Lights – Paul

Heating. – Paul

Electrical equipment incl projectors etc – Paul

Emergency Contacts – Sandy, Paul, Alan

Biffa & Regular Tradesmen Visits – ? Steve?

Richard, Vicky and Hilary have all stated that they are self-employed and are paid against invoices/receipts and there are no employment liabilities to the BGCA.

Richard is paid £x an hr to do H&S work – he also does some repairs if needed and can decorate when well enough. He invoices BGCA each Month and is a self-employed contractor

Vicky is paid cash/m to do bookings and bookkeeping.

Hilary is paid cash /m to clean the hall

It was noted that cash for Vicky and Hilary is issued against a receipt signed by them but this level of PC being held cannot continue. Both are self-employed persons **ACTION: Sandy to speak with Hilary** and say she now has to be paid BACS. Previously she has decline this saying she would have to stop if that method of payment was used.

If she leaves Richard to be asked if he wants to do it or we get in a cleaning company.

It was decided that a Dept Chairperson was required to sub for the Chair in their absence.

Paul Mott was proposed and seconded as Dept Chairperson – on the understanding that he is not prepared to take on the role of Chair next year.

4. Bookings Report

Graffiti on Windowsill in men's toilet was found after Sundays Event. White spirit won't remove. Deposit will not be returned.

2 requests for use of BGCA gazebos from renters expecting them after arriving on site for BBQs. They are not included or available for that purpose at no charge.

ACTION: Vicky to send Bookers a sheet confirming what is and what isn't included in their booking.

ACTION: Sandy to instruct Richard to deal with Graffiti

Bookings remain good. Currently small room is £13 an hr and large room £37 an hr, with £75 deposit for each room used. The 3yr old N Holmwood Church Hall has been refurbished and prices have increased.

Whole hall bookings are done at a negotiated price – agreed with Sandy (or Paul Mot as his Dept in his absence)

ACTION: Trustees to review rental prices Jan 2020.

Booking software

Vicky has sourced a "Small Hall Booking Software" for under £200.

This will rationalise booking and can go on the website.

Potential clients can see bookings (and thus spaces) and book on line. This generates a booking form reviewed by Vicky, who would confirm booking, sending and invoice, terms and Conditions and a sheet confirming exactly what they get, including emergency contact numbers. They will be given 7 days to pay. Payment confirms the booking.

CS suggested that on bookings a long time in advance it's a deposit, then payment in full a month before the event.

ACTION: Vicky to be asked to see if the software will allow such an arrangement.

IF Vicky is away this would allow agreed trustees to undertake the activities required after an enquiry or booking.

Complaint. (27/8/19)

A lady could not get into the hall at 10 as booked. She called emergency number and Paul got Alan to go over – it was opened at 10.20. Lady was happy with this solution and apology has already been made to her. It did not effect her events success.

ACTION: Sandy to revise the emergency numbers sign on the notice board outside the small hall to include Alan's name.

5. Merebank Movies

4 movies selected – Yesterday, Rocket Man, Red John and Collette.

Collette is the next one and posters are done by Paul to be put up everywhere possible.

Use of Vanguard Mag Event listing and other methods of advertising were discussed.

Paul has already sent to a BG and S Holmwood Parish Mag. Rev Barbara has done a page featuring Colette for next issue – listing the 3 following ones. Someone has put this onto MVDC events listing.

CS suggested that more poster boards on post be created (Steve suggested A3 size) Sean said he would make some up – CS to delivery 2 unused boards not used for Fun Day posters to Sean.

ACTION: CS to take the unused blank boards to Sean

Posters and Banners need to go up. Alan asked about where the banners should go. Steve suggested a flyer to go around all village. CS suggested most important site to villagers is front of the pond so seen by those turning into Merebank and going up old Horsham Road. Discussion how to make them “less soggy” in the week(s) following erection. It was felt that banners were sufficient for now.

ACTION: BSA to send her Parish Mag **artwork to Sandy to use as a base and print** for film promotion flyer to go around village.

ACTION: Sean took the banners that exist, (minus one Alun wanted to retain) put a sleeve on the back to take one of his aluminium bars that he uses at the base of his blinds, to create a solid top to stop the sagging

6. Maintenance

Hall External Decoration – Work carried out to a good standard - Done for £1100.

It was noted that Alan was upset that he was not told when the work might be done as he had some bits he wanted to repair before it was started. Some paint not used is running out of date. Sandy to take one and Paul part of one for a donation.

The 6 panels above the kitchen are to be repaired or replaced as at least 3 have rotted.

Hall Internal decoration - Decorator has quoted £800 for inside + paint.

However, Richard has said he would like to do it and it was agreed he should have first option on the work.

Hall Heating.

Hall heating is considerable to Paul has been looking into alternative pumps. Ground Source is too expensive (about £15-20K) Potential for Air to Air heat pumps.

Such pumps have a coefficient of 1:3, so each KW hr gives of 3 of heat.

This could save a 1/3 on electricity bills. Bills of £1,096 could be saved. Cost of installation is £4356 incl. VAT and with about a 15yr life expectancy.

Air to Air pumps have a 15 yr life expectancy, which could be extended as a warranty for 5 yrs at £160 premium/A.

Alan suggested could go on flat roof.

ACTION: Paul to look out for more information.

ACTION: Bring this back to Trustees Meeting in Sept.

7. Events –

Fun Day 20 June 2020 – it was felt that this had fallen into a bit of a black hole. Sean has booked 2x Bouncy Castles and will do the BBQ again. Lesley has been in contact with a couple of stallholders but we need to know who can come and put it out now for more fun events to ensure continued success. All stallholders who attended in the Summer (and appropriate ones who enquired) should be contacted ASAP and sent the already revised appropriately forms and revised Terms and Conditions. Caroline was asked to do this – which she can do if the original file is given back to her.

ACTION: Sandy to retrieve the bag with the show information and pass it to Caroline

Jumble sale 19 October 2019.

Sufficient helpers are available. Pauline may be away. Sorting is 10-12 and selling 2-4.

No space in hall for more jumble – all future jumble to come to hall after 10am!

ACTION: Lesley to contact Sandra – to find location of the clothes rail Caroline gave her for last sale.

ACTION: Alan to contact Maurice and Valerie to see if they can help with Bric a Brack, Caroline can do that if they can't

Xmas Fair – 23rd November 2019 – cancelled – not enough return for BGCA for the effort.

CS suggested an alternative to be researched fully in time for next Trustees Meeting

Abba Disco Night – 23rd November 2019. 2 hrs of just ABBA music with lights, fancy dress, a well-run disco. Well organised this could get in 200+ people. – with the library room for a quieter area, drink and very simple food – Hot Dogs suggested! Idea is to spend time making a really good family fun event.

Sandy suggested an interval was created with Abba karaoke – would allow groups who could do dancing to come along with families. Include a raffle, Sell drinks soft and alcoholic.

Proposed ticket price was £10 an adult entry and that a family ticket be created of 2+2 at £25? Extra children under 14 at £5?. Potential to use Eventbrite for ticketing as charities could do this for fee.

CS suggested that Brigitta Trust should be involved and get 50% of the ticket money to ensure a higher attendance level. This idea was liked.

Sean does know a chap who did do the disco at the Surrey Hills who might do it.

Note: post this note being typed - Adrian (Caroline's Husband) was happy to organise the whole thing but as Sean has booked the disco and Karaoke so Adrian will only provide the design for the posters and we will have to ensure that all the fine details re décor and delivery are to the level we need to get 150 to the event)

The date was looked at of Sat 23 November is possible – but the week before or after are not. Then its too near to Christmas.

ACTION: Lesley to double check that there is nothing in on the evening of 23rd November 2019.

ACTION: Caroline to speak with the Charity and confirm how they could be involved.

ACTION: Sandy / Vicky to look at opening an Eventbrite account so we can use it for this event.

ACTION: CS and her husband Adrian (who was a DJ in his youth) has volunteered to do all research into costs of hiring lights, etc. and planning everything. Adrian to view hall on the day of Caroline's next surgery.

ACTION: CS to report back on 19th September at next Trustees Meeting re proposal for disco and costs.

New year's Eve – 31 December 2019

ACTION : Sandy to double check with Nelson (band who played on Fun Day) that he can get a “usual suspects” band together for New Years Eve and hire cost of said band. They played for only £50 cash for Fun Day as a favour to CS, but this is New Years Eve and music /disco will go on until Midnight.

8. Matters to discuss

Emails

Sandy changed the password.

ACTION: Sandy to pass password to Merv and anyone else who needs to know it.

Website

Once access is obtained needs to be updated and in the long term we need a new webmaster.

Description of what is required to go on flyer to go round village.

Website is looking old fashioned and probably needs to be reviewed and redone in something simple like wordpress that others know how to adjust!

ACTION: Sean will ask his son who does the Solomon Blinds site if he can assist.

Community Fridge

The Friday Community Fridge visit becoming well used.

When it rains they have asked if they could use the Foyer area – currently Fridays at midday no one is in the hall. This was agreed by the trustees.

ACTION: Lesley has the keys to let them in and has agreed to clean up afterwards if need be.

9. Youth committee – no report – back 6 Sept

10. Village matters

Lisa passed a message that Brendan would provide £50 for the use of the car park by Oak End. This was received and appreciated.

Lisa is the moderator on a Facebook site that has 200 followers, including Surrey Matters and MVDC. This is called Beare Green Village Hall. She was looking for a co-Administrator who might agree rules on how they could now moderate the site.

Sandy stated that as it is about the Hall the Trustees have to agree the rules.

ACTION: Paul to get Lisa to propose a draft set of rules and to get her to come to the next meeting (19 Sept) to talk through them.

Councillor Report – main points

Disabled Bay

A lot of unrest over Disabled Bay in HighInd Road being painted black. This was vandalism. A request has been put onto a list that closes 31 August to request reinstatement. Review of that is Sept/Oct and if agreed by Surrey Highways will be repainted in Nov/Dec.

It was pointed out that white lettering is only advisory and that a label has to be put up nearby to make it enforceable.

Slow Broadband

CS has been working extensively with Surrey Superfast and Open reach to get faster broadband into Ockley Road. A meeting was held with Surrey Superfast at which a resident pointed out that there is a 4G mast in Wigmore Lane that can give a cellular modem type connection via 3Mobile. Some will look at this as an opportunity to get instant fast broadband – other suppliers are still using copper from the box and the further away it is the slower the broadband. New lines are getting fibre – others are still on copper from the Cabinet 7 in Beare Green Old Horsham Road.

11. AOB

Alan – Now outside walls painted – 6x 10L cans of white paint will go off if not used.

ACTION: Sandy and Paul to take some and make small donation to Hall funds.

ACTION: Alan to see if there is a community project who could benefit from the remainder.

Alan is concerned about the number of trees cut down by Mole Valley in Beare Green without replacement of any natural species specimens.

ACTION: CS will look into this but previously was told they can't put more around the pond as already too many, they need suggestions of where to plant and that good arborial practice means they can only do that in the autumn.

Sakir is still wanting a bin outside his shop

ACTION: CS to check up on status of request already put in.

Sakir is hoping to get a Post Office within the Londis shop

He was rejected on initial application. He has to wait 3-6 months and apply again. Residents are using N Holmwood or Capel. He does not intend to put in for a Paypoint for electric or gas as it is not economically viable for him to now do that – residents will need to go to N Holmwood or Capel for that.

ACTION: BGCA and CS will back his application when it is submitted.

12. Date of next meeting

19th September 2019 – 7.30 at Village Hall