

MISSON COMMUNITY ASSOCIATION

Minutes of the meeting held on 19th April 2017 at 7.30pm

Committee Members present:

David Hobson; Elizabeth Clifton; Spencer Robey; Jan Robey; Viv Mulholland; Philip Shilling

Others present:

Reg Threlkeld; Wendy Threlkeld; Pat Swift

1. APOLOGIES FOR ABSENCE

Apologies were received from Peter Gravestock; Jacky Wheeldon; Sue and Wayne Heritage

2. MINUTES OF THE LAST MEETING OF 15TH MARCH 2017 (previously circulated by email)

The Minutes of the last meeting were approved and signed.

3. MATTERS ARISING FROM MINUTES

Item 4 Maintenance

David H has contacted Ian Lord regarding a Premises Plan but has not heard back. This would exclude an electrical report. Spencer R reported that the light in the gents toilet has been fixed. The switch on the wall has been checked by Paul Elliott of Bawtry Electrics and is safe. Spencer R has also labelled the switch. It would cost in the region of £250 - £300 for a full electrical survey. The last time it was surveyed was 2007. It should in fact be done every 5 years. We will, however, need another quote from Andy Beamish, who is at present on holiday.

**ACTION: Await condition survey - David H to chase Ian Lord in 2 weeks
Spencer R to contact Andy Beamish**

Item 4.3 Communications and Social Media

David H has spoken to Georgia, who still has 2 weeks left at university.

ACTION: David H will contact Georgina once she has finished university for this year

5.3 Planters Maintenance

Funding was discussed and David H proposed the approval of up to £50 per annum be made available to Andrea Wilcox and Cynthia Edwards to maintain the planters. Seconded by Spencer R. All agreed.

ACTION: Jan R to inform Andrea and Cynthia of the decision

5.4 Bank Mandate & Signatories

Spencer R reported that the Bank Mandate had been updated.

The Pricing Policy to be deferred until next month.

Item 7 Stage

Reg T has approached 2 companies for quotes for a portable stage.

Mainstage, who are based in Lancaster quoted £1640 for 2m x 1m blocks and £2121 for 1m x 1m blocks. Both prices include VAT and a 15% discount, carriage free.

Lighthouse and Visual, who are based in Northern Ireland, quoted £1461 which includes VAT, but not carriage, which would be another £100.

It was agreed that a stage would be beneficial and discussion followed on the best way to finance this. Various options were put forward; direct funding from our reserves or future fund raising (100+ Club, Hog Roast). Donations from Parish Council, Robin Hood Airport, Tunnel Tec and Hansons.

Pat Swift mentioned North Notts Lions as a possible funding source and she will give contact details to Jan R.

It was agreed to defer any purchase until we have received the Condition Survey from Ian Lord.

ACTION: Pat Swift to give NNL contact details to Jan R

**Jan R to contact RH Airport; Tunnel Tec; Hansons and North Notts Lions for possible donation/grant
Reg T to hold onto the quotes**

Item 7 Stage Backdrop

Wendy has obtained a quote of £940 for a backdrop. Lizzie thought that this was too expensive and made a suggestion that we could approach 'Thimbles' to ask if it was possible for them to make a backdrop. This was thought to be a good idea and all agreed.

ACTION; Lizzie C to contact 'Thimbles'

Item 7 Disabled Toilet - boiler cupboard

David H reported that he had removed photo albums belonging to Bill Maitland, that were in the cupboard within the disabled toilet. Julie Watkins had kept some photos of the village and the rest were passed to John Holmes. Spencer is still to declutter the rest of the items in the cupboard.

ACTION: Spencer R to declutter the cupboard

Item 7 Small Room

To be discussed at a later date.

4. TREASURER'S REPORT (previously circulated)

4.1 Petty Cash

At the last meeting it was agreed that 2 signatories were needed to sign petty cash expense claims. Spencer suggested that 1 signature was all that was necessary for such small amounts. This was agreed.

4.2 Budget

Those present considered the surplus. David H raised the question - should we make a profit. Pat Swift stated that we should show a 'reserve' as we could need it for any future problems i.e. the building.

David H asked if anyone had any issues with what was presented. There were no objections.

4.3 Music Events

The surplus amounts made from music events was discussed. Phil S explained that music events profits would be minimal as they are non-profit making events. Pat Swift said that restricted funds surpluses should be in one place. David H said that Spencer's suggestion was good but it should be for the whole community. Phil S said that if Viv Shilling's private events should make a profit, she would give a donation to the Community Association. It was agreed that surpluses would go into the general balance, but financial assistance at the discretion of the committee, may be made available at future events.

5. 2017 EVENTS

5.1 Misson Spring Clean Final Arrangements

Wendy T reported that requests for help had been put on Facebook and posters had been put around the village. There were 34 volunteers able to help on Saturday. David H said a lot of people had heard by 'word of mouth' which is a very important way of sharing information. Notts County Council had been contacted regarding the painting of the bus shelters and they said they repaint the shelters every 4 years but they would try to bring this date forward to coincide with the Spring Clean.

Reg T explained how he had organised the team of helpers and arranged for Mark Duncombe, first responder, to be on call. Andrea W has asked members of the WI to make cakes and sandwiches and tea would be available.

It was suggested that perhaps we could set up a rota during the year to keep the village tidy.

5.2 Hog Roast and Grand Draw

Viv Mulholland has volunteered to co-ordinate the Hog Roast. She was considering the options of venues. Spencer R volunteered to run the 'Grand Hog Draw'. Both to be discussed at the next meeting.

5.3 Volunteers to coordinate events

Viv M had volunteered to co-ordinate an alcohol evening on 14th October.

Jan and Spencer R would co-ordinate Mr. Dan Circus Man date t.b.a.

The Village Show will be co-ordinated by David H on 16th September.

Lizzie C volunteered to co-ordinate the Xmas Fair in December.

6. **MISSION COMMUNITY ASSOCIATION CONSTITUTION**

This item needs time for discussion and will therefore be deferred until the next meeting.

6.1 Trustees

The Constitution states that we should have a minimum of 2 and a maximum of 3 Trustees. Jan R had written to both Janis James and Joan Challoner to ascertain if they wished to continue as Trustees. Joan Challoner has resigned but Janis James wishes to continue as Trustee together with Elizabeth Clifton. Jan R to send the AGM Minutes to Janis and invite her to meetings. Jan R said that she had already sent the last meetings minutes to Janis.

ACTION: Jan R to send AGM Minutes to Janis and invite her to meetings

6.2 Committee Members

Reg and Wendy Threlkeld expressed their wish to join the committee. This was welcomed and proposed by David H, seconded by Spencer R. David H thanked Reg and Wendy for the work they had already done.

7. **PRE-SCHOOL**

David H reported that Pre-School have advertised on Facebook for 2 extra afternoon sessions from September. Although they had requested this, it had not been agreed. David H expressed concerns that we are a Community Centre and not a school. There are other Associations that have a much wider use of their facilities.

Phil S stated that for events held on a Sunday, the hall needs to be cleared ready for Pre-school on Monday, which can be difficult if the event finishes late.

Lizzie C said that government funding has now been changed from 15hrs. to 30hrs. and that the parents have requested the extra sessions.

Main issues as discussed are:

How many children attend?

Pre school furniture and permanent use of Foyer

Storage of furniture and equipment left in the Hall - restricting a fire escape

Storage of stationery and books in electrical store - could be a fire hazard

Service Charge is £15 per day since 2013

Damage being incurred to floor coverings

Pre School use of walls for displays and permanent fixtures - plus the use of wall fixings and blu tack

ACTION: David H to talk to Chair of the MPC and all 3 parties to meet and discuss ongoing arrangements

8. ANY OTHER BUSINESS

8.1 Line Dancing hall hire charge

Spencer R has received an email from Roz Walker querying if she needs to make payment in the event of her having to cancel the class due to illness or holidays. She usually closes for the whole of August. It was agreed that there would be no charge on these occasions and this would be noted in the new pricing policy.

8.2 Asset Register

Jan R asked if there had ever been an inventory of equipment in the Community Centre. Lizzie said that there had never been one. Pat S said that there should be an Asset Register.

ACTION: Jan R and Spencer R to do an inventory of all items and produce an Asset Register

8.3 Missing Minutes

Jan R asked is anyone had any information as to the whereabouts of Committee Meeting Minutes between December 1997 and June 2013. David H said that all minutes should be kept in perpetuity. Jan R had emailed Joan Challoner asking if she knew who might have the minutes, but had had no reply. Lizzie C said that Joan has a bag from the Community Centre, but was not sure what the contents were. Lizzie also said that Sheelagh Handy might know something about the Minutes.

ACTION: Lizzie C to contact Joan Challoner and Sheelagh Handy to ask if they know where the Minutes might be located

9. **DATE AND TIME OF NEXT MEETING** - 17th May 2017 at the new time of **7.00pm**.

The meeting finished at 9.20pm for which David H apologised. It was suggested that we start future meetings at 7pm. All agreed.