



## Management Committee Meeting

**Thursday 24<sup>th</sup> September 2009**

**Present:** Di Ellis      Alan Dexter    John Gaskin    John Fieldsend  
 Geoff Love    Val Sorrell    Paul Milner    Claire Wallace  
 Liz Townson

**Apologies:** Julia Powell    Carol Bassett

**1      Minutes of last meeting & matters arising.**

1.1      Minutes of the August meeting were agreed and signed as accurate.

1.2      'In case of fire...' signs are in place.

Smiths, who service the fire extinguishers, recommend a fire alarm system which cost in excess of £200.

Help and Safety at Work recommend a manually operated alarm at a cost of approx £24.75 or a battery operated button alarm at a cost of approx £79.95. The committee agreed on installing the manually operated alarm near the main exit. Instruction regarding the alarm will be integrated into the hire agreement.

Clare will ask Pre-school to redo their instructions regarding fire drill once the alarm is in place.

Smiths have serviced the extinguishers for some time – it was agreed to look around to see if their fee is competitive.

**JG  
 JG/VS**

**CW**

**JG**

1.3      Illuminated Fire Exit sign – the new sign has been installed but has cost more than was expected with a call out fee to see if it could be mended and a fee for a new one to be installed. John G to discuss the charges with T James.

**JG**

1.4      Clubroom sign – in place and looks good. Di suggested it would look even better with some illumination at night. The Pre-school sign will be centred under new sign.

**JG**

1.5      Recycling bin for plastics, tins and cardboard has been bought. John G noted that the 'glass only' bin was full of recycling of all types; needs to have 'glass only' repainted on it.

**JF**

John F has been throwing away paper because the paper recycling box is not big enough. Alan will get another red box for paper recyclables.

**AD**

1.6      Geoff will demonstrate the inflating and deflating the Bouncy Castle to Alan and John F

**GL**

1.7      An aluminium ladder costs around £120. The committee agreed to buy one.

**JG**

1.8      The disabled toilet door has been fixed.

Neil Robinson checked the paper dispensers and they are all working. Also demonstrated the floor buffer, which needs to be serviced

**JF**

The spurge pipe has been cleaned but needs to be part of the regular cleaning schedule.

- 1.9 40s night – need to get posters and fliers up/out. Di to check with Julia when she returns from holiday that we have them and the tickets. If approached for tickets, take names and number of tickets required and whether a fish or chicken supper. Bar arrangements to be sorted out at the next meeting. **DE/JP  
All**
- 1.10 Energy conservation – Geoff investigated the scheme with British Gas – the Clubroom is not really suitable. It would be suitable for solar panels, need more information on the dimensions of the clubroom roof to see what panels can be used. Paul to supply Geoff with the information as has the plans from when previous renovations were done **PM/GL**
- 1.11 Table tennis table to be disposed off. **JF**
- 2 Correspondence**  
Carole Bassett has stepped down from the Titchmarsh Babes committee. Jude Collini will take her place as the Titchmarsh Babes representative on the Clubroom Management Committee.
- 3 Caretaker Items and Health & Safety**
- 3.1 No health and safety issues.
- 3.2 Damage to spotlights – 2 spotlights are broken and one looks as if the bulb is badly fitted. It was generally felt that lighting other than the fluorescent lighting was needed and that as the spotlights are not very robust they could be replaced with something better. John G will include this in his discussion with T James regarding the Fire Exit sign and if appropriate will ask them to repair or replace. **JG**
- 3.3 Condition of tables at Street Quiz – hard to establish who is responsible for the tables not being clean. Paul to discuss with Su Shapland in case it is anything to do with Youth Group **PM**
- 4 Bookings update**
- 4.1 A quiet month for bookings.
- 4.2 A hirer has asked if they can decorate the lobby for a party – suggested that could use the pin boards in the lobby to hang decorations from, but not to use 'blu-tak'
- 5 Treasurer's report**
- 5.1 An end of year summary was circulated – there is one unresented cheque for purchase of screen which Paul will bring up with Su Shapland. Di will supply electronic versions of the accounts to the committee. **DE**  
Di will ask Jackie Rowe to carry out the Independent Examination of the accounts. **DE**
- 5.2 The usual monthly income/expenditure summary was circulated and bank statements passed to the chair
- 6 Preparation for AGM**  
This takes place at 7.30pm Thursday 29<sup>th</sup> October. Di will do accounts commentary, Paul will do chairman's commentary. **PM/DE**  
The financial statements will be voted on for formal acceptance as accurate. The current committee will stand down and those interested will then stand for re-election. Committee members to try and bring potentially interested new committee members to the meeting. **All**
- 7 Up to date contact list**  
The contact list is now up to date and mobile numbers are available for all the main key holders – this will be re-issued with any further changes after the AGM. **LT**

**8 Any other business**

**8.1** Katie Waterfield has resigned from her position as cleaner with a period of notice of one week. Paul to find person and job specifications in order to advertise the post locally. If any one knows of a cleaner who might be interested ask them to put themselves forward; in the meantime Paul will approach Michelle to see if she'll hold the fort for a month or two. **PM**  
**All**  
**PM**

**8.2** A new vacuum cleaner is needed – Paul to look at costs on internet and bring proposal to next meeting. **PM**

**8.3** There still seems to be an issue with the cooker as FOTs have enquired whether it is working or not. Paul to find out if this a hangover from the previous complaint or a new complaint. **PM**

**9** **Next meeting AGM - Thursday 29th October, 7.30pm**