

PLEASE read me and bring me on 9th April.



Birchmeadow Centre Management Committee Meeting

Held on 26 February 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, Melanie Revolta.

Groundwork Team representatives, and Carol Platt & James Archer (Youth Club).

Apologies:

Peter Tyler (notes by Denise Sayer in his absence), Mike Kaiser, Bill Mills, Nick Downes.

VISITORS – YOUTH CLUB

Due to problems including damage to the building and its fixtures and general unsociable behaviour, Youth Club has suspended regular sessions for a short period. Workshops, aimed at enhancing pro-social attitudes, will continue to their end. Dave Platt agreed that this was acceptable, given the reasonable staffing levels at those times.

The issue of young people gathering outside and causing damage and disorder has caused Centre Manager concern, and the inability for this to be controlled through Police presence was a considerable personal strain. The issue of unruly behaviour in the Town at this time was confirmed by such as there being 7 o'clock curfews placed on 7 young people (Lynda Garbett reports).

VISITORS - GROUNDWORK TEAM.

The team made a short presentation about their work and the hope that matters environmental might be addressed in some awareness raising events locally, based at the Birchmeadow Centre. They have looked at the building and will present thoughts about possible actions to improve the carbon footprint and energy usage for our next meeting. An energy monitor will be installed. A short Awareness Course will run on 27th March, and a “Green Day” on April 18th.

MINUTES OF LAST MEETING

Agreed and signed.

MATTERS ARISING

Election date 4th June 2009. No other hall users that day.

No further action.

Broseley Partnership request for a donation of £250 towards costs of Birchmeadow and Victoria Hall refurbishment reviews and plans was felt to be inappropriate. Proposed by Dave Platt that we should not contribute: agreed.

No further action.

BILLINGS SECRETARY - REVIEW OF UNPAID USAGE.

Inpayments amount to £3231. Outstanding is £2878.25. (Total should be £6049.25) Much relates to 2008 usage.

Craig Carr apologises and undertakes to catch up the backlog, which represents a substantial gap in the Centre's income. Due to insufficiently “tight” procedures for the receipt and proper annotation of income, Craig reports that some of the items shown in his records as outstanding may indeed have been paid into our account, without being notified to Billing Secretary (*no discussion noted as to how this might be resolved*).

On agenda for next meeting.

CENTRE MANAGER'S REPORT

Equipment and building

Cooler is now working, but another small repair is needed.

Feedback to follow from Dave Platt.

Damage to ceiling and possibly to electrics of the small bar – quotes still awaited.

Feedback to follow from Dave Platt.

Disabled toilet now fixed. Replacement for paper towels to be investigated, since it may be misuse as much as overuse that causes damage to this macerator installation. (*In letter dated 2nd March the Council asks "that the Management Committee finds a way of restricting use ... to those who have mobility problems".*)

Action - Committee.

Town Council has achieved repair/improvement to fire doors at stairs, 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).

Action in hands of Town Clerk.

The problem of noise from the building is pressing and action is needed. Jean Jones reported that the Council is looking to invite quotes for the work.

Action – feedback from Jean Jones.

Organisation and running issues

Dave Platt feels that a procedure for raising cheques quite quickly to pay smaller firms needs to be established so that we can maintain good working relationships. Signatories must reflect present role holders.

Action Rita Howells.

The monthly free film evening (Birchmeadow Film Forum) is now on the second Tuesday, and attendance has been looking good over the first meetings.

TREASURER'S REPORT

Rita Howells reported that present earned income is insufficient to keep the Centre afloat. The Town Council grant is absolutely necessary for it to continue, and she felt that an early application to the Council was needed.

The bar account, standing at £3655 on 8th March, would be about £500 overdrawn after known outgoings of £3274.57, together with expected wages payments. The Management account would stand at £126 after known incomes and expenditures were met.

There need to be income generating events, especially but not only during low-income periods. Gross beer profits appear to be lower than is appropriate at about 43% (Rita Howells and Lynda Garbett suggest they should be around 80%): Rita Howells - may this be indicative of prices being too low? Dave Platt reports that 10 pence has been put on a pint: more may be needed.

Committee agreed that action two meetings previously that action should be taken to contact a stocktaker: yet to be done. Acknowledged within discussion that price changes should await an expert report.

Action on Stocktaking - Rita Howells and Dave Platt.

Jean Jones again expressed her deep concern as Chairperson at the condition of the Centre's funds and its financial processes. It is abundantly clear that if the Centre is to continue to function, we must maximise its potential by generating more income than can be expected from private functions bookings, BroADS & Cinema usage, and darts teams. We must further ensure that our billing procedures are watertight and timely, and that there is meaningful and visible integration between those procedures and the Treasurer's receipt and recording of monies.

FUND RAISING AND FUNCTIONS ENHANCEMENT – WHAT AND HOW.

Subgroup will generate ideas and report back in March.

Action - Mike Kaiser, Bill Mills, Dave Platt.

PRESS, PUBLICITY, AND ADVERTISING.

In absence of Bill Mills & Peter Tyler no information forthcoming. Denise Sayer mentioned again her contacts for advertising in Parish Magazine & Grapevine.

Action - Bill Mills, Denise Sayer, Peter Tyler.

REPAIRS AND INSURANCE.

Jean Jones reported that the issue of the buildings insurance was a Town Council responsibility and that any matters relating to it were to be referred to the Town Clerk. (The issue of contents insurance was not discussed - 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 from last minutes - Rita Howells.

CORRESPONDENCE

None to report.

ANY OTHER BUSINESS

Key holders issue still caused some problems. Committee emphasised that keys should not be passed on to others by designated key holders, but that they should be the only ones to unlock the building and to de-activate the alarm system. The answer may be to call in all keys and re-allocate to those who need them.

Agenda next meeting.

Special meeting 29th February 2009

Those present.

Jean Jones, Mike Kaiser, Rita Howells, Denise Sayer, Dave Platt, Janet Robinson, Beryl Zissler.

In light of the extreme concern arising from the Centre's financial situation, this special meeting considered whether any immediate actions were available to improve matters. (Youth Club owes around £700 in hire fees: a substantial amount.) It was asked whether Switch on Shropshire was to be charged for room hire for events held through Broadplace.

The need to create Birchmeadow events was emphasised again, as was the need to review hiring prices.

Main hall hire fee set at £7 (£8 if using stage lighting system) plus £7 if small bar was hired also. Broadplace & Youth Club rooms and Office £5. Applicable from 1st April 2009. Regular users to be notified by Secretary.

Action Peter Tyler.

In the interests of economy, heating of the building should be given close attention so that only heated when and in places where needed.

Peter Tyler to be instructed to apply immediately to Town Council for grant.

Actioned Jean Jones.

DATE OF NEXT MEETING

Thursday 9th April 2009 at 7:30 pm.

Please bring your minutes.

Agenda for next meeting.

- Apologies.
- Minutes of last meeting – corrections, amendments and agreement.
- Matters arising (not on the agenda).
- Billings Secretary – clarification and Committee decision regarding unachieved incomes.
- Booking, Billing and Banking procedures.
- Centre Manager's Report
 - Equipment and building issues.
 - Organisation and running issues.
- Treasurer's Report.
- Stocktaking.
- Fund raising and functions.
- Press, publicity, and advertising.
- Key holders – establishing a procedure.
- Correspondence.
- Any other business.
- Date & time of next meeting.