

## Minutes of WBCA Meeting 13<sup>th</sup> August 2014

### Attendees

Joseph Craig (Minute)  
Stuart Craig (Chair)

Gordon Roders  
Liz Roders

Alan Weston  
Davie Adams

Apologies were received from Jenny Eaton and Joanne Kelly.

### Agenda

1. Alarm 7:35 - 7:50 (Joseph)
2. Grant form 7:50 - 8:05 (Joseph)
3. Youth Club 8:05-8:15 (Alan)
4. Finance 8:15-8:30 (Gordon)
5. Christmas Lights Switch On 8:30 - 8:45 (Stuart)
6. Gala 2015 8:45 - 8:55 (Stuart)
7. AOCB 8:55 - 9:00

### 1. Alarm

Prices of the various options offered to us by Abel Alarm (noted below) were discussed. After a vote, it was decided that the best option is to move to the cheaper monitored alarm version, "The Digital".

Dualcom (Monitored):

£160.00 + VAT for Monitoring 365 days of the year. Plus £160.00 + VAT for Maintenance at 2 visits per annum

Digital (Monitored):

£75.00 + VAT for Monitoring 365 days of the year. Plus £160.00 + VAT for maintenance Of 2 visits per annum

Audible only:

£80.00 + VAT for one maintenance visit per annum.

**Joseph** will contact Abel Alarm to inform them of this decision and make arrangements for engineer visits etc. in light of the change.

### 2. Grant Form

Joseph discussed a few remaining queries about the grant form, which he had been filling in over the past few weeks, with the committee. The most pressing query was surrounding audited accounts which are required to be submitted along with the grant application. Gordon explained that he has submitted our accounts for tax year 2012-13 to CVS Inverclyde some time ago for auditing, but a clerical issue has meant that they have as yet been unable to return these to us. It was decided that the only viable alternative is to submit our un-audited accounts, along with an explanation from CVS Inverclyde regarding the situation. **Joseph** will contact CVS to request this.

It was agreed that the amount applied for would be £2880 pounds, which is within the limit of £3000 for this particular grant.

**Gordon** will send to Joseph:

- A copy of the most recent bank statement;
- A copy of the (un-audited) accounts for tax year ending 2013 and 2014

Davie suggested contacting local councillors to ask for support in our grant application. Davie will liaise with Joseph to do this.

Although the deadline for applications is Monday 18<sup>th</sup> August, the grants committee does not meet to discuss this grant until September. Therefore, it is most likely that the result of the application will be discussed at our October 2014 meeting.

### 3. Youth club

Alan Weston briefly described his plans to reintroduce a youth club to the Community Centre. After previous discussions with Joseph, Alan has been actively looking for volunteers to run this, particularly persons of age 21 and over. Alan reported that Greer Robertson had been contacted in relation to this and had agreed in principle to become involved in this venture. Alan is still in the process of finding a male volunteer of this age, but also has two 16 year old volunteers lined up.

The issue of compliance with disclosure checks was discussed but ultimately the Committee is unsure if Wemyss Bay Community Association is able to act as an “organisation” for the purpose of countersigning disclosures to allow volunteers to work with children and young people under our name. Joseph agreed to look into this when he has time.

Regardless, it was suggested that a better option for this venture may be to ask an existing organisation, with experience of running youth clubs and working with young people more generally, to run the club. Alan has several contacts in this area and will work with Joseph to contact these organisations to ask for support. The Committee agreed in principle to provide space (activity and storage space) and any other possible practical support for the group. Alan will report back at the next meeting on what progress has been made.

### 4. Finance

Gordon reported the amount in the bank at present is £9911.15. It was noted that the summer months are quiet in the Centre, largely due to school holidays, and this is therefore a relatively healthy figure.

Gordon also reported that the Association’s account with British Gas (gas) is in credit by £928.48. After a short discussion it was decided that the committee should ask for this amount to be returned to us, and Gordon agreed to make this request.

Meanwhile, the gas bill has been reduced from £441 to £263 per month.

Gordon has completed the new letting forms and enveloped one for each user group along with their latest invoice. These were handed to Davie at the meeting who will deliver them to User Groups within the new few weeks.

### 5. Christmas Lights Switch On

It is thought that the date for this year’s switch on will be Friday 5<sup>th</sup> December 2014, pending confirmation from the Council.

Liz intimated that Santa has been booked.

Joseph reminded the Committee of the request of the school last year to move the switch on to an earlier time because the 6:30 for 7:00pm switch on time makes this a very long day for the staff. Some of the Committee were able to confirm that Inverclyde Council decide the time of the switch on and the Committee has never had any say in this. Joseph will liaise with the school and the council regarding this.

In addition to the school's request, a timing issue was identified with regards to the children's entertainer. Last year, the entertainer did not arrive until around 8:15pm, by which time many families had already left. For those who remained the entertainer was popular, so it would be preferable to have him arrive earlier, perhaps around 7:30pm. The Community Council, provides and pays for, this entertainer and therefore the decision really lies with them. Davie undertook to discuss this with the Community Council.

The elves last year were Holly Van Dessel and Hailey McDonald. The Committee agreed that we should ask them to do the same this year. Joseph will contact them.

This will remain an agenda item until the switch on. Some things which need to be considered / acted upon nearer the time are:

- Selection boxes
- Mulled wine
- Ensure Council do not bring a Santa in addition to our Santa
- Decorations and gazebo for the hall

## 6. Gala 2015

The Committee agreed in principle that there would be a Gala in 2015. The date was provisionally set as the weekend of Saturday 30<sup>th</sup> May. This was planned to avoid the Largs Show, Skelmorlie Gala, and the Skelmorlie Scout Jumble sale.

The idea of asking the PTA to do another Ladies Night on the Friday night of the Gala weekend was discussed. This will be discussed further at future meetings.

Joseph is to ask Andy Yarr about borrowing his Scouts tents. It was noted that the tents provided by Andy were the ones used for the Craft Market. Gordon McCradie of Greenock Scouts provided bar and seating tent last year but we don't have contact with him anymore, therefore Joseph will ask Andy if he has suitable tents that we could use in place of these.

On the issue of the Craft Market, Margaret Hunter is keen to organise this again.

The Committee recalled that Billy McDonald has previously offered, in principle, to try to get the flooring from Marina again. Joseph will ask Billy about this.

After the previous Gala, which was in 2013, the Committee reflected that the comperes from Parkdean Holiday Park were very good and that we should try to get them back. This will need to be organised nearer the time.

## 7. AOCB

### 7.1 User Group Issues

The crowded Tuesday night timetable in the Centre has become a problem for some user groups. The Tuesday night timetable is currently:

5:00pm-6:00pm Judo  
6:00pm-6:30pm FBX  
6:30pm-7:30pm Rainbows  
7:30pm-9:15pm Guides

It has been reported to Joseph, recently, that Rainbows are not getting access to the hall until 6:45pm, 15 minutes after their let is supposed to start. To solve this issue, the Tuesday night timetable will be changed to the following, pending the agreement of the user groups concerned:

4:15pm-5:00pm FBX  
5:00pm-6:00pm Judo  
6:15pm-7:30pm Rainbows  
7:30pm-9:15pm Guides

The Committee agreed that, with all due respect, FBX should be asked to move from their current time as this is clearly not working out for other user groups. **Davie** will contact FBX to ask them to move to this new time.

### 7.2 Centre Access Requests

Davie reported that he is regularly receiving calls from contractors etc. requesting access to the Centre at very short notice and this is inconvenient for him. Most recently Davie was called by electricians who needed into the Centre to test emergency lighting. It is not actually known by the Committee who is responsible for our emergency lighting (Inverclyde Council / Inverclyde Leisure / subcontractor). **Joseph** will try to find out and ask the relevant organisation to make contact with WBCA in advance so that access can be arranged.

The Committee suggested that a more immediate and more general solution may be to Lynne Cockburn (the cleaner) to be a contact for people needing access to the centre at short notice. Lynne lives near the Centre and has previously offered to be an "emergency" contact for the Centre. **Stuart** will contact Lynne to discuss.

### 7.3 Party Request

*Added later: This request has now been cancelled; however the record of discussion below will be useful for future discussions of similar requests. Also, Lynne had agreed to clean the hall before the request had been cancelled, so thanks are due to Lynne for her willingness.*

Davie informed the Committee that he had had a request for a 50<sup>th</sup> birthday party on Saturday 6<sup>th</sup> September from 7:00pm-1:00am. The Committee discussed the charge which would be made for this and it was decided that a sum of £110 pounds was appropriate.

However, it was agreed that we should check with Lynne Cockburn if she would be available the morning after this party, i.e. Sunday 7<sup>th</sup> September to clean the hall, before Sunday School arrive at 11:00am. A final decision on whether this let will be agreed to or not will only be taken after we hear from Lynne. **Davie** will ask Lynne about this.

Assuming that the party goes ahead, Davie will undertake to open and close the hall for this party but it would be good if other Committee members could go at 1:00am to inspect the Centre and help with locking up.

#### Date of Next Meeting

This has not been decided. Once it is decided Inverkip Hotel should be informed as soon as possible of our intention to hold the meeting in the Rouges Room as, this month, they were only informed at lunchtime of the day of the meeting which is inconvenient as they had already set up the Rouges Room for breakfast. Stuart, as chairperson, will finalise the date and make this booking.