

## **Bishopton Community Centre Association**

Minutes of committee meeting held in the centre on Monday 18<sup>th</sup> September 2023

- 1. Welcome:** L Hutchinson welcomed everyone to the meeting. L Hutchinson welcomed Gordon Fraser to his first meeting. He will represent the Bridge club as Iain Smeaton has now stepped down from the committee.

**Present:** L Hutchinson, P Prior, M Norton, L Smith, B O'Shea, W Scott, R Dukes, P Lengyel, F Gunn, E Waters, G Fraser

**Apologies:** E Stevenson, G Irvine, S Arrol, J Johnstone, E Hastie

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

### **3. Correspondence:**

L Hutchinson had shared the following by email:

- Minutes from the Council meeting (regarding Education and Leisure facilities)
- Community response to the Council meeting

### **4. Treasurer's Report:**

Current Balance: £100,972.93

Income for Sep £670 (Income for this FY £7513)

Expenses for Sep £69.84 (Expenses for this FY £3116.79)

Accounts have been transferred into Excel rather than writing in a book until a decision is made regarding use of Xero. A free trial of Xero will be undertaken as this will link with the new Hallmaster system being used for letting. Letting convenor and treasurer to decide the best date for starting free trial of Xero.

Post meeting note: An annual subscription fee for Hallmaster of £238.80 has been paid on 21/09/23 for the booking licence and invoicing module.

As there is a large amount of money in the account there was a discussion about putting some of this into an interest-bearing account. P Prior to investigate accounts and liaise with treasurer

### **5. Letting:**

Two new let requests which were both approved:

- 1) Community support group – Snacks. Request for a regular let for main hall on Sunday evenings 7:30-9pm. Starting 5<sup>th</sup> November 2023.
- 2) Child's birthday party Sat 20<sup>th</sup> January 2024 1-3pm

Two other queries:

- 1) Could one committee room be used for singing lessons? B O'Shea to follow-up with requester. Committee rooms only available as a single booking – cannot split.
- 2) Kiosk in car park – will advise to follow-up with Council as a licence would be required.

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>October</b>		
01/10/23	Sound Bath 1-3pm	S Arrol
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	L Hutchinson
28/10/23	Halloween Hunt 2-10pm	N Jinks to be provided with keys.
29/10/23	Halloween Hunt 4:30-10pm	
<b>November</b>		
11/11/23	Art Fayre	Keyholder present so no cover required
25/11/23	Birthday party 5:15-9:45pm	
26/11/23	Birthday party 1:30-3:30pm	
<b>December</b>		
13/12/23	Cairelliot Xmas event 12:30-16:45	
14/12/23	Cairelliot Xmas event 9:00-15:15	
16/12/23	Yoga extended session 11:30-1pm	H Yule
16/12/23	Birthday party 1:30-3:30pm	Ask H Yule to open?
<b>2024</b>		
20/01/24	Birthday party 1-3pm	
24/02/24	Birthday party 1-4pm	

**Property Report provided by P Prior:**

1. Wheelchair access to rear garden and path damage - Council have agreed to repair front side door access ramp and the paved area round the side and in the back garden to enable wheelchair access.
2. Radiator guards not fastened to wall - asked Andrew Millar joiner to fix these securely.

3. Birds in main hall vents - asked Andrew Millar joiner to fix wire casing over all 5 vents on external hall walls to prevent birds getting in to nest next year.
4. Grass cutting rear garden - £40 cut by Lewis over weekend. Expect one more cut to be needed in early October.
5. BCCA Website - Petra's partner Viktor Balazs has agreed to take over from our existing provider who has now retired. He has been given admin rights to the website and will make future changes as needed. Costs are comparable on updates with website hosting renewal due February 2024.
6. Website small changes needed - ie refer committee rooms as one unit not two to clarify for new lets. Requested Letting Convenor to advise if there are any changes to "group contacts" or "what's on" pages to be advised too.
7. Cleaner - asked cleaner to deep clean areas by rotation week by week within her 10 hours.
8. Front bell - this is not heard in the main hall as the only secondary bell is in the committee room. Will look to install a wireless doorbell instead.
9. Heating in Centre - the heating was turned down in summer by Council engineer but I have now put it up to 20.5deg from 0900-2100 every day.
10. Spare set of keys - required on occasion by let's. Will purchase a secure key box so that a spare set can be left in the office and used as needed.

#### **AOCB:**

Issue of lets overrunning – B O'Shea to send a reminder regarding the 15-minute time limit at beginning and end of letting period for set up and close down.

F Gunn requested notice of when Model Bus Federation are booked so that Karate are aware.

Karate had found the hall chilly on Sunday morning – check on the temp setting for heaters? Addressed in property report point 9 above.

Deep clean was not undertaken in the summer but will look to progress this later in the year.

Christmas lights switch on Wednesday 29<sup>th</sup> November 2023 at 7pm. Any lets affected by this will be notified by the letting convenor. R Dukes and M Norton to meet to discuss arrangements. Volunteers will be required on the night as per last year.

E Stevenson is thanked for her role as Treasurer.

The need for a notice on the front door to deter people entering the centre during lets was discussed. However, this was not thought to be necessary. Let holders should lock the front door during their lets to prevent the public entering the center.

A lot of issues are being discussed on the Whatsapp group – it was noted that some of these issues need to be discussed at the BCCA meetings so that any decisions taken can be formally recorded.

It was agreed that a thank you card and gift would be sent to Alison Russell to thank her for her service on the Committee and her role as letting convenor over 11 years.

The center celebrates its 50<sup>th</sup> birthday on 30<sup>th</sup> November 2024. Ideas for celebrating this milestone will be discussed at the next BCCA meeting.

P Prior had responded to the MBF request regarding tables. No further correspondence had been received from the MBF group.

A poster had been created to promote the BCC on Facebook. However, some further work was required on this.

**Date of Future Meetings:**

Monday 23<sup>rd</sup> October, Monday 20<sup>th</sup> November, Monday 11<sup>th</sup> December 2023 at 8pm