

Bishopton Community Centre Association

Minutes of committee meeting held in the centre on Monday 16th September 2024

- 1. Welcome:** L Hutchinson welcomed everyone to the meeting. Introductions were made round the table.

Present: L Hutchinson, L Smith, P Prior, S Arrol, W Scott, M Norton, G Fraser, E Waters, E Hutchinson, F Gunn.

Apologies: B O'Shea, P Lengyel, E Hastie, E Stevenson, R Dukes, G Irvine, J Johnston

- 2. Minutes of Last Meeting:** Minutes of the August meeting had been distributed and were proposed by W Scott and seconded by P Prior.
- 3. Correspondence:** Email from Engage Renfrewshire regarding funding opportunity for community projects being provided by company (Fleming) who are working on the Bishopton and Dargavel Health Centre. The email will be shared with all groups who have regular lets.

4. Treasurer's Report:

Current Account Bank balance: £20,009.17

Savings accounts with £20K and £50K

Sep Income £1160.50

Sep Expenses £61.17

5. Letting:

New let requests

1. Saturday 26th Oct 4th birthday party 1-4pm
2. Sunday 10th Nov Boutique Baby Sale 12:30 to 3pm
3. Saturday 23rd Nov Child's birthday party 1:30-4:30pm
4. Sunday 1st Dec 1st Birthday party 1-4pm
5. Saturday 7th Dec Christmas dinner 5-11:30pm Fundraiser for 1st Bishopton Guides
6. Singing for Wellbeing – returning on Tuesdays 6-7:15pm from 12 Nov to 11th Feb 2025 (OK with overlap with Brownies in main hall)
7. Tuesday 17th Dec ELF Academy. 4:30-6pm Kids musical theatre group. For ages 4-10 years
8. Tuesdays 21 Jan to 1st Apr 2025 Stage Avenue – Kids theatre group. Age 3-18, split in two groups. May become a regular let during term time if successful.

9. Model Bus Federation have submitted following monthly dates for Sundays 1-4pm in Committee rooms: 19 January, 23 February, 23 March, 13 April, 18 May, 22 June.

Requests 1-9 approved.

Another request was received for Yoga and Barre classes. However, will advise that no availability at this time.

The table below lists cover for upcoming lets.

Date	Event details	Cover
October		
12/10/24	9 th Birthday party 2-4pm	G Irvine to open and close.
19/10/24	Good to Go Paint 5:30-8:30pm	Ask to use key safe
20/10/24	Sound bath 1-3pm	Ask to use key safe
26/10/24	4 th Birthday party 1-4pm	L Hutchinson to open and close.
November		
09/11/24	Yoga fundraiser 6pm - midnight	No cover required
Sunday 10 th Nov	Boutique Baby sale 12:30-3pm	
Mon 11 th Nov 2024	Blood Transfusion 12:30-8:30pm	G Irvine to open and close
16/11/24	Arts and Crafts Fayre	No cover required.
16/11/24	Good to Go Paint 5:30-8:30pm	Ask to use key safe
23/11/24	Child birthday party 1:30-4:30pm	
Wednesday 27 th Nov	Christmas Lights switch on	
30 th Nov/1 st Dec 2024	BCCA 50 th Anniversary Celebrations	
December		
Sunday 1 st Dec	1 st Birthday party 1-4pm	
Saturday 7 th Dec	Christmas Dinner fundraiser 5-11:30pm	
17/12/24	ELF Academy 4:30-6pm	
31/12/24	Hogmanay party	Let to cover (Bishopton Primary PTA)
2025		
Tuesdays 21/01/25 – 01/04/25	Stage Avenue (Kids theatre group) 4:30-6pm	Regular let – issue key?
01/03/24	GG Bishopton Spring Fayre	
Thur 6 th Mar 2025	Blood Transfusion 12:30-8:30pm	
Saturday 28 th June	BBQ Gryff Walking Club	P Prior to cover

B O'Shea has sent an email stating that she intends to step down from the letting convenor role after June 2025. She gives an overview of the role and how time consuming it is – this is her main reason for stepping down. We will therefore be looking to recruit a new letting convenor next year.

B O'Shea also mentioned in her email the need to give advice to one-off lets regarding how to leave the centre in the same condition after their let. It was suggested that we have a new checklist that can be left so that people know what to check at the end of their let.

6. Property Report provided by P Prior:

1. Committee room roof leaked in August so ordered replacement ceiling tiles online cost £61.17. The spare tiles will be kept in the office (bought 20 on deal but only needed 1!).
2. BCC Anniversary photos - some now received into the email address from 4 groups. What we shall do with them is to be decided at the next meeting as more will have come in by then.
3. Water heater in kitchen - not working as a result of overheating so once reset switch adjusted it worked fine. No charge for repair by Bishopton Electrical. Notice on using the heater properly has been updated by myself and put by the heater.
4. Re garden - it was agreed that we would not take over grass cutting around the Centre but will just keep the back garden grass cut and paths weeded. I will check on who can maintain this in future for us.
5. Council left an old PC in office in bits - no response from IT yet as to what to do with it.
6. Broken trolley and table were identified and will be removed when I get back from holiday.
7. Centre cleaning - I have confirmed that our Council employed cleaner does 10 hours per week divided into daily 2 hour sessions during the week timed not to interfere with regular lets. However the Centre has a lot of people throughout the day so cleanliness cannot be guaranteed by the end of the day. It is up to lets to clean up after their activities have finished.

7. BCCA 50th Anniversary

L Hutchinson and M Norton updated progress:

Demo of cup cakes with logo

Group emails with invites will be going out soon

Shaun Moore will be doing workshops with some of the primary schools for the poetry competition

Erskine Arts Group had been approached regarding technical support. However, it was agreed that this would not be required.

AOCB:

Arrangements for the Christmas light switch on (27th Nov) will be discussed at the next meeting. Agreed to make any donations from tea, mince pies etc to Erskine Hospital again. Singing for wellbeing will be asked if willing to lead the singing at the event.

Several members of the committee had attended demonstrations of the projector and screen. Approval was given to go ahead and purchase these items from Richer Sounds.

Approval was also given to purchase display boards to replace the Arts Group boards which had been disposed of. The Centre will own the boards and they will be available for groups to use including the Arts group.

Issues around hall cleanliness were raised and discussed. There is probably a need to remind lets that they are responsible for leaving the hall in a clean and tidy state after their let. This may mean sweeping the floor/mopping the floor on occasion.

Lost property in the office was also discussed and steps will be taken to remove.

Date of Future Meetings: Monday 21st October, Monday 18th November, Monday 16th December.

NOTE: START TIME OF MEETING IS NOW 7:15pm