

Bishopton Community Centre Association

Minutes of committee meeting held in the centre on Monday 18th November 2024

1. Welcome: L Hutchinson welcomed everyone to the meeting

Present: L Hutchinson, L Smith, P Prior, S Arrol, W Scott, M Norton, G Fraser, R Dukes, J Johnston, E Stevenson, B O'Shea, P Lengyel.

Apologies: E Hutchinson, E Hastie, G Irvine, F Gunn

2. Minutes of Last Meeting: Minutes of the October meeting had been distributed and were proposed by W Scott and seconded by E Stevenson.

3. Correspondence:

Email from Renfrewshire Foodbank asking us to display poster advertising for Volunteers for van team and poster detailing foodbank opening hours. Committee approved posters being displayed on Community Centre noticeboard.

Email from Renfrewshire Farmers market asking about availability of Community Centre or car park for 2nd or 3rd Saturday of the month. Will advise no availability in the centre due to other ongoing lets. Car park is owned by Council so will advise that they would need to be contacted regarding use of car park.

4. Treasurer's Report:

Current Account Bank balance: £22,050.63

Savings accounts with £20K and £70K

Income £3,894.31 (includes £2,533.81 interest earned on deposit account)

Expenses £31.06

5. Letting:

New let requests

1. Model Bus Federation (MBF) has submitted dates for 2025 (no cover required)
2. Rainbows have requested first Saturday in February and April (no cover required)
3. Cycling – 1st June 8-11:30am; 27th July 7am-2pm (use key safe)
4. Baby massage – Tuesday afternoons 12:15-3pm (no cover required)
5. E Stevenson – request for Tuesday afternoons (see note below)
6. OneRen active schools – Family Sports club Monday 16th December 4:30-5:30pm, then weekly from 30th Jan – Easter hols.
7. Bishopton FC – Awards night Sat 18th Jan 6-11:45pm
8. H&SC partnership – Weaning Fair information sessions 15th Jan 11:45am-2:30pm

All above requests approved with exception of 5 which was received after request 4 (both requests were for Tuesday afternoons).

The table below lists cover for upcoming lets.

| Date | Event details | Cover |
|--|---|---|
| December | | |
| 14/12/24 | Birthday party | B O'Shea to open and close |
| 16/12/24 | OneRen active schools – Family Sports club 4:30-5:30 | Use key safe? |
| 17/12/24 | ELF Academy 4:30-6pm | |
| 22/12/24 | 1 st Birthday party 4-8pm | E Stevenson to open and W Scott to close. |
| 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? |
| 15/01/25 | HSPC Weaning Fair Information Sessions 11:45am-2:30pm | |
| 18/01/25 | Bishopton FC Awards 6pm-11:45pm | |
| 25/01/24 | Brownie Fundraiser 1-5pm | |
| 01/03/24 | GG Bishopton Spring Fayre | No cover required. |
| 16/02/25 | 7 th Birthday party 1-9pm | |
| Thur 6 th Mar 2025 | Blood Transfusion 12:30-8:30pm | |
| 17/05/25 | Boutique Baby sale 1-3:30pm | |
| 15/06/25 | School Chess Tournament 12:30-6pm | |
| Saturday 28 th June | BBQ Gryff Walking Club | P Prior to cover |
| Thursday 17 th July 2025 | Blood Transfusion 12:30-8:30pm | |
| Wednesday 10 th November 2025 | Blood Transfusion 12:30-8:30pm | |
| Thursday 5 th March 2026 | Blood Transfusion 12:30-8:30pm | |

New checklist to be shared with lets using the keysafe.

L Hutchinson, B O'Shea and E Hastie met to discuss Hallmaster and use of Xero. Hallmaster can be used to run reports which can be cross-referenced to bank details using invoice reference numbers, and it was decided that an accounts system such as Xero was not required.

When advertising for a new letting convenor it has been suggested that this is advertised as letting and invoicing. The possibility of paying an honorarium for this role was discussed. L Hutchinson will approach Engage Renfrewshire for advice regarding the description of this role and honorarium payment.

6. Property Report provided by P Prior:

1. Garden area - TDH did a complementary tidy up and weed clearance on paths around Centre. They will be doing back garden grass cutting next year at a cost of £50 per 2 weeks including grass removal.
2. Car park area - potholes starting to show so will get these filled before they get worse this month.
3. Wallpaper in main hall - coming away in 2 areas but did temporary fix and will see if there is any more damage before arranging someone to paper and paint these areas.
4. Keysafe - few issues using it now resolved. Not changed passcode but will do so this weekend.

7. Christmas lights switch on - Wednesday 27th November

Arrangements for this event were discussed.
Doors will open at 6:15pm, switch on of lights at 7pm.
If anyone takes photos can they please share with R Dukes.

8. BCCA 50th Anniversary

An update was given on progress with arrangements for this event.

There will be approx. 80 people attending. There will be static display of photos and a 10minute video of photos.

AOCB:

New display boards arrived early, thanks to those committee members who helped to move these into the centre. The pallet that the display boards arrived on is available for anyone who can use it (currently stored in gents changing room). The boards were used by the Art group at their recent event.

Date of Future Meetings: Monday 16th December.

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