

## Bishopton Community Centre Association

Minutes of committee meeting held in the centre on Monday 12<sup>th</sup> June 2023 (following AGM meeting).

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

**Present:** L Hutchinson, M Norton, R Dukes, F Gunn, L Smith, B O'Shea, G Irvine, W Scott, J Johnstone, E Stevenson, P Lengyel.

**Apologies:** A Russell, P Prior, S Arrol, I Smeaton,

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

**Correspondence:** None

### Treasurer's Report:

Annual report given at AGM meeting.

E Stevenson is stepping down from treasurer role so will arrange a handover to the new treasurer over the summer.

### Letting:

No new let requests.

All regular lets have submitted their annual renewals and confirmations will be sent out.

### Cover for lets

Date	Event details	Cover
Sat 1 <sup>st</sup> July	Birthday party 1-7pm	Petra to open Barbara to close
Sat 8 <sup>th</sup> July	Birthday party 2-5pm	Gillian to open and close
Thur 27 <sup>th</sup> July	Blood Transfusion 12:30-8.30pm	Gillian to open Elaine to close
Sat 29 <sup>th</sup> July	Birthday party 1-4pm	Lynne S to open Petra to close
Sat 5 <sup>th</sup> Aug	Birthday party 1-5pm	Toddler Group mum will open and close
Sat 19 <sup>th</sup> Aug	40 <sup>th</sup> Birthday party 5pm - midnight	Alison & Lynne H to cover Cleaner required.
Sun 20 <sup>th</sup> Aug	Cycle Race 7am – 2pm	Wilma to open (7-10am) Alison or Lynne H to cover later half and close

Rainbows sleepover on 28<sup>th</sup> July. Can use committee rooms while judo is in on Friday night. To move into committee rooms by 10am on Saturday morning before yoga.

A Russell will be setting up a trial of the new booking and invoice system over the next few weeks and asks that anyone receiving an email verifies their email address as invoices and confirmations will be sent by email in future.

### **Property Report:**

1. Kitchen - bolts fixed to hatches by Andrew Millar joiner but invoice not yet received.
2. Garden - TDH work to improve the garden included paving, laying turf (which may not survive the dry weather!) and jet washing the paths. Invoice not yet received.
3. Outside tap - fitted and awaiting invoice from contractor CGC.
4. Hallmaster software - Zoom demo to members of the committee on 16th May of Hallmaster cloud-based software which is used for hall bookings, invoicing and admin. All agreed it would be useful and we were offered a 3 month trial of the software during the summer when its use at BCC could be evaluated. The next steps lie with those most involved in lettings and invoicing to proceed with the trial.

### **AOCB:**

Suggestion of purchasing some new mugs for the kitchen. Agreed – 24 mugs to be obtained from Ikea.

Suggestion of having a folding down medical bed for the centre. This was discussed and it was agreed that not necessary.

Smell in disabled toilet was mentioned but extractor fan is working Ok and nappy bin is emptied every week – no action required.

The Magic show for Bishopton week currently is running in the ROF – possible that this might return to Community Centre in future years.

J Johnston mentioned that the front door can be temperamental and asked if anything could be done. There had been lots of discussion previously regarding this door but the feeling was that it is working Ok and people just need to be reminded to be patient and not try to push open as it is automatic.

L Smith asked if let rates had been increased recently (differing rates for recent Brownie account). It was thought that A Russell had rationalised some rates recently.

R Dukes is happy to coordinate the event for the Christmas lights switch-on this year. The date will be Wednesday 29<sup>th</sup> November 2023.

R Dukes also raised the issue of defibrillator training which will be run by Heartstart on Monday 26<sup>th</sup> June. There will be 3 sessions at 5, 6 and 7pm with each able to accommodate 12 people. If more people are interested, then Heartstart can provide more trainers. There was a discussion about how to advertise this and collect registrations. Eventbrite was suggested – B O'Shea will follow up on this. (Post meeting note: Eventbrite set up for booking training slots)

Discussion regarding cleanliness for the Centre. There was some mess on 3<sup>rd</sup> June after a function. It was not clear how often the council cleaner attended the centre (A Russell and P Prior would be able to advise but were not present at the meeting). It was agreed that it would be worth arranging for a deep clean of the centre at least twice per year (summer and Christmas).

**Date of Next Meetings:**

Monday 21st August at 8pm (Post meeting note: August meeting changed to Monday 28<sup>th</sup> August)