

## **Bishopton Community Centre Association**

Minutes of meeting held in the Centre on Monday 16<sup>th</sup> March 2020

### Present

L. Hutchinson (Chair), A Russell, W Scott, L Smith, S Arrol, E Stevenson, P Prior, L Miller, B Arrol

Apologies: M Roxburgh, F Gunn, M Norton, I Smeaton, R Dukes, G Irvine, E Hutchinson

### Welcome:

L. Hutchinson welcomed everyone to the meeting.

### Minutes of the Last Meeting:

The minutes of meeting held on 17<sup>th</sup> February 2020 were accepted as a true record.

Proposed by L. Hutchinson

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. A Russell has started to clear out and sort some equipment for uplift.
16/12/19	B Arrol to investigate opening a 1-year bond and easy access account to gain a better return on our funds	Ongoing
20/01/20	A Russell will contact Karen to arrange reimbursement of cleaning supply expenses.	Ongoing
17/02/20	I Smeaton to contact Renfrewshire Council re: Christmas light switch on date and arrangements	Ongoing

## Correspondence

Email from Bill Robertson & response (request for running costs of community centre – suggested the Bill contact Renfrewshire Council directly to obtain this information)

Email to all hall users (reminder of responsibilities of hall users and some recent issues re: marks on main hall floor, broken toilet seats, lights being left on etc)

## Treasurer's Report

Letting income this month was £1500.00

Expenditure was £ 1214.17 (includes the cheque for Hume Hardwood)

Balance in bank £92299.85

Forms for the savings accounts have been obtained – suggest these are completed following AGM once new office bearers are elected.

**Action: P Prior to assist B Arrol in preparing application forms for savings accounts.**

Insurance renewal quote for £311.42 received – this is due on 1st April.

## Letting Report

New requests:

a) Child's 5<sup>th</sup> birthday – 21<sup>st</sup> June

b) Change of date for Rugby Gin festival to 22<sup>nd</sup> Aug

Cancellations due to COVID-19 virus:

Art Fair

Various groups including Rainbows, Brownies, Guides, Trefoil, Bridge, Singing group.

Groups wishing to continue with lets:

French teacher (Monday) wants to continue while schools are still on  
Tai Chi class – small group of adults

A Russell is waiting to hear from other groups/lets about whether they will cancel meetings. This includes a cycle race let and blood transfusion as well as some regular weekly groups.

### Property:

P Prior reported that

1. An email had been received from Steve Sutton at Renfrewshire Council regarding rewiring of the Community Centre. This would require complete closure of the centre for 8 weeks. Paul would contact S Sutton to see if a time between now March and mid-August would be possible (this would take advantage of the lower usage rate of the centre due to Covid-19 virus/school holidays)
2. An asbestos check would be carried out on Wednesday 18<sup>th</sup> March (by Renfrewshire Council)

L. Hutchinson raised the issue of the heating problem that occurred on Thursday 5<sup>th</sup> March. There was a broken switch which was not fixed until the Friday. Lets on the Thursday will not be charged for that day due to the lack of heating.

P Prior reminded the Committee that if a call is made to CAMIS to get a note of the job number.

### AOCB:

M Roxburgh had sent an email outlining her concern over the number of broken toilet seats. She thought this damage should be found (detected) before the lessee leaves the Hall, and the culprits held responsible for the cost of repair or replacement, as specified in Article 13 of the General Conditions of Let. L. Hutchinson had mentioned this in the email to hall users but would also put up reminder notices too.

S Arrol asked for a contact list of Committee members to be put up in the office. It was agreed that a list of 4 names (L. Hutchinson, P Prior, A Russell, S Arrol) would be put up. L. Hutchinson would arrange this.

Concerns about the COVID-19 virus were discussed. Currently there are no instructions from Renfrewshire Council to close the centre so individual groups should make their own decisions regarding this. As the situation may change there may come a point where the centre will be closed.

Due to the COVID-19 situation the Committee decided to suspend current Committee meetings until after the summer. The AGM which is usually held in May will be held later in the year. The accounts will be audited at the end of March. L. Hutchinson will email all Committee members to let them know of these decisions.

The Committee agreed to send flowers to Miss Littlejohn, as she has been unable to attend meetings recently. S Arrol to arrange this.

Date of Next Meeting: Monday 17<sup>th</sup> August at 7:30pm

Dates of future meetings: AGM Monday 21<sup>st</sup> September at 7:30pm