

Read me, action me, and bring me on 20th May.



Birchmeadow Centre Management Committee Meeting

Held on 9 April 2009 at 7:30pm at the Birchmeadow Centre.

Those present:

Jean Jones (Chair), Dave Platt (Centre Manager), Rita Howells (Treasurer), Denise Sayer (Broseley Youth Sports), Beryl Zissler (Youth Club), Janet Robinson (Broseley Cinema), Craig Carr, Lynda Garbett, Bill Mills.

Groundwork Team representative, and Carol Platt (Youth Club).

Apologies:

Mike Kaiser, Nick Downes.

VISITORS - GROUNDWORK.

Richard Schneider handed out copies of the draft Groundwork action plan, and went through its main points; clearly made and gratefully received – thanks given by Jean Jones. The recommendations aim to be low or no cost, though there would be a sum of approximately £9k for allocation to the Centre. Richard also left a copy of the Initial Environmental Review. He reported that the Environmental Training Day had gone well, and that certificates would be sent out in the near future to those who passed the assessment test. It could be run again as could more issue-specific training events. The “Green Day” was set for 18th April, and publicity was in hand, including to local schools.

MINUTES OF LAST MEETING

Proposed as true and accurate record Bill Mills and Craig Carr; signed Jean Jones.

MATTERS ARISING

YOUTH CLUB

Beryl Zissler clarified that regular Youth Club sessions had been withdrawn only temporarily. The focus for some sessions will be upon the needs and inclinations of those attending, with a goal of attracting and enabling, rather than upon the expectations of Councils or Committees.

P.C. Hands had met with Youth Club representatives and had written to Melanie Revolta (Youth Services Management) about antisocial behaviour (which he reports is increased in the town at this time). He will try to call into the Youth Club on a regular monthly basis.

BILLINGS SECRETARY - REVIEW OF UNPAID USAGE.

Craig Carr has spent much time closely checking the historical data. About £1400 had been paid into the Bank, about which he was ignorant: confirming again our need for improved book-keeping and communications procedures.

Approximately still £1114 still outstanding, including around £370 from Youth Club.

Before any action such as Small Claims are enacted, Secretary will write to all outstanding debtors, including both those known to be unpaid, and those about whom we are uncertain: Craig Carr to provide information to Peter Tyler.

Action Craig Carr & Peter Tyler.

BOOKING, BILLING AND BANKING PROCEDURES.

(Agenda item taken out of order.)

Universal agreement that this pivotal aspect of Centre Management is still unsatisfactory. Dave Platt suggests that there be a designated person other than himself to pay monies in, since he is able to do it only when not at work. Agreed that Craig Carr will undertake.

REPAIRS AND INSURANCE.

January minute read “No feedback yet as to whether insurance company recognises the adequacy and efficiency of the alarm system at this time: need written confirmation for insurance purposes.”

Action awaited - Rita Howells.

HIRE PRICES

These had been incorporated into updated versions of the Booking and Billing Forms now available for printing from our website.

CENTRE MANAGER’S REPORT

Equipment and building

REPAIRS TO SMALL BAR CEILING

Now agreed by insurers and should proceed soon.

Feedback to follow from Dave Platt.

DISABLED TOILET

Now fixed. Replacement for paper towels not yet investigated: Craig Carr will research issue. Noted that Council asks “that the Management Committee finds a way of restricting use ... to those who have mobility problems”. Key-control may not be feasible option, so may need to rely on notices, and on reducing chances of macerator damage by removing paper towel dispenser.

Action – decision and action on keys/towels next meeting.

FIRE DOORS AT STAIRS

Town Council has achieved repair/improvement to, which now are ready for painting. “Council's workers will be dealing with this in the next few days” (2nd March letter from Town Council).

No further action.

NOISE FROM THE BUILDING

The problem is an item for expert assessment and attention in Groundwork recommendations.

Action – await Groundwork recommendations.

Organisation and running issues

Reasonably busy at weekends but like other licensed premises in town, there has been a drop in custom. The recent BroADS production had generated good income as usual.

The Playing Fields Committee appears to be fixing and holding meetings at the Centre without any notice or booking process: Chairperson to check with Town Clerk.

Need for committee to be proactive in generating bookings or events again emphasised.

TREASURER’S REPORT

Annual grant from Town Council of £5000 received following Treasurer's application. Together with this and other inpayments the bar account now stands at approximately £5000, and the management account at £5800: treasurer confirms these as healthy figures.

Gas bill for £1926 seems to be still outstanding but we are unclear as to whether it should be adjusted or challenged.

Rita Howells will achieve full clarification.

Present Treasurer still not signatory to the bank account: Jean Jones will check to establish with Mike Kaiser what is happening to the change-request forms that must be processed by bank.

Action Jean Jones & Mike Kaiser.

Chairperson summarises by confirming that problematic state of finances appears to have been overcome, but that we must in longer term achieve better management of our financial processes, more stable state of balance, and enhanced income generation.

AGENDA ITEMS

STOCKTAKING.

No action yet initiated. Lynda Garbett wonders whether at this time we can afford cost of the exercise, and whether it is something that could be done in-house. Agreed.

A stock-taking to be led by Lynda Garbett with Dave Platt and Craig Carr.

FUND RAISING AND FUNCTIONS ENHANCEMENT – WHAT AND HOW.

No suggestions on events or planning as yet.

Action - Mike Kaiser, Bill Mills, Dave Platt.

Bill Mills has research issue of room hire for business use in the area and suggests that the Centre might be in a position to compete. He will try to determine whether one of the hiring agencies with whom he's spoken would take us onto their books. He also recommended trying to enhance the chances of our website being located by those searching for rooms to hire through the use of appropriate keywords and links.

Bill will arrange for some new photos to be taken for use on the website.

Action - Bill Mills, Peter Tyler.

PRESS, PUBLICITY, AND ADVERTISING.

Bill Mills feels that press advertising is not a viable option, except for free local opportunities.

The poster/flier designed by Peter Tyler was accepted, and Denise Sayer undertook to place some around the town.

Action - Denise Sayer, Peter Tyler.

KEYHOLDERS.

Before any further discussion and decision can be made we need to precisely know who does hold keys: including any that may have been cut as additional sets.

Action – Dave Platt to provide list.

CORRESPONDENCE

Two letters from Town Council regarding repairs to disabled toilet and fire doors.

A note from Mike Kaiser proposing six actions to reduce costs of high heat levels at unnecessary times was read at the end of the meeting. Principle agreed as wholly in keeping, given the fact that our winter outlay would appear to be nearly £195 weekly: £10,100 annually (Mike reports). Committee noted that bar thermostat was set at 23 degrees.

Action – further Committee discussion in line with Groundwork proposals.

ANY OTHER BUSINESS

FREE FILMS LICENCE

Janet Robinson - the present licence expires end April: Broseley Cinema may wish to hold limited number of free events. Dave Platt reported that the last three Birchmeadow Film Forum meetings were reasonably well attended and there still was ground for improvement in numbers. Proposed Bill Mills, seconded Craig Carr for renewal costing approximately £90 shared with Broseley Cinema – agreed.

Action – Peter Tyler.

MINUTES

Agreed that minutes should not be publicly accessible on website. Peter Tyler to adjust accordingly.

Action – Peter Tyler.

NEXT MEETING

Thursday 20th May 2009 at 7:30 pm.

AGM starts at 7:30

- Apologies
- Minutes of last AGM.
- Chairperson's report
- Treasurer's report
- Election of Officers
- Any other business

Please bring these minutes.

Please take actions as noted in minutes.

Agenda for next Committee meeting.

- Apologies.
- Minutes of last meeting – corrections, amendments and agreement.
- Matters arising.
- Key holders – establishing a procedure.
- Booking, Billing and Banking procedures.
- Centre Manager's Report
 - Equipment and building issues.
 - Organisation and running issues.
- Treasurer's Report.
- Heating issues (Mike Kaiser note).
- Stocktaking.
- Fund raising and functions.
- Press, publicity, and advertising.
- Correspondence.
- Any other business.
- Date & time of next meeting.

Bill Mills apologises for absence from next two meetings.