

Bishopton Community Centre Association

Minutes of meeting held in the Centre on Monday 21st October 2019

Present

E Stevenson (Chair), A Russell, W Scott, L Smith, P Prior, R Dukes, B Arrol, L Miller

Apologies: I Smeaton, L. Hutchinson, F Gunn, M Roxburgh, M Norton, S Arrol, G Irvine, M Peden

Welcome:

E Stevenson welcomed everyone to the meeting.

Minutes of the Last Meeting:

The minutes of meeting held on 16th September 2019 were accepted as a true record. Proposed by E Stevenson

Seconded by A Russell

Action Log:

Date set	Action	Outcome
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 investigate obtaining an entertainment licence for the Community Centre.	Ongoing – some information has been received from the Council
19/08/19	A Russell to dispose of broken equipment and identify owners for other equipment in storeroom.	Ongoing.
16/09/19	A Russell to respond to the email from Gryffe Advertiser.	Ongoing
16/09/19	A Russell to email Thursday lets to draw attention to toilet seat damage	Complete – letter/email sent to all groups
16/09/19	A Russell to remind all lets that fire drills should be carried out and frequency.	Complete – letter/email sent to all groups

Correspondence

None

Development Trust:

Public meeting at Community Centre was held on Sunday afternoon Sept 22 to announce the proposed sports/leisure hub business plan and results of the Dec 2018 community opinion survey. It was only lightly attended with just 19 people if you exclude BCDT directors and survey company people.

BCDT is now considering a higher profile to engage more with local people: changing website, emailing contacts (rather than use posters), Facebook sharing, etc. This will all be discussed at the November BCDT meeting which I (P Prior) hope to attend as I missed the last 2 meetings.

Treasurer's Report

Letting income in last month was £442.00

Expenditure was £ 3890.88 (Robertson Acom - £3506.88; Hume Hardwood £384.00)

Balance in bank £86,185.18

B Arrol still investigating interest bearing bank accounts which could be used for some of the balance. Committee to discuss at next meeting how much to invest in a Bond/Savings account.

Letting Report

OCT - New requests:

- a) Yoga workshop – Saturday 11th Jan - agreed
- b) Childrens' Messy play session – Saturday 30th Nov – not agreed
- c) Childrens' Christmas party – Sun 8th Dec 1-4pm - agreed
- d) Weight Watchers – Sat lunch time – not agreed
- e) Parent/baby music/sensory class – Jan start – enquiry re: availability
- f) Art Group – March 2020 – agreed

Previous request – approved

- a) 21st Birthday party – 8th Feb 2020

A Russell to email whole Committee to arrange cover for:

- a) Coop Pensioners Social – 1st Nov
- b) Childs party – 9th Nov 2:30-5:30pm
- c) Blood Transfusion – Tues 26th Nov 2:30-8:30pm

Property:

P Prior reported as follows

1. Hume Flooring completed repairs to 5 areas on hall floor on 17 Oct. Invoice for work at £320 plus vat or £384 has been sent to B Arrol. Engineer did suggest the floor needs a deep clean and recoat as this will extend its life and delay the need for sanding which is expensive, reduces floor lifetime and takes up to a week to do. A deep clean and recoat is a one day job. Suggest we book this for a weekday before year end as the floor looks pretty marked. Cost is quoted at £990 plus VAT. Spec of work below.

> Inspection of condition of flooring every 12 months to be carried out by ourselves F.O.C Based on inspection we would report on condition and advise accordingly.

> It may be that no action is required or that, cleaning, buffing and recoating is proposed

> Should this be necessary you will be charged the maintenance rate current at the time of carrying out the work. Current rate for July 2018 - June 2019 for property of your size would be £990 plus VAT

> This procedure would involve deep scrubbing floor to remove soiling and other contaminants. Then to buff to abrade and provide key for application of 1 coat of compatible flooring lacquer. Should court lines require repair this would be carried out at the same time at reduced rates. (in accordance with current contract rates.) Board repairs can also be attended to at this time and in accordance with current contract rates. although broken boards should be considered on an individual bases with Health and Safety in mind.

> A requisite of the Maintenance Contract would be the regular use by yourselves of the compatible cleaning products available for purchase through ourselves. This is essential to ensure successful adhesion of further coats of flooring lacquer.

ACTION: P Prior to contact Hume Flooring to arrange deep clean and recoat of main hall floor. A Russell suggested dates: 20th, 23rd Dec or 3rd Jan 2020. Post meeting note: 20th Dec date agreed for this job.

2. Robertson Acom completed work on automatic door. They could not fit the brushes as the floor is too uneven. The invoice for work at £2922.40 plus vat or £3506.88 has been passed to B Arrol already. I will send an RA installation certificate to Steve Sutton of Renfrewshire Leisure so he can forward on to the Council. I will also get a sheet with simple instructions on how to use the door and put it in place too. RA are also the Council contractor responsible for ongoing maintenance.

3. Hall floor cleaning - Hume have advised we use Junckers Sylva cleaner available in 5 litre containers at a cost of around £28 including delivery. I suggest we supply this product to our caretaker who has agreed to use it. I can order this online as there seems to be no local stockist.

4. BCCA Website - I will ask our website developer for a report on website traffic in our first year in January 2020. BCCA Meeting Minutes PDF will continue to be uploaded after they are approved at the following months meeting. In February 2020 we will be invoiced £180 plus VAT as agreed at meeting last month. This will cover us to February 2021 - ie this covers us for £10 per month for modest updates and £5 per month for web hosting invoiced annually for simplicity.

AOCB:

Sunday 1st December – Christmas lights switch on at 6:30pm. Proposed start time of 5:45pm. Volunteers required as usual.

Will check with Dargavel if they have something on the same date – try to coordinate times.

New Santa required; might need to purchase a new Santa suit.

Date of Next Meeting: Monday 18th November at 7:30pm

Dates of future meetings: 16th December 2019,