

BISHOPTON COMMUNITY CENTRE ASSOCIATION

Minute of the **Annual General Meeting** held in the Community Centre on Monday 12th June 2023

Present

L. Hutchinson (chair), E Stevenson, M. Norton, F. Gunn, L. Smith, J Johnston, B O'Shea, R Dukes, G Irvine, P Brown, D Robertson, K McGurk, N Reid, M Park, G Fraser, M Claisse, W Scott, P Lengyel.

Apologies

Apologies for absence were submitted by S Arrol, P Prior, A Russell, I Smeaton

Welcome

L. Hutchinson welcomed all to the meeting.

Minutes of AGM held on 23rd May 2022

The minutes of the previous AGM held on 23rd May 2022 were approved on the proposal of E Stevenson and seconded by L Hutchinson.

Chair's Review of the Year

Ladies and Gentlemen,

Thank you for coming along tonight.

It's been a busy year in the Community Centre. We are delighted to have all our regular lets still here with us and one new one, the Gracenotes choir.

Over the past year we have supported the local community in various ways including:

- Hosting the Big Vern and the Shootahs concert last June and again on Saturday (10th June this year) which marks the start of Bishopton Week.
- We provided the Centre for the Fun run for Bishopton Week and also for the Primary Schools chess competition which took place for the first time last year. It had 7 Primary schools across Renfrewshire and beyond, including Bishopton Primary, taking part yesterday. Thanks to Gillian and Petra for helping with the catering for the children and adults.
- We had the Christmas Lights switch on which is growing more popular by the year and is well supported by the Co-op who provide the catering. It ties into Bishopton Week as the Good citizens from Bishopton, Dargavel and St John Bosco Primaries switch on the lights. Special mention to Ronnie Dukes who is the organiser for this and ropes us all in with various tasks.
- We have worked more closely with Bonnie Bishopton who have put up the beautiful planters and the benches nearby and keep the roadside at the front looking colourful. We recently put in an outside tap to help them have access to water when the Centre is closed.

The defibrillator has again been accessed over the year and plans are in place to have more training for it on Monday 26 June.

In March we decided to put all the committee members onto a Whats App group which has made communication much easier particularly when there are short notice requests for access.

We very sadly and suddenly lost one of our Committee members and Treasurer Billy Arrol who passed away last year. Billy had a great sense of humour and always kept us entertained with his jokes and puns. He regularly let me know by his facial expressions if the meeting was going off in tangents or going on too long. He is very sadly missed by all of us. Billy had been a very committed committee member for a good number of years and we are pleased that Shirley, his wife has continued with us.

We are pleased to have welcomed a new member – Petra who started very popular Pilates classes on Wednesday and Saturday mornings and she has also been attending our monthly Committee meetings.

Looking ahead, we will be starting our planning for our 50th anniversary as the Centre opened in November 1974.

In addition, we have been looking to introduce a more efficient system of booking and invoicing. On 16 May a few members of the Committee viewed an online demo of Hallmaster, a cloud based software system which is used for hall bookings, invoicing and admin. All of us agreed it would be very useful and we were offered a 3-month trial of the software during the summer when its use at the Centre could be evaluated. The next steps lie with those who will be most involved in lettings and invoicing to proceed with the trial.

I would like to thank and acknowledge the commitment of all of the Committee's members who continue to cover lets and contribute to the discussions on issues which impact on the running of the Centre. And of course, thanks to all our lets who support the Centre.

I would absolutely encourage more volunteers from our groups and from the local community to become involved with the Centre to keep our Committee fresh and forward thinking.

To finish, I want to record my grateful thanks to our office bearers, Elaine, the Deputy Chair and Treasurer, Lynne our Secretary, Alison for Letting and Paul, Property Convenor for their ongoing support, commitment and energy.

Thank you.

Treasurer's Report and Presentation of Accounts

E Stevenson presented the accounts and balance sheet as at 31st March 2023.

The accounts had been audited by G Russell.

Letting Convener's Report

Letting Report for BCCA AGM June 2023 was given by L Smith as A Russell had sent apologies.

This year has been fairly busy. All our regular lets returned after the summer break and with the further relaxing of restrictions the Bridge classes restarted. We also got a new regular let for Thursday evenings, the Gracenotes Choir running from 8pm -9.30pm. The main hall is well used and has limited availability. The committee rooms have more availability but the size and shape means that they are not suitable for some types of lets.

There have been the usual additional one-off lets for cycle races, parties, coffee mornings, etc. This year once again saw a slight increase in the number of requests for one-off lets. The Blood Transfusion Service also held 3 donation sessions over the year.

I would like to thank all those who volunteered as duty keyholders for the various lets, your help is greatly appreciated and without it these events would not be able to go ahead.

We have been investigating an online booking and invoicing system and will be trialling this over the next few months. We also took the decision to standardise the charges and discounts for lets to streamline the process.

Once again thank you to everyone for their help and support over the last year.

Property Convener's Report.

Prepared (and presented) by Lynne Hutchinson as Paul Prior is on holiday.

Paul has been his usual busy self and continues to build good relationships with suppliers, contractors and Renfrewshire Council.

Over the year, along with numerous more minor repairs, he has been liaising and managing ongoing serious issues with the alarm system, the boiler, outdoor lighting and leaks in our roof, most of which are now resolved.

He has arranged for the ongoing work in the back garden, getting rid of the shed and tidying it up for better use by our clubs.

He arranged for the outdoor tap to be installed for use by ourselves and Bonny Bishopton.

He smarted up the office with a new desk and bought some new tables to replace damaged ones. We know that he likes to tidy up a lot so don't leave anything lying around, especially not food!

He has made the toilets more environmentally friendly with hand driers and stools for children to reach the sinks and driers.

Paul is thorough and efficient at addressing a whole variety of issues to ensure the Centre is well managed. He has been the driving force behind our internet banking processes and he arranged the information to explore the Hallmaster system. When Renfrewshire Council questioned our unusually extremely high electricity bill earlier this year, he quickly identified that the vehicle charging points were the cause.

He is currently considering how the kitchen and the shower rooms could be upgraded while having (another) well-deserved holiday.

Election of Chairman

There being no other nominations, L Hutchinson was re-elected as chairman.

Election of Vice Chairman

There being no other nominations. E. Stevenson was elected Vice Chairman.

Election of Treasurer

Eileen Hastie was nominated by B O'Shea and seconded by L Hutchinson. There being no further nominations E Hastie was elected as Treasurer.

Election of Secretary

There being no further nominations L Smith was re-elected as Secretary.

Property Convener

P Prior will continue as Property Convener.

Letting Convener

B O'Shea will take over as letting convener from A Russell.

Election of Committee

Members of the current committee present at the meeting were willing to continue as committee members.

Appointment of Auditor

G Russell will be asked if he would be willing to audit the accounts again next year.

AOCB

None.

L Hutchinson thanked all for their attendance and closed the meeting.