

## **Bishopton Community Centre Association**

Minutes of committee meeting held in the centre on Monday 28<sup>th</sup> August 2023

**Welcome:** L Hutchinson welcomed everyone to the meeting.

**Present:** L Hutchinson, P Prior, S Arrol, M Norton, L Smith, B O'Shea, W Scott, J Johnstone, E Hastie

**Apologies:** E Stevenson, R Dukes, G Irvine

**Minutes of Last Meeting:** Minutes of the June meeting had been distributed and were proposed by M Norton and seconded by L Hutchinson.

### **Correspondence:**

Letter received from A Russell stating her resignation from the Committee after stepping down as letting convenor. A Russell had also emailed all lets to let them know that B O'Shea will be taking over as letting convenor from 1<sup>st</sup> August 2023.

Issues raised by wheelchair user who uses the community centre. See responses in property report point 8.

Query received from M Claisse regarding tables in the community centre. See response in point 9 of property report.

Letters received for Renfrewshire Council. L Hutchinson has responded to these.

### **Treasurer's Report:**

From 1 July - 24 August

Balances:

- 1 July 2023 - £99,877.59
- 24 August 2023 - £ 100,247.77

Income: £2334.00

Outgoings: £1963.82

E Stevenson has now stepped down from treasurer role and Eileen Hastie will take over.

It is proposed to use Xero for online accounting. This will integrate with bank and the new Hallmaster system that is being used for lets.

### **Letting:**

The committee expressed their thanks to A Russell for her term as letting convenor and for setting up the new Hallmaster system.

B O'Shea has now taken over as letting convenor and outlined the current position with lets.

The table below lists approved lets and the cover arranged for them. Cover for lets in late October onwards will be arranged at future committee meetings.

Date	Event details	Cover
<b>September</b>		
02/09/23	Yoga workshop	H Yule
03/09/23	Sound Bath event 1-3pm	M Norton
16/09/23	40 <sup>th</sup> birthday party 1-5pm CLEAN REQUIRED	L Hutchinson
23/09/23	Birthday party 1-4pm	S Arrol
30/09/23	Birthday party 1-4pm	P Lengyel/B O'Shea to open L Hutchinson to close
<b>October</b>		
14/10/23	Birthday party 1-4pm	L Hutchinson
15/10/23	40 <sup>th</sup> birthday party 3-10pm CLEAN REQUIRED	S Arrol 3-5:30 L Hutchinson 5:30-8 B O'Shea 8-10
21/10/23	Birthday party 1-4pm	Keyholder present so no cover required
22/10/23	Birthday party 2:30-5:30pm	
<b>November</b>		
25/11/23	Birthday party 5:15-9:45pm	
26/11/23	Birthday party 1:30-3:30pm	
<b>December</b>		
13/12/23	Caireliot Xmas event 12:30-16:45	
14/12/23	Caireliot Xmas event 9:00-15:15	
16/12/23	Yoga extended session 11:30-1pm	H Yule
16/2/23	Birthday party 1:30-3:30pm	Ask H Yule to open?
<b>2024</b>		
24/02/24	Birthday party 1-4pm	

Note: Where cleaning is required after a let B O'Shea will contact the cleaning company. Current cleaning charge is £60.

In addition to the above lets the dates for the following need to be confirmed:

- Art Group Fayres (normally in Nov and March)
- Bishopton Girlguiding Fayre (normally Feb)

The Christmas lights switch on will be on Wednesday 29<sup>th</sup> November this year. Any lets affected by this will be notified by the letting convenor.

The NHS breast screening van will be parked in the Community Centre car par for about six weeks from 4<sup>th</sup> September.

There was a discussion regarding stewarding at children's birthday parties. It was suggested that we adopt the ratios used by Girlguiding:

- Age 4-7 years, 1 adult to every 5 children
- Age 7-10 years, 1 adult to every 8 children
- Age 10-14 years, 1 adult to every 12 children

These details will be added to the letting conditions.

There was also a discussion about public liability insurance and about displaying this in the Community Centre.

Following on from the successful defibrillator training there is the option to have first aid training. The committee expressed interest in this. It was suggested that this be undertaken next year as there are lots of weekend bookings already between now and the end of the year.

#### **Property Report provided by P Prior:**

1. BCC Website - we need to find a replacement to admin and update our Wordpress based website by next March 2024 as David Stewart has retired. In February 2024 the website hosting needs to be renewed and updates continued by another person. Petra's partner Viktor Balzac has shown interest so I will arrange with David to make him joint admin to do the next few updates with David's assistance. Viktor has agreed to do this work for the same price.

2. Back garden grass cutting - Lewis did the first cut 2 weeks ago and was paid £55. He has just done the second cut at £40 as it is now easier to cut. This will continue during the growing season at 2 week intervals until end September at least. He leaves a large bag of grass after each cut which I take to recycling.

3. Jet wash and cleaning of paving round centre paths work by TDH - got negative comments from users re excess mud and weeds on paving so our contractor TDH remedied this quickly. Some slabs are now seen to be uneven or broken and this will be discussed with the Council.

4. Birds in hall vents - asked Andrew Millar joiner as he has a long enough ladder to install anti bird spikes, mesh boxes or similar deterrent when the birds are not nesting to prevent them coming back next year.

5. Toilets - supplied blue paper rolls at £28.54 for use in dispensers.

6. Breast cancer screening vehicle - asked Council to cut tree branches blocking entrance to car park to enable access and this was done very promptly. I will cordon off the car park area to be used by the tree from Sunday 3rd September. The vehicle should be there for 6 weeks approximately.

7. Light in hall sensor - comment made about the length of time this stays on. Basically it remains on for 20 minutes after the motion sensors detect no one in the centre. So long as someone is anywhere in the centre the reception lights stay on.

8. Wheelchair disabled access to garden and centre - Council asked to advise on this area because of the 4 access issues identified for wheelchair users: outside paving uneven or missing, damage to concrete surface of ramp, too narrow a path in back garden, internal doors within the Centre difficult or impossible to open by wheelchair user.

9. Tables - Mike Claisse of Model Bus Federation left a note re missing tables. I have counted the usable tables we have in the centre as below:

Good condition or new - 13 Gopak tables 915 x 760 mm Reasonable condition - 27 Gopak tables 1500 x 610 mm Old (at back of stage) - 11 tables 760 x 760 mm

I spoke to Mike by telephone and suggested having 40 tables in good or reasonable condition was sufficient for our other users but if he felt he needed more then he should email me any additional requirements and justify them. This can then be discussed at the next committee meeting which he will be asked to attend so any queries can be addressed.

#### **AOCB:**

Query re: how long the lights in the foyer remain on – see response in property report point 7.

B O'Shea had received a mobile phone from previous letting convenor. She queried whether this is still required. Will monitor usage over next month.

L Hutchinson provided feedback from two meetings she attended on behalf of the committee:

Meeting with Christopher Dalrymple (Head of Facilities Management & Property Services) to discuss the Self-Managed Hall review. Outcome- our hall is well used and managed.

Meeting to discuss infrastructure in our community, specifically education and leisure facilities. The meeting was attended by various Elected Representatives, the relevant Council officers and B.A.E. and suitable representatives of the Community. Main outcome is the provision of a second primary school for Dargavel.

#### **Date of Next Meeting:**

Monday 18<sup>th</sup> September at 8pm