

# MISSON COMMUNITY ASSOCIATION

## Minutes of the meeting held on 15th March 2017 at 7.30pm

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### Committee Members present:

David Hobson; Elizabeth Clifton; Spencer Robey; Jan Robey

### Others present:

Reg Threlkeld; Wendy Threlkeld; Sue Heritage; Wayne Heritage; Viv Mulholland; Jacky Wheeldon; Phillip Shilling; Peter Gravestock

### 1. APOLOGIES FOR ABSENCE

Apologies were received from Anne and Eric Swift and Pat Swift (no relation)

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

A request was made by Sheelagh Handy for an amendment to be made to the minutes. Her amendment was read out but rejected as incorrect by S. Robey, L. Clifton and P. Gravestock. The minutes were therefore approved.

### 3. MATTERS ARISING FROM MINUTES

Item 4 Maintenance - David H has spoken to Ian Lord and he is willing to undertake a Condition Survey and identify parts of the centre that need upgrading. It would give us a good basis to work on. This survey would be free of charge. There were no objections to the survey. **Action: David H to contact Ian Lord**

Item 6 General Matters - a list of key holders was provided by Lizzie.

### 4. CHAIRPERSON'S REPORT

#### 4.1 New Committee Members

The Constitution states that we need to have 10 committee members. It would be more realistic to have 8. David proposed 2 new members:

Phil Shilling seconded by Spencer Robey and Viv Mulholland seconded by Jan Robey.

David H suggested that anyone else who would like to join the committee would be welcome.

#### 4.2 Governance priorities

4.2.1 There are 3 Trustees at present, Lizzie Clifton, Janis James and Joan Challoner. Lizzie is willing to stay as Trustee, but as Janis James and Joan Challoner have not been to a meeting for around 2 years, it was agreed that they be asked if they wish to remain as Trustees.

**Action: Jan R to contact Janis and Joan**

4.2.2 There is a requirement to review the Constitution, to change to something more appropriate for the charity. David H proposed to discuss this at the next meeting and to circulate and put on the notice board.

#### 4.3 Communications and Social Media

Kath Williamson has handed Facebook over to David. There are currently 120 followers and 670 views. There are a lot of people looking at social media and it is a good way of communicating.

David H has spoken to Georgina Smith who is doing a degree in design, communication and social media and she has offered to help update the MCA Brand image and to provide a consistent

approach to letterheads, Facebook etc. and present her recommendations at a future meeting. She is busy until May. Everyone was in agreement.

**ACTION: David H to provide Brief for Georgina**

Wendy asked for the duck to be removed from the Facebook page. She suggested a picture of one of the new village signs. Everyone agreed. **ACTION: David H to update**

## 5. TREASURER'S REPORT (previously circulated)

Spencer thanked Peter for his hard work over the last 7 years. He had done an excellent job.

### 5.1 Accounts Examiner

Pat Swift is willing to stand again. Spencer proposed and Wendy seconded.

### 5.2 Petty Cash

It would be useful to have a Petty Cash fund of £100 to pay cash amounts up to £20. This would save making cheques out for very small amounts. This was agreed but must have 2 signatures from Committee Members on the Expense Claim form.

### 5.3 Planters Maintenance

A request was made from Andrea Wilcox and Cynthia Edwards for funding to replenish the plants in the planters outside the MCA building.

Jacky and Lizzie expressed a view that the Parish Council were responsible for the upkeep of the planters. Jan Robey to write to Parish Council to obtain clarification.

**ACTION: Jan to write to PC. (addendum: following an investigation into past minutes of both MCA and PC, it was decided to postpone writing to PC. This item to be on the Agenda for the next meeting**

### 5.4 Bank Mandate & Signatories

Spencer reported that all necessary paperwork had been given to NatWest Bank and as yet the Mandate has not been changed.

**ACTION: Spencer chasing**

Spencer tabled 2 items for future discussion:

Music Events; surplus to be used for future music events. It was noted that Cross Harbour and Wizz Jones were private events and not MCA. A donation for Cross Harbour had been received by the MCA.

Community Hall and Room Charges to be reviewed; Jacky advised that she pays £4 per hour for the small room for the Art Group.

David asked if a 'Pricing Policy' could be sorted out in the next 3 months (to be discussed at the May MCA meeting) and that he wanted to encourage more events other than pre-school.

**ACTION: Lizzie and Spencer to provide briefing paper to future meetings and to look at other local organisations and their charges**

David asked that Spencer report raised invoices issued regardless of any income received.

## 6. 2017 EVENTS

Various ideas were discussed for future MCA events. The hall is already booked out on 9th September and also on the 19th November for a private music event.

It was agreed that 5 events be arranged this year to enable us to make them successful. They were:

- (i) 22nd July - Hog roast with Grand Draw in the evening. One long table to be used to enable more interaction.
- (ii) 16th September - Village Show

- (iii) October - Taylors wine tasting, or beer tasting/food pairing or gin tasting on similar lines to wine tasting evening.
- (iv) Mr. Dan for the children
- (v) Xmas Fair

The Hog Roast to be discussed in more detail at the next meeting. David asked if one person would co-ordinate each event. Any volunteers to let David know before or at the next meeting. We should also have a 12 month rolling budget to ensure best value and Spencer's suggestion was noted that each event should have its own profit/loss.

Other ideas for the future:

Race Night  
Bingo  
Table top sale (rather than Jumble)  
Easter 2018 event for the children  
Film Evening  
Afternoon Tea on a regular basis

Reg T said that we could have a 'Suggestion Box' for the community centre for people to give their ideas.

#### 6.1 Booking Form/Booking Diary

It was agreed to look online and also talk to other organisations e.g. Ash with a view to updating our Booking Form and the way in which we note bookings.

#### 6.2 Village Spring Clean

DH explained that this was a joint PC and MCA 'Spring Clean'. The agreed date was **22nd April 2017**. Benches, bus shelters, cemetery are also to be looked at with a view to revarnish etc. Tea and cake to be available in the Community Centre. We will also write to Hanson and TunnelTec and other businesses for support and to clean their verges around the same weekend.

All in agreement. Reg Threlkeld to organise on behalf of the MCA and to liaise with Andrea W on behalf of MPC.

## **7. ANY OTHER BUSINESS**

### Stage

Reg suggested a stage. It was hard for people in the audience at music events to see the performers. Portable platform stages vary in price. It was suggested that if purchased the stage could be put at the opposite end to where the performers usually stand and a size of 2m x 3m.

**ACTION: Reg to look at cost and Wendy to source backdrop and cost**

### Disabled Toilet

Phil mentioned that the disabled toilet was cluttered and chairs stacked inside on the night of the last music event. It was agreed that this disabled facility should be usable and clear to access and use. The cupboard in the disabled toilet was difficult to get into as it is cluttered.

**ACTION: Spencer will have a look and declutter the cupboard**

### Pre-school equipment

There is a problem with weekend events having to move/hide pre-school equipment. Next meeting to discuss an approach that meets pre school and community needs.

### Centre equipment

Phil stated that it was hard to know where and how the chairs and tables etc. should be stacked after an event. It would be helpful if there was statement on the board for users letting them know how it should be put back. Should also be included as part of the letting information.

### Sand Buckets

At the last function there were lots of cigarette butts in the planters outside the building. It was suggested that a couple of buckets/flowerpots filled with sand would stop this. This will be a requirement for the Hirer and included as part of the letting information.

### Small Room

David made a suggestion to turn the small room into a library where people could swap books, dvd's and jigsaws so that the local community use the Community Centre on a more regular basis rather than once a month for the music, social evenings.

**ACTION: Members to have a think about it and for discussion at the next meeting.**

### Cleaning Materials etc.

It was suggested that one person deal with the ordering of equipment and consumables. Lizzie offered and all agreed.

**8. DATE AND TIME OF NEXT MEETING - 19th April 2017 at 7.30pm.**