

Please read, action, and bring with you 7:30 - 17th June.



Birchmeadow Centre Management Committee Meeting

Held on 20th May 2009 at 8:15 pm at the Birchmeadow Centre.

Those present:

Jean Jones, Dave Platt (Centre Manager), Rita Howells (temporary Treasurer), Denise Sayer (Broseley Youth Sports), Craig Carr, Lynda Garbett (Chair), Mike Kaiser (Vice Chair), Peter Tyler (Secretary).

APOLOGIES

Bill Mills, Nick Downes, Janet Robinson.

VISITORS - GROUNDWORK.

Noted that Groundwork would like to make a presentation at next meeting.

MINUTES OF LAST MEETING

Proposed Jean Jones and Dave Platt.

MATTERS ARISING

BILLINGS SECRETARY - REVIEW OF UNPAID USAGE.

Craig Carr to provide information to Peter Tyler so that all outstanding creditors can be contacted.

Action Craig Carr.

REPAIRS AND INSURANCE.

January minute ~ "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 Treasurer.

KEY HOLDERS – ESTABLISHING A PROCEDURE.

Keyholders are Dave Platt, Mike Kaiser, Carol Platt, Town Clerk, Roy Childs.

Continues to be problematic. People have been locked inside when the mortice lock has been shut. Concern also that people other than keyholders may be given them. Mike Kaiser pointed out difficulty when a BroADS production is in progress of his always personally being present or available. The inconvenience to the caretaker and costs to the Centre of her being called upon to lock, unlock, relock, unlock etc at such times also was noted. In discussion, BroADS was recognised as the Centre's major, core provider of both consistent and regular footfall and income for decades: the group's needs should always be considered, but agreed that key holding, bookings & billings must be an integrated managerial process for the Centre as a whole.

Jean Jones will start to draw up a policy for consideration. A signing-in board system also to be reviewed.

Action – Jean Jones.

BOOKING, BILLING AND BANKING PROCEDURES.

Agreed at AGM that banking would be undertaken by Mike Kaiser and Nick Downes, as members of the Centre's Management structure, and as people able regularly to do it. Acknowledged that a system needs to be established whereby monies needed for floats and the like, or not as yet fully processed does not get banked, making it unavailable for proper use.

CENTRE MANAGER'S REPORT

Equipment and building

REPAIRS TO SMALL BAR CEILING

Should proceed soon.

Feedback to follow from Dave Platt.

DISABLED TOILET

No action yet. Craig Carr reported on degradable white towel dispenser: will not block macerator toilet. Will acquire additional information about costs: could be in region of £107 for a substantial start-up stock and dispenser, but may be more economic to buy dispensers for three toilets.

Action – Craig Carr.

ENERGY

Groundwork have installed a power meter, and feedback is awaited. The lights in main hall are inefficient and a large energy drain. Dave Platt has addressed points raised by Mike Kaiser including substantial adjustment of heating start and end times. Zoning recommendations awaited.

Organisation and running issues

Has been a struggle now for some time to achieve incomes through meaningful bookings. Cannot survive with just darts and dominoes, even though regular users, which do not generate hire incomes: the bar income is welcomed.

TREASURER'S REPORT

As noted in AGM minutes, copied here.

Rita Howells tabled her report which confirmed that the Centre's finances were not healthy at this time, her figures showing there having been an overall loss of £17,025 during the year 2008/9.

Rita emphasised that all avenues for the earning of incomes and the reduction of costs should be looked at. There was discussion about the underlying difficulties relating to the achievement of balance between hirings, bar incomes, maintenance costs, and wages.

Proposed Jean Jones, seconded Mike Kaiser that we should pay for professional audit from the Management Account: agreed unanimously. Mike Kaiser proposed a vote of thanks in retrospect for all the time and support that had been given to the Centre by Frank Selkirk, who had undertaken this function as a community contribution, with which all agreed.

Action: unspecified – seek replacement for Rita Howells: establish audit.

STOCKTAKING.

First internal stock-take will be 28th May.

Action Lynda Garbett, Dave Platt, Craig Carr, Mike Kaiser.

FUND RAISING AND FUNCTIONS ENHANCEMENT – WHAT AND HOW.

Lynda Garbett was working with Roy Childs to set up one event and will feed back next meeting. The action subgroup has not yet met.

Action – Lynda Garbett : Mike Kaiser, Bill Mills, Dave Platt.

Jean Jones had contacted the agent for room hirings that Bill Mills had found, and provided basic information. Feedback awaited.

Action – Jean Jones.

PRESS, PUBLICITY, AND ADVERTISING.

Denise Sayer has distributed fliers and posters around the town, including Estate Agents (to inform newcomers to the town). More can be printed off via our own website. She suggested placing an advert into the Parish Magazine costing £18.

Action – committee to decide whether to invest.

CORRESPONDENCE

James Archer had written from Shropshire Council Youth Support Division about changing Youth Club timings to 6-9 on Thursday evenings from 4th June. Dave Platt pointed out that this clashed with the usage often required by BroADS. Committee agreed that 5-8 was not so problematic, however. Agreed also that table tennis was acceptable, and that redecoration by Youth Club members was welcomed as a useful involvement.

ANY OTHER BUSINESS

Co-OPTING ONTO COMMITTEE

Jean Jones proposed and Denise Sayer seconded, unanimously agreed that Lynda Garbett should be co-opted onto committee.

FREE FILMS LICENCE

Contribution towards cost from Broseley Cinema received with thanks.

Action – Janet Robinson will be asked to pass thanks on.

Copies to :- Jean Jones, Mike Kaiser, Nick Downes, Denise Sayer, Craig Carr, Janet Robinson, Beryl Zissler, Rita Howells, Bill Mills, Dave Platt, Lynda Garbett, Peter Tyler.

NEXT MEETING

WEDNESDAY 17TH JUNE 2009

Agenda

- Apologies.
- Treasurer – progress on replacement for Rita Howells.
- **Groundwork presentation.**
- Minutes of last meeting – corrections, amendments and agreement.
- Matters arising.
- Centre Manager's Report
 - Equipment and building issues.
 - Organisation and running issues.
- Treasurer's Report.
 - Professional audit.
 - Town Council financial support.
- Fund raising and functions.
- Press, publicity, and advertising.
- Correspondence.
- Any other business.
- Date & time of next meeting.