

Beare Green Community Association Trustees' Meeting



Held 20th June 2024 – 7:30pm

Welcome & Apologies

Present: Paul Mott, Chairman and Meeting Secretary, Laura Mott, Trustee/Treasurer and Bookings Secretary, Steve Campbell, Trustee, Alan Smallwood, Trustee, James Stuart, Trustee, Steve Killick, Trustee, Garry Anstee, Trustee, Yvonne Anstee

Apologies: Linda Horvath, Trustee

2. Minutes of May 2nd and May 10th meetings

Approved.

Actions :

1. **Set up savings account according to January minutes, Alan and Paul – carried forward**
2. **PAT testing by Tim Howe – carried forward**
3. **Fitting of mains socket in plant room by Steve Killick's son in law – carried forward**

3. Treasurer's report

- Current Account £2,066 as at 20th June 2024
 - 2nd Account - £43,355 as at 20th June 2024
 - Petty Cash £357 Laura, Steve C Cinema £407, Events £920 , , plus £247 held by Linda to pay window cleaner
 - Accounts checker 22/23, retired banker Stephen Lloyd, has agreed to repeat this for 2023/24 financial year.
 - Insurance reviewed following a meeting Paul had with Howe insurance brokers to review cover; we have paid up for another year with Ansvar
- NB Sumup payment from wrestling £97.81 (17th June 2024)

4. Bookings report

Bookings secretary update: the last two vaccine days of the summer campaign are tomorrow and Friday 28th June. Then vaccine centre are gone until 2nd October. They do have a contract until 2026. A discussion took place on terms of use – number of screens stored out in hall when they are in session (Tuesday evening user *hiitstep* has been complaining lack of space as they have many clients)

Be clear they can't block book too much during planned campaigns (and then they drop the booked slots without paying); last time their block booking turned out to be for different weeks to the actual campaign, and we had turned a few other users away, losing both goodwill and income.

5. Cinema report

- Steve reported a fair turnout; Paul has renewed the posters around all local villages last week and updated the website listing and placed ads again in the church newsletter and the Capel-and-beare-green mini A5, too, for July.

6. Maintenance

- We (Paul, Steve, James) had got out the gazebos, tested, mended two, and thrown away broken ones and Paul bought two new ones, plus he bought heavy leg weights which are critical, and can avoid guy ropes (trip hazard).
- Alan gave out a few copies of a health and safety for events training day notes (Rotary).
- MVDC green grant for village halls : applied and awaiting news of grant. **Agreed** that if no grant, we will proceed.

7. Events

Re : 6th July for fun day (12:00 – 16:00), James Brown will now run the fishing demo, as Steve Killick has received a present of a sea fishing experience on this day.

Steve will run the barbeque. Paul and Laura will allocate stallholders to their positions as they arrive. All vehicles off site by 11:30. Slow walk accompaniment as they leave.

James has booked a fire engine, to go in the ambulance slot in case it has to leave for a fire at short notice.

Nelson Porter is booked for the band.

Laura is already booking in stalls, she has 26. She will be running hook a duck and another game. She plans to fill her car with balloons, park it in a prominent position at the event, and have a count the balloon (guess) competition.

Laura has reached out to MVDC to book the Chair or Vice Chair to see if they would open the fair again, she is awaiting their reply.

Alan has refreshed the risk assessment we did last year, Paul has reviewed and commented on the refresh, and Alan is checking how to pay the council the £112 or so site licence to use the park. MVDC asked about waste, Paul suggested tell them it will go in our hall black bins – should fit actually.

Paul has written to the insurer ahead of renewal to make sure the bouncy castle operated by us is OK, and has printed out operator instructions based on what is in the HSE policy as condition = we risk assess and prepare operator instructions.

We have paid our insurance renewal premium too following a meeting Paul had with the insurer to review the cover.

Leilah can't do the dog show judging, the Reigate and Banstead dog warden will do it instead. Steve C's older daughter may be able to help too. We will have water but not shade.

Marketing for fun day :

Alan will put out the banners

Paul has placed details in capel parish mag and our parish mag, highlighting the bees, fire engine, 5 claw beer etc. He also put it on the website in updated form.

Laura has made a poster that James will print in colour.

Laura has advertised on social media

Food training course : Paul complete that

Paul has grown mint ready for Pimms. Paul to get the pimms (5 1 litre bottles) and cucumber and oranges. £13 Sainsbury's 1 litre. Lemonade get 5 * 2 litres as have 3 large bottles already.

Steve/James will get beer : Corona at Sainsbury's 18 for £14. Strongbow 10 cans for £8. 5 claw from Dorking Brewery.

There are 26 stalls in total. Some of them are :

- Faux fur lady, knitting and cards, 3*jewellery stalls = 3 along back small hall and 2 along sides of small hall, each = a large table
- Tombola needs 3 tables, bar needs 3, BBQ is on kitchen table,
- Cards lady
- Face painter in hall vestibule as kids come in for the bouncy castle
- Willy's pizza next to fence line
- James will have a lego stall
- Cally's corner : pottery painting and sales, have booked a double stall
- Two jewellery stalls outside
- Crochet lady
- Aloe vera lady
- Alan will invite the solar people

One of us should ask Leilah Webb, Margaret King, Nicki from the café and Maria Young if they might make a cake please.

8. Any Other Business

Paul to check the fridge interior temperature.

9. Date of AGM : Friday 12th July '24 6:30pm.

10. Date of next meeting

Next meetings: 1. Informal (unminuted) meeting Friday 5th July 6pm for fun day prep (when bouncy castle arrive ? Laura to check), 2. Thurs 29th August 7:30 for normal minuted meeting

SUMMARY OF OTHER FORWARD DATES :

- AGM Friday 12th July 6:30pm
- Jumble sale is set for 28th September 13:00 to 15:00
- 7th December Christmas Market 12:00 to 16:00