Minutes of WBCA Meeting Monday 22nd September 2014

Attendees

Joanne Kelly
Alan Weston
Davie Adams
Stuart Craig (Chair)
Jenny Eaton
Joseph Craig (Minute)
Gordon Roders (from 8:10pm)
Liz Roders (from 7:45pm)

Agenda

1. Christmas Lights 7:35 – 7:55
2. Letting update 7:55-8:10
3. Gala (if any further news) 8:10-8:20
4. Youth club (if any further news) 8:20-8:30
5. Finance (including alarm and fire alarm) 8:30-8:45
6. Maintenance 8:45 – 8:55
7. AOCB 8:45-8:55

1. Christmas Lights

The unconfirmed, though probable date for Christmas Lights Switch On is 5th December 2014.

Set up: The hall will be set up on Thursday night (4th December 2014) after FBX, i.e. at 7:30pm. Everyone is available. Jenny has some notes, memories and ideas about how the hall should be set up. Joseph and Alan will deal with sound and lighting. Zumba will be cancelled on Friday morning as a result and DAVIE will let Margaret know about this.

Staff on the night: All present here, except Jenny, who will be away that Friday night, said they would be available. Jenny noted that will be her last Christmas Lights Switch On (and Gala) as she is moving.

Mats for grotto: JOSEPH will check with Suzi Kirkpatrick from Judo that we can use a couple of her red mats, as last year.

Santa: LIZ will ensure Santa is aware of the arrangements.

Elves: Hollie Van Dessell is willing to be an elf this year, following her fantastic job last year. Hailey McDonald is unfortunately unavailable but one of her friends is willing to help out. JENNY will confirm the name and contact details of that person. The elf costumes are not with Caroline McDonald nor with Donald Sutherland. Therefore, one of the Committee trained in loft access will require to check the loft as soon as possible to see if they are up there ALAN / JOSEPH / DAVIE.

Harkie: ALAN will contact Harkie to invite him to attend with his ice cream van.

Brass Band: JOSEPH will book the Brass Band, in the same format as the last few years, which has worked well.

Primary School Choir: JOSEPH will contact WBPS to ask for the arrangements for the choir attending.

Refreshments: LIZ will buy Mulled Wine, Selection Boxes and Juice. Liz will not make the next meeting but the committee agreed that she should go ahead and purchase these at the best price she can find.

Children's entertainer: DAVIE will enquire with the Community Council regarding the timing of the children's entertainer.

Catering: JOSEPH will check with Inverclyde Council whether catering is available or whether cash will be provided in order that we can supply our own catering. Last year, a sum of £150 was received in lieu of catering being provided. Alison Smith was the person with in IC who coordinated the Christmas Lights Switch On events last year.

Timing:
Band from 6:30pm
Choir and Switch On 6:50pm onwards
All welcome in hall afterwards
Finish time will depend on when the children's entertainer arrives and how long his show lasts

Public Relations: STUART / ALAN will contact Largs and Millport, Inverclyde Now, Greenock Tilly, and Inverclyde Radio to promote the event.

2. Letting update

The Tuesday night timetabling problem has been solved. FBX are no longer holding a class in WBCC on Tuesday nights.

A letters has been received from Rainbows regarding letting charges for the months leading up to the summer holiday 2014. This focused on the time they were able to access the hall on Tuesday nights. As per the above paragraph, this has now been solved, so no further action is required. The Committee agreed a reduction in their letting charge for the affected period, in line with the actual hall access times experienced.

Unfortunately the drop-in café started by Davie has had to close due to low numbers. Davie attributed the low numbers to, possibly, lack of advertising. This is a venture we could retry in the future, along with more advertising.

3. Gala

The Committee agreed in principle, at the last meeting, that there would be a Gala in 2015. The date was provisionally set as the weekend of Saturday 30th May.

Ladies Night: STUART will ask Hazel Leitch if she and the group she worked with last time would like to do a ladies night on the Friday of the Gala weekend.

There was no further news to report on the Gala. This agenda item will now be deferred until after Christmas, whilst the Committee focuses on hall maintenance and, above all, the Christmas Lights Switch On.

4. Youth Club Update

ALAN will contact Disclosure Scotland, as well as Community Learning and Development, Brian from DoE Inverclyde, and other youth organisations which he has contact with. Alan will report back to the next meeting or to the Committee via the mailing list.

5. Finance

Money in the bank at the end of August was £11201.32.
Money in the bank to present is £12000.69.

This is a pleasing increase over this time especially as it does not include some letting monies from last session still outstanding.

A letter has been received from Inverclean stating that their charges will be increased due to the minimum wage increasing from £6.31 to £6.50 per hour. The ex-VAT amount currently paid to Inverclean is £55.06 per week, which will increase to £58.03 per week ex vat. This is labour-only costs and does not include any supplies, which are billed separately. There was some concern at this increase, therefore DAVIE will talk to Lynne, our current cleaner, about cheaper ways to source cleaning services.

Gordon reported some outstanding invoices to the Committee. The aggregate figures were:
£320 outstanding from financial year 2013-14
£740 outstanding from March 2014 to end of June 2014

Inverclyde Council will pay £437 to the Committee for hire of the hall as a polling station on the day of the Referendum. The Committee agreed that Davie should be given £50 of this as a good will gesture as he dealt with this hall hire entirely himself including opening at 6:15am and closing at 10:30pm in the same day. The Committee thanked Davie for his commitment.

6. Maintenance

Main hall lighting: DAVIE will get another bulb and arrange a scaffolding tower. There are now two bulbs out (in addition to the light at the back which fell a few years ago).

Davie is enquiring with The Trust to try to get a notice board for the outside of the Centre. Davie will come back to the Committee with the quote received.

Sign for front of building: Davie is also getting an estimate for a sign with the name of the Centre on, to be put on an outside wall.

Burglar Alarm: The type of signalling in the alarm has now been changed to the cheaper option of "Digital Signalling". Joseph reported that this brought the unexpected change of the phone number the alarm dials to whenever it is armed / disarmed / or an intruder is detected. This is now an undisclosed 0870 number. GORDON will check with BT what the price of calls to 0870 numbers from the Centre is. Joseph will act accordingly to ensure substantial phone bills are not incurred once he hears from Gordon.

Fire alarm: Joseph reported that he had enquired with Chubb re the cost of servicing the fire alarm. It was felt that this is rather high given the simplicity of the fire alarm. A recent inspection report seen by Joseph suggests that we will be charged for replacement of backup batteries which will need done at the next service. Joseph is awaiting a response from Chubb re the price of this. This same report also suggests that Chubb may be charging for testing of emergency lightings,

however, Ian Dyer has confirmed that Inverclyde Council test the emergency lighting in the Centre. JOSEPH will check this with Chubb, and also whether it is them that test our fire extinguishers and whether this is included in this price.

7. AOCB

7.1 Grant application

Joseph intimated that the grant application was submitted on time. We are still waiting to hear from grants committee which was to meet in "early September". Gordon intimated that he had heard of other groups which had received their awards, so Joseph will check this out with Inverclyde Council if we have not heard back soon.

Date of Next Meeting

Monday 3rd November 2014, Rouges Room, 7:30pm

Notes:

The Committee agreed that Mondays are generally a better date for meetings for the current committee members.

There will not be an October meeting since it is already late September.

Liz asked that future meetings be held in a more disabled friendly space, and one within Wemyss Bay, such as the Community Centre. The Committee will discuss this at a later date.