

WEMYSS BAY COMMUNITY ASSOCIATION COMMITTEE MEETING
Wednesday 4th September 2013
Rouges Room, Inverkip Hotel

Attendees: Grace Stewart, Andrew Whitfield, Liz Roders, Gordon Roders, Stuart Craig (Chair), Joseph Craig (minutes), Donald Sutherland, David Adams

Apologies: None

Welcome and Attendees

Attendance was taken but no apologies were put forward. Stuart Craig, in the chair, welcomed our two new members, in particular.

Treasurer's Report

Gordon Roders reported a sum of £14932.10 in the bank at present.

Gordon also reported that the gas bill had jumped from a long standing norm of £266 per month to £529 per month in July and August. It was stated that Liz had phoned Iain Dyer about this and Iain said he will send someone out to look at the gas. Grace added that the hall was very warm and that the heating could be the problem.

ACTION: Billy (post meeting action – please confirm acceptance by email to the list)

Gordon noted that since the AGM the signatories on the account have not been updated. The current signatories are: Donald Sutherland and Elaine Blue. The signatories will be changed to: Stuart Craig, Gordon Roders and Donald Sutherland. Stuart, Gordon and Donald will agree a suitable time to visit the bank.

ACTION: Stuart, Gordon, Donald

Gordon stated that the current Constitution is horribly out of date and needs to be updated to allow us to take advantage of certain funding opportunities etc. Gordon has previously drafted an update to this and sent it round the committee, however, he received few responses with comments from committee members. It was agreed that all committee members should respond to this **by Wednesday 11th September 2013**, a week from this meeting, with their comments or stating that they do not have any comments, if this is the case.

ACTION: ALL – by 11/09/13

Donald asked Gordon to follow up a request for an invoice from Inverclyde Council. Davie asked Gordon to invoice Inverclyde Carers. Davie will send a contact address to Gordon.

ACTION: Gordon, Davie

Gordon mentioned that the Fire and Burglar Alarm yearly charges were as follows:

Burglar alarm: £653.31/year (Abel Alarms)

Fire alarm: 248.08 year (Chubb Fire and Security)

Gordon will contact the relevant companies to ask what is included in these costs.

ACTION: Gordon

Facilities Manager Report

Billy McDonald was not able to attend.

Davie reported that he could source a panic handle for the front door for £60-£80 (and have it fitted free of charge). The committee agreed that this was a reasonable expense and Davie should go ahead and make this purchase. The handle will NOT have a snib so to allow access without ringing

the bell (e.g. at the start of group meetings when kids are arriving) the door would have to be wedged open. After some discussion it was agreed that this was acceptable.

Davie reported that the fire door came off its hinges about 2 months ago. This was quickly fixed. Joseph reported that Iain Dyer was aware of the problem and the door had been looked at by a member of facilities staff at Inverclyde Leisure, however, the Committee has not had any contact from IL following this inspection and it does not appear any work has been carried out. The committee agreed that we should ask Billy as facilities manager to follow this up with Iain Dyer.

ACTION: Billy

Secretary's Report

The issue of lets' dates and times of bookings was discussed, in particular the clash which occurred recently between AFD's registration day and the dog show. This matter was dealt with over the summer break and is now closed, however, it was felt that our procedures should be reviewed to try to prevent this situation reoccurring.

Gordon cited that the issue stemmed from the fact that the current let form does not ask for enough information from new lets. The committee decided that the let form should be amended so that lets must state what dates they are in and what times they will ACCESS the hall from (as opposed to the times that their group will run). The new let form will make it clear that lets will now be charged for all the time they are in the hall, including their set up and tear down time. Andrew volunteered to make the relevant changes to the let form and report back to the next meeting. This new form, along with a cover letter will then be sent to all current lets.

ACTION: Andrew

Letting Secretary's Report

Birthday Parties:

The committee discussed what age parties should be allowed to take place in the community centre. The issue of 16th birthday parties was discussed at a previous committee meeting and some of the concerns raised then were reiterated now. It was agreed that parties for ages up to and including 12 years would be permitted. Parties from age 40 and up will also be permitted. However, parties between 13 and 29 years will not be allowed, and parties from 30 years and up will be considered on their merits.

Free lets:

The committee decided that all lets should be paid for – no free lets will be given to any groups.

AOCB

Fridges:

The broken fridges will be uplifted by the council. Liz volunteered to contact the council about this.

ACTION: Liz

Bouncy Castle Space:

Grace requested that the bouncy castle be moved from the main hall when she has a dog show on because of the space it takes up in the hall. After short discussion it was agreed that Grace could try sliding the bouncy castle onto a tarpollen and slide it out the fire exit. She agreed to cover it with another tarpolen and a chair to make sure it stays clean and dry on the top and bottom whilst it is being stored outside. It should be stored to the left of the fire exit while outside so as to avoid blocking the fire exit.

Christmas Lights Switch On:

Gordon expressed concerns at the cost of providing free mulled wine at this event. The committee decided to continue with this provision but to limit the amount of mulled wine – in particular we should try to use the smaller cups, i.e. the white polystyrene cups if these are still in the centre.

We are currently awaiting the council getting back to us with a date for the Christmas Lights Switch On in 2013.

Liz will ask Archie to be Santa as usual.

ACTION: Liz

Other persons who will need to be informed of date, time and other arrangements for the switch on, once we have this information are: The Gala King and Queen; Harkie; all Friday lets.

ACTION: Stuart (post meeting action – please confirm acceptance by email to the list)

Let Request:

Grace intimated to the committee that she would like to start a craft group for the benefit of anyone in the community, where skills could be shared all at no cost to those attending. Ideally this would take place on a weekday morning, however, it was noted that the only morning available was Monday. It was noted, however, that there was space every weekday afternoon. Grace said she would consider these and get back to the committee.

Date of Next Meeting

The meeting was closed at 9:10pm.

The date of the next meeting will be 02/10/13.