

Bishopton Community Centre Association

Minutes of meeting held in the Centre on Monday 19th August 2019

Present

L. Hutchinson (Chair), A Russell, B Arrol, I Smeaton, G Irvine, M Peden, W Scott, L Smith

Apologies: F Gunn, R Dukes, M Norton, M Roxburgh, E Stevenson, P Prior, s Arrol, L Miller

Welcome:

L. Hutchinson welcomed everyone to the meeting.

Minutes of the Last Meeting:

The minutes of meeting held on 17th June 2019 were accepted as a true record.

Proposed by B Arrol

Seconded by W Scott

Action Log:

Date set	Action	Outcome
17/06/19	L. Hutchinson to get idea of designs and quotes from Sneddon Signs.	Completed – new sign now in place
17/06/19	I Smeaton to approach possible new auditor	Completed – I Smeaton approached Graham McSporran who has agreed to audit our accounts next year
17/06/19	Form a small sub-committee to address issue of person covering let not being present for whole time.	Ongoing – rather than form a sub-group it was decided that L Hutchinson would draft some instructions regarding this for the whole committee to discuss.
17/06/19	L. Hutchinson to contact dancing re: apology/let refund	Completed
17/06/19	L. Hutchinson to investigate obtaining an entertainment licence for the Community Centre.	Ongoing – some information has been received from the Council
17/06/19	L. Hutchinson to investigate folding doors option for Community Centre	Completed – see property report.

Correspondence

None

Development Trust:

P Prior had provided the following report: business plan now finalised and meeting to be held on Wed 21 Aug will discuss this and other matters.

Treasurer's Report

Letting income since last meeting in June was £2588, with expenditure of £246.09 leaving balance in bank of £89,993.35

Pending outgoing payments: Sneddon Signs for new sign and A Russell for letting supplies.

B Arrol will investigate interest bearing bank accounts which could be used for some of the balance.

Letting Report

The following requests were received, and agreed

- a) 31st Aug – Suzy Bain fundraising coffee morning
- b) 21st Sep – Yoga workshop
- c) 12th Oct – Birthday party (child) 11-3pm
- d) 1st Nov – Coop Afternoon Tea 11-3pm
- e) 16th May 2020 – Ale & Gin Festival (Rugby Club) – All day (+ Friday set-up)

The following cover was agreed

- a) 25th August – Cycle race 7:30-10:30; Cover: W Scott; 10:30-12:30 A Russell; 12:30-2 S Arrol
- b) 14th Sep - Birthday party (child) 10:30-13:30; Cover: G Irvine
- c) 12th Oct – Birthday party (child) 11-3pm; Cover: B Arrol 11-1pm, L Hutchinson 1-3pm
- d) 19th October – Birthday party (child) 12-4pm; Cover: G Irvine

NOTE: Next Blood Transfusion visit is Tuesday 26th Nov 2-8:30pm. This will affect the several lets (Brownies, Badminton etc)

Property:

L Smith read out the property report sent by P Prior. Highlighted text indicates Committee comments on the proposals put forward by P Prior.

1. BCCA Website - no changes planned except possibly adding our BCCA meeting minutes - we need to agree and discuss page format and wording of any new webpage, when to start, document format (preferably PDF) and how often we ask the web admin (David Stewart) to do uploading of minutes. Cost tba based on our requirements but expect it to be modest.

I would suggest we do it as below with a separate heading on home page called "BCCA Meeting Minutes" with just a series of lines with one months meeting PDF on each line. The Meeting Minutes PDF can be sent to me to forward to David say once per month.

August 2019 BCCA Meeting Minutes

September 2019 BCCA Meeting Minutes

Etc

Each of these links would then display a PDF of the Minutes (not the original Word doc).

Committee were happy to go ahead with this.

2. Automatic front door - discuss this at meeting based on quote by Robertson Acom for new door motors and sensors cost approx £2922.40 plus vat. I met the engineer on July 8 and we discussed this in detail. Basically the door would be faster to open and close and would be the same spec as the Bishopton Library doors (also maintained by RA). They would be motor driven not hydraulic as now so faster. The current fittings on the doors were installed in 2012 and would not meet current specs. The Council would not pay the bill as the doors work ok now. Rehangng of door to make them higher would be at extra cost (this was suggested by Iain Smeaton) but I was not sure if it is needed as had not ever seen the doors get stuck. Installation certificate completed by RA would be required by Steve Sutton for Council records. Is this approved or are we happy to stay as is and save £3500 approx!

Committee happy to go ahead with this. Question was asked: Could the bottom of the door also be "skimmed" (or a brush fitted along the bottom edge) to stop it getting caught in stones/debris?

3. Sign - now installed by Sneddon Signs as agreed at previous meeting cost £1376 plus vat.

4. Main hall floor repair - update on work by Hume Flooring on August 13. This was cancelled the day before so I am awaiting a new date that does not conflict with planned lets. Quoted cost £320 plus vat.

5. Council engineer Bernard D'Arcy did an electrical survey of the Centre on June 28. If budget approved we will get a comprehensive electrical and rewiring upgrade in FY 2020/2021, but details of this are to be confirmed once it is agreed. It may not happen. About 4 other community centres would also be upgraded by the Council so it is a major project.

6. Water boiler in ladies toilet needed replacement pump and thermostat on July 29. Called Camis at 0900 and Council engineer on premises by 1030! All seems ok now as we get hot water and no leaks.

7. Leak in committee room near skylight reported to Camis on July 7 and seems to be fixed now as no subsequent water leak in roof.

AOCB:

R Dukes suggested (by email) that the date for the Christmas light switch-on should be set. Usually the first Sunday in December – this would be 1st December this year.

Action: I Smeaton to check if this date is OK with Council

A Russell raised the issue of some broken equipment (tables etc) in the storeroom – it was agreed that this could be disposed of. Also there is some unidentified equipment – A Russell will try to find out who owns this so that the storeroom can be tidied up.

Action: A Russell to dispose of broken equipment and identify owners for other equipment in storeroom.

A Russell also demonstrated how to keep front door open by obscuring the sensors. This might be useful if there are instances when the doors need to be kept open for a specific reason.

Dates of Next Meeting: Monday 16th September at 7:30pm

Dates of future meetings: 21st October, 18th November, 16th December 2019