

## **Bishopton Community Centre Association**

Minutes of meeting held in the Centre on Monday 21<sup>st</sup> February 2022

### Present

L. Hutchinson (Chair), A Russell, W Scott, L Smith, B Arrol, P Prior, E Waters, B O'Shea, F Gunn

Apologies: I Smeaton, E Stevenson, M Norton, G Irvine, S Arrol

### Welcome:

L. Hutchinson welcomed everyone to the meeting.

### Minutes of the Last Meeting:

The minutes of meeting held on 17th January 2022 were accepted as a true record.

Proposed by W Scott

Seconded by B Arrol

### 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. 17/01/22 - Ongoing
17/06/19	L. Hutchinson to investigate obtaining an entertainment licence for the Community Centre.	17/01/22 - P Prior will email Council to get information regarding this. Lets to organise this themselves if required.
19/08/19	A Russell to dispose of broken equipment and identify owners for other equipment in storeroom.	Complete
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

## Correspondence

Letter from Renfrewshire Council confirming local election date of 5<sup>th</sup> May

## Treasurer's Report

Balance in bank £91,379.42

Starting to get income from lets again  
Outgoings £682.96

## Letting Report

Requests for new lets:

- Rainbow Event - 13th March – no cover needed – E Hutchinson
- Child's birthday party – Saturday 19<sup>th</sup> March (1-4pm); cover – L Hutchinson
- Child's birthday party – Saturday 26<sup>h</sup> March (2-6pm); cover - L Hutchinson
- Child's birthday party – Saturday 9<sup>th</sup> April (12-5pm); cover required
- Child's birthday party – Sunday 24<sup>th</sup> April (1-4pm); cover -required
- Cycle race – Sunday 1<sup>st</sup> May (7am-1pm) – cover required
- Bishopton Week Group – Concert - Saturday 11<sup>th</sup> June (12noon – midnight)
- Bishopton Week Group – Child Fun Run - Sunday 12<sup>th</sup> June (Foyer/toilets from 9am)

A Russell to let Bishopton Week Group know of cleaning charge and need for them to obtain entertainment licence for concert event.

## Property:

P Prior reported on a number of issues:

**Mice** – Mice boxes empty so Bishopton Baby Toddler group can move equipment from stage back to understage storage.

Reminder: Hall users asked to NOT store any food or drinks in their cupboards.

**Car park** – some issues with parking in Cairellot spaces on a Wednesday – P Prior will go done this week (19<sup>th</sup> Feb) to monitor what is happening

**Store in main hall** – joiner required to fix the door to the store

**Cleaner** – Coucil cleaner left post 3<sup>rd</sup> Feb. While waiting for Council to recruit new cleaner the BCC will look to engage a cleaner until new Council cleaner starts.

**Garden Shed** – not worth using, to be demolished and removed by skip in the summer

**BCCA Notice Board** – use small notice board to the left of hall doors. L Smith to add copy of BCC minutes

AOCB:

L Hutchinson:

Update on the intruder alarm. If it goes off just need to reset, no need to phone the alarm company.

Remember to switch off the light between the doors and the shutter when locking up.

Instructions for closing hall – instructions to be drafted indicating what lights need to be turned off etc.

Issues with bin collection. Green bin to be emptied of rubbish and removed so only have black bin for emptying in future.

Flowers and thank you card were delivered to M Roxburgh.

L Smith:

Enquired about an office book for signatures – no longer needed.

Enquired about accident book – on shelf above desk in office.

E Waters:

Checked that it was Ok to store Rainbow pizza boxes in store cupboard – yes.

Asked about frequency of invoices – once per term

Enquired about a Rainbow sleepover – Fri or Sat night? Sat probably better as Judo in hall on Friday until 8pm

Queried use of bcc for emails – response that this was not required for Committee member emails but was used when emailing all lets.

Enquiry about use of garden – fine to use.

F Gunn

Raised issues re: main hall floor that karate group had noticed.

P Prior will contact Hume Flooring and ask them to come and inspect floor.

Date of Next Meeting: Monday 21<sup>st</sup> March at 8pm

Dates of future meetings: TBC