

BISHOPTON COMMUNITY CENTRE ASSOCIATION

Minute of the **Annual General Meeting** held in the Community Centre on Monday 12th May 2025

Present

L. Hutchinson (chair), L. Smith, E Hastie, J Johnston, B O'Shea, W Scott, S Arrol, P Prior, G Irvine, F. Gunn, P Brown, S Canavan, P Kyle, G Fraser, N Smith, P Lengyel.

Apologies

Apologies for absence were submitted by R Dukes, M Norton, E Stevenson.

Welcome

L. Hutchinson welcomed all to the meeting and thanked them for coming. The committee office bearers and convenors introduced themselves.

Minutes of AGM held on 28th May 2024

L Smith read out a summary of the minutes of the 2024 AGM held on 28th May 2024. These minutes of the previous AGM were approved on the proposal of P Prior and seconded by S Arroll.

Chair's Review of the Year (Lynne Hutchinson)

Ladies and Gentlemen,

Firstly, thank you for coming along tonight.

It's been another very busy year in the Community Centre not least for Barbara and Paul our Letting and Property Convenors. It is also our 50th year as the Centre was opened on 30 November 1974.

We are delighted to have our regular lets still here with us, we have had some new lets join us and we welcomed back Singing for Wellbeing.

Over the past year we had WIFI added into the Centre by the Council and we installed an external key box for more flexibility for access for lets. We also purchased a projector and screen which have still to be utilised.

Our 50th celebrations included a poetry competition with the 3 local Primary Schools and Shaun Moore, the Tannahill Makar; souvenirs with a logo inspired by the Rainbows and Brownies; and an evening attended by Renfrewshire Provost Lorraine Cameron, Baroness Goldie, past and present Committee members and representatives from our groups.

The Christmas Lights switch on was again a big success and raised money for the Erskine Veterans charity. The Bishopton Day good citizens from the local Primary Schools switched

on the lights for us and we are fortunate to have Ronnie Dukes as the organiser and host as he does an amazing job.

This coming year we will again support Bishopton Week by providing the use of the Centre for the fun runs and school chess competition on Sunday 15 June.

The Centre couldn't exist without the time and 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. My thanks go to all of you.

And of course, thanks to all our lets who support the Centre with their business.

As we say every year - we would absolutely encourage more volunteers to come forward from our groups and from the local community to become involved with the Centre to keep our committee fresh and forward thinking.

To finish, my sincere thanks to our office bearers, Elaine, the Vice Chair who is stepping down; Eileen our Treasurer who is incredibly on the ball making us money on high interest accounts and super-fast with payments; Lynne our Secretary keeping us right with Minutes and reminders; Barbara for her patience and time spent on Hallmaster and dealing with everything that goes with lets; and Paul, master pot hole filler and Council chaser amongst many other talents. Your time, commitment and support are very much appreciated by us all.

Thank you.

Treasurer's Report and Presentation of Accounts

E Hastie presented the accounts and balance sheet as at 31st March 2025. Total assets at 31st March 2025 were £117,113.95.

The accounts had been audited by G Russell.

It was noted that by investing some money into savings accounts we had maximised income for the Community Centre.

Letting Convener's Report (Barbara O'Shea)

This is my second full year in the letting convener role and this continues to be a very busy role. Hallmaster remains the software used for all bookings and most users use it with ease.

However, even with Hallmaster in situ, email correspondence continues significantly with on average one to two emails a day. In addition, the role also requires invoices to be issued monthly and receipts issued when accounts are reconciled after the treasurer sends the bank statements. The role also entails coordinating keyholders availability for one off lets and cancelling when not required, along with organising private cleans following some of the larger lets.

In the last year we tried the accounting software module for free within the Hallmaster, for a short time, but it didn't do what we had hoped to ease some of the time demands on this role. However, we may look at ways to allow for payments to be made via Paypal and or

Stripe in the future, rather than bank transfer. This could allow for receipts to be automatically issued and thus easing the responsibilities of this role.

This year continued to be busy for the centre with all of our regular lets. We had requests for some new regular lets and most of these have been going well. Little Star Baby Massage started using the centre after the last AGM and this has proven to be very popular with a lot of the young families who live across Bishopston. Stage Avenue Performing Arts started at the centre just at the beginning of 2025, and this has been a welcomed addition by the community also. We've also had another of the local girlguiding Brownie Unit have their weekly meetings in the centre, and this too is going well. For approx 8 months Craig Molloy coaching held classes at the centre for young children up to 6 years old. However unfortunately Craig had to permanently cease his regular let just before easter. We want to thank Craig for choosing the community centre, wish him the very best in the future, and welcome him back anytime.

We have continued to see one off lets for blood transfusion service, local art fairs, fundraising for various other community groups and charities along with private parties and functions for both community groups and individuals.

I would like to thank all those who volunteered as duty keyholders for the various one off lets, it is a very small pool of keyholders who volunteer their time to facilitate these. Your help is greatly appreciated.

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

Property Convener's Report (Paul Prior)

We have maintained good relationships with the Council and their various subcontractors which covers the main building and most property issues that we have at the Centre such as the boiler, plumbing, alarm and electrical systems and heating. But we also have a number of our own contractors that we use regularly for general upkeep and maintenance. Viktor Balazs has been very helpful in regularly updating the BCCA website. Andrew Millar has also been particularly helpful in sorting a wide variety of issues involving joinery and decoration.

Over the last year we have arranged:

1. Internal maintenance.

The main issue has been the numerous water leaks in the flat roof area affecting the committee rooms during the winter which were eventually fixed by Council contractors. As a result of the leaks many of the water damaged ceiling tiles had to be replaced. The main hall floor has been repaired and maintained by annual clean and varnish by specialist contractor Hume Flooring. The main office door lock failed and needed to be replaced which meant 37 keys needed to be distributed to groups and volunteers.

2. Outside maintenance.

Regular grass cutting in the back garden since August has improved the area for use by our groups. Potholes will continue to be filled in the Council owned car park as this is now needed every year. A notice board has been installed by the main entrance to allow users to see what groups use the Centre and provide contacts for all users.

The BCC website has been updated to show photos from the BCC 50th anniversary celebrations. The website also provides a direct link into Hallmaster so that any user can see what is on at the Centre at any given day.

So, a reasonably busy year on property but bearing in mind the building is now over 50 years old we are fortunate that it has not greatly affected the 800 plus people from over 20 groups that use our Centre every week.

Election of Chairman

P Prior was elected as Chair. Proposed by: S Arroll. Seconded by: G Irvine.

Election of Vice Chairman

L Hutchinson was elected as Vice Chair. Proposed by: B O'Shea. Seconded by: E Hastie.

Election of Treasurer

E Hastie was re-elected as Treasurer. Proposed by: L Hutchinson. Seconded by: W Scott.

Election of Secretary

L Smith was re-elected as Secretary. Proposed by: L Hutchinson. Seconded by: S Arroll.

Property Convener

P Prior will continue as Property Convener.

Letting Convener

B O'Shea will continue as Letting Convener.

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.

Proposed changes to billing and letting

There was a discussion of changes that might be made to the current billing and letting that might reduce the burden of the role of letting convener and the requirement for BCCA committee members to cover lets. It was noted that the BCCA committee are all volunteers who give their time for free and there are a limited number of committee members available to cover one off lets.

Proposals for changes to letting included the following proposals:

1. Stop one-off lets
2. One off lets to continue but need to be covered by current keyholders (not BCCA committee members)
3. Pause one-off lets for 6 months (to Dec 2025)

After discussion it was decided to defer a decision on this to the next BCCA committee meeting in June.

Billing is currently carried out monthly. As there are over 20 regular user groups and multiple one-off lets this requires a fair amount of work for the letting convenor. To reduce this workload it was proposed that we move to quarterly billing rather than monthly billing for the regular group lets. This proposal was agreed at the meeting. This means that after June the first quarterly bills will be issued at the end of September 2025.

AOCB

None.

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