

Bishopton Community Centre Association

Minutes of committee meeting held in the centre on Monday 26th October 2023

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

Present: L Hutchinson, P Prior, M Norton, L Smith, B O'Shea, W Scott, R Dukes, P Lengyel, G Irvine, S Arrol, J Johnstone

Apologies: G Fraser, E Stevenson, E Hastie

2. Minutes of Last Meeting: Minutes of the September meeting had been distributed and were proposed by W Scott and seconded by M Norton.

3. Correspondence: None

4. Treasurer's Report:

Current Balance: £101,898.15

Income for Sep £990

Expenses for Sep £407 (Includes yearly subscription for Hallmaster of £238.80)

E Hastie has indicated that she is unable to continue as treasurer. However, she will continue until a new treasurer can be appointed. Some suggestions for new treasurer were discussed and approaches will be made to individuals to see if anyone is willing to take on this role. An alternative might be to employ an accountant.

Proposals were made regarding putting BCCA funds into interest bearing accounts. Savings accounts with the Bank of Scotland (where BCCA funds are currently held) had been investigated. The committee agreed the following deposits:

£70,000 to be put into a 12 month fixed term deposit account

£20,000 to be put into a 6 month fixed term deposit account

5. Letting:

New let requests:

- 1) Photo shoot. Saturday 18th November 9:30 to 5pm, Sunday 19th November 10-4pm (B O'Shea to suggest slight change of time on Saturday to 10am – this will allow Yoga to open hall) (Post meeting note – request cancelled)
- 2) Toddler Group Parents meeting. 19th November (afternoon – time to be confirmed – no cover needed)
- 3) Private Party. 29th December 6pm-midnight. B O'Shea attending so will cover.
- 4) Bishopton Week – Chess tournament and Fun Run – Sunday 9th June 2024
- 5) 5th Birthday party – August 2024 10:45 – 1:30 – B Oshea to advise this time is not available (clash with current regular lets – will suggest pm)

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 December onwards will be arranged at future committee meetings.

Date	Event details	Cover
November		
11/11/23	Art Fayre	Keyholder present so no cover required
13/11/23	Blood Transfusion	Gillian to open 12:15 Elaine to close 8:30pm
25/11/23	Birthday party 5:15-9:45pm	B O'Shea to open P Lengyel to close
26/11/23	Birthday party 1:30-3:30pm	S Arrol to open and close
29/11/23	Christmas Lights switch on event	
December		
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?
29/12/23	Private Party 6pm - midnight	B O'Shea
2024		
20/01/24	Birthday party 1-3pm	
24/02/24	Birthday party 1-4pm	
Wednesday 6 th March	Blood Transfusion	

6. Property Report provided by P Prior:

1. Fitted new wireless door bell by front door to sound in main hall as we had an issue with the existing doorbell not being heard (existing bell only sounds in the committee room not the main hall).
2. Water leak in male changing room - this has been caused by a leak in the skylight above the cleaners store room. Camis call ref 121250 covers contractor CDC removing this skylight and making roof area good to stop the leak.
3. Heater metal guards in committee rooms and main hall - Andrew Millar joiner attached them to wall as several were loose and could hurt toddlers. Awaiting invoice.

4. Main hall air vents had birds nesting in the summer - Andrew Millar joiner fitted wire guards to prevent this happening again. Awaiting invoice.
5. Wheelchair access to garden and path damage - Council request made 14 September ref 120780 to redo and widen the paths. Council awaiting slabs from suppliers. I will ensure the work is done by next spring.
6. Rear garden grass cutting - last cut until next year done by LPB Gardening Services.
7. BCC Website changes - awaiting changes required to What's On and Group Contacts pages. Also need to add Meeting Minutes after May 2023 and embed Hallmaster calendar in Venue Hire page so users can go direct to Hallmaster to see Centre availability. Changes to be made by new website admin at similar cost to our previous website admin.
8. Car park - medium size pothole at entrance needs to be filled before it gets bigger probably in November.
9. Office - fitted key box in office to hold spare set of keys for occasional use as needed. The key set in the box needs to be replaced by November 5th as a new regular let will need them.
10. Xmas light switch on Nov 29 - I will email Cairellot and Council re car park being closed from 1730. Also I will be car park monitor again with Gordon (in our hi vis jackets), put out car park closed sign and contact Council janitor re the major cleanup needed on Nov 30 early morning. If this is not possible will book Julie Burns.

7. Christmas Lights switch on – Wednesday 29th November

There was a discussion regarding this event. Details of timings and volunteers for different roles are given in the appendix.

8. BCC 50th Celebrations

There was a brief discussion about this. It was hoped to involve all the organisations using the centre and to have a range of celebratory events/activities over the year. It was agreed that a sub committee would be set up in the new year to progress this.

A booking has been made on Hallmaster for the anniversary weekend of Saturday 30th November/Sunday 1st December.

AOCB:

S Arrol expressed thanks for the pink planter now sitting in front of Community Centre.

A card/voucher and flowers will be sent to A Russell thanking her for her time on the Committee.

Date of Future Meetings: Monday 20th November, Monday 11th December 2023 at 8pm

Appendix: **Christmas Tree lights switch on 2023 - Decisions and actions**

Wednesday 29 November 2023

Doors open at 18:15

Carol singing starts 18:30

Switch on lights 19:00

Ronnie to be M.C.

Actions	Owner	Completed
Confirm 3 Good citizens	Lynne	
Contact Police	Lynne	Yes
Contact First Aiders (need 2)	Lynne	Yes
Bonnie Bishopton to be made aware	Lynne	yes
Cups with lids, tea/coffee etc	Lynne	
Posters for carpark closing	Lynne	
Selection boxes for 3 good citizens +1	Mary	
Tins of sweets/chocolates for children	Mary	
Get carol sheets from Church	Mary	
Find a Santa	Lynne	Yes
PA system check	Ronnie	
Choose a charity	Committee	
Info to local press & social media	Ronnie	yes
Put up the Christmas tree	Ronnie	Yes
12 Posters for advertising event	Ronnie	Yes
Confirm choir	Shirley A	Yes
Music at door		
Inform Health Centre, Cairellot, Chemist, Council	Paul P	
Cash float for tearoom		
Church Newsy mail update	Lynne	
Contact the cleaner	Paul	

Confirm volunteers at Committee meeting

14 Volunteers required:

Monitor carpark	2	Paul P and Gordon N
Front Door	2	Barbara and Lynne H
PA system/ background music	1	Daniel Lyle tbc
Santa liaison	1	Mary
Tearoom	3	Wilma, Gillian, Fraser
Main Hall	2	tbc
Runner	1	Mary
Photographer	1	tbc
Stage/M.C	1	Ronnie