

MISSON COMMUNITY ASSOCIATION

Minutes of the meeting held on 17th May at 7.00pm

Committee Members present:

David Hobson; Spencer Robey; Jan Robey; Viv Mulholland; Philip Shilling; Wendy Threlkeld; Reg Threlkeld

Others present:

Pat Swift; Sue Heritage; Kath Williamson (from 7.35pm)

1. APOLOGIES FOR ABSENCE

Apologies were received from Lizzy Clifton.

2. MINUTES OF THE LAST MEETING OF 17TH APRIL 2017 (previously circulated by email)

The Minutes of the last meeting were approved and signed.

3. MATTERS ARISING FROM MINUTES (not covered elsewhere on Agenda)

Maintenance

David H reported that Ian Lord is at present on holiday but he promised to look at the building in the next two weeks.

Communications and Social Media

David H has spoken to Georgina who finishes university at the end of May.

ACTION: David H will contact Georgina again when she has finished university for this year

Planters Maintenance

Jan R has informed Andrea Wilcox and Cynthia Edwards of the decision made at the last meeting re the approval of up to £50 per annum to be made available for the maintenance of the planters. Cynthia has made purchases to renew the planters, keeping some of the existing plants in situ.

Stage

Reg T reported that Mainstage would uphold their quotes for a portable stage until today only and that we should approve if we wanted to purchase one. It was agreed that the purchase of a stage would be put on hold until after the Premises Plan was available. Wendy T mentioned another contact of a company in Doncaster, Richards Apex UK/Europe Ltd. who might be approached for funding. The contact given used to reside in Misson.

ACTION: Jan R to write to Richards Apex UK/Europe Ltd. for possible funding

Stage Backdrop

Wendy T reported that Thimbles had been approached to make a backdrop but they felt they were not qualified to make one because of the led lights but offered to help. Wendy has bought black material and said the backdrop would be 3m x 3m put on a pole and secured with brackets at a cost of £41.48. Wendy also said that plug in lights were available at a cost of £39.98 for 200 led lights and that 2 sets would be required.

Jan R asked if the material was flame retardant and Wendy didn't think it was. This could be a fire risk. Therefore it was decided not to have any lights.

David H thanked Wendy for the big saving from £940.

Disabled Toilet - boiler cupboard

Spencer R reported that he had decluttered the cupboard.

8.1 Line Dancing hall hire charge

David H had received a message from Roz Walker, Line Dancing teacher, stating that she was going to finish at the end of May due to lack of numbers. She had already advertised in the Bawtry News and Bawtry Today at her own expense. It was fully discussed and agreed to offer a 2 month rent free period (June and July) and that the committee would publicise by word of mouth. David H would also contact Georgina to ask her to produce posters.

ACTION: Spencer R to advise Roz of two month rent free period and David H to contact Georgina for Line Dancing posters

8.2 Asset Register

Jan R reported that she and Spencer R would start the Inventory on Tuesday 30th May. An Asset Register would then be created and Wendy T offered to help.

8.3 Missing Minutes

Jan R reported that despite making contact as requested, the missing minutes have still not been found.

ACTION: Jan R to contact Katherine Wainwright (Secretary prior to Andrea Wilcox) to see if she might know of their whereabouts. David H to put a note on MCA Facebook page

4. TREASURER'S REPORT (previously circulated)

Spencer R reported that a Direct Debit had been set up for the purchase of heating oil and that the annual return to the Charities Commission had been completed. A copy of this can be provided if anyone wishes to see it.

4.1 Hire Rate Comparison Report (previously circulated)

Each point of the Recommendations on the report was discussed in full:

1. Our general rates are comparable with villages of a similar size/nature. It was agreed that these should remain unchanged.
2. David H has a meeting with Pre-school, with Jayne Watson attending as a representative of the Parish Council, tomorrow.

All agreed that to retain Pre-school in the village was important, however the building needs to resemble more of a Community Centre to enable us to fully achieve our plans for the future.

In principle the idea of charging different rates for Summer and Winter was a good one, but it was generally felt that whilst £15 per session was too cheap, £30 was too expensive. Somewhere in-between would be better suited. It was thought not unreasonable to increase charges as the MCA are supporting a business (Pre-school).

Pat S asked if we knew the demographics of the village. David H said that he thought the average age to be 52-55.

Kath Williamson joined the meeting at this point.

3. It was agreed that a half hour charge for setting and clearing up was not unreasonable for non villagers. If more time was needed this would be negotiable. There would not be an extra cost for villagers.

4. Everyone agreed in principal that there should be a charge for stage lighting.

5. It was agreed that we should charge hirers a returnable holding deposit, in case of damage. A new booking form was needed as ours was not fit for purpose, but we should try not to make it complicated. Spencer R said that he had already started work on this.

6. Everyone was in agreement with the idea to create a website to publicise the centre to a wider audience.

7. To advertise the centre in local publications and also hallshire.com which details halls for hire across the country - everyone was in agreement.

8. The need to renew our booking form and terms of hire documents was discussed and it was agreed that ours needed updating.

9. It was agreed that there should be a cleaning charge added to the hire for Children's parties.

David H thanked Lizzy C and Spencer R for their excellent work on the Hall Charge Comparison Analysis. This will form the basis for a new booking form. The Committee now needs to encourage more use of the Centre.

ACTION: Spencer R to work on a new booking form and Terms of Hire

4.2 Electrical Installation Test

Spencer R recommended using Bawtry Electrical as they have worked for the MCA before. Everyone was in agreement.

ACTION: Spencer R to contact Bawtry Electrical to arrange a suitable date for the work to be carried out

5. 2017 EVENTS

Misson Spring Clean

David H formally thanked Wendy and Reg T for organising the successful Spring Clean. David also thanked Jan and Spencer R for transforming the verge outside the Centre, along with much help from Anne and Eric Swift and Wendy and Reg T. Wendy T has sent a written piece to Bawtry Today and Bawtry News. There is no charge for this. Reg T recommended that we have an Autumn Clean on Saturday 28th October - everyone was in agreement.

It was also reported that John Griffiths had offered to trim the edges of the verge to keep it tidy. Linda and John Griffiths, who manage the House Martin pub restaurant on Wheatley Hall Road, Doncaster, have offered a raffle prize of a meal for 2. It was agreed that the Misson Feast was not the event to have a raffle as we have the Grand Draw, but we could use it at the Christmas Fair.

Thimbles have also offered to make 2 quilts to be raffled and again it was agreed that we could ask them to make just one quilt to be raffled at the Christmas Fair.

5.1 Misson Feast

Viv M, co-ordinator of this event explained her plans for 22nd July as follows:

- * To be held on the Village Green
- * Start 6pm - 11pm
- * Hog roast supplied by Bradley (Jamie Sutherland son-in-law) at a cost of £325 for 1/2 pig which would feed 70-80 people or £525 for a full pig. It was agreed that 1/2 pig would be sufficient. He would also supply bread, stuffing and homemade apple sauce and cook the pig.
- * Hay bales/candles - Spencer R raised the risk of fire and it was suggested we use battery candles
- * Beer tent/cocktail tent
- * Nibbles on arrival
- * Desserts hopefully to be provided by WI
- * Gillian Roberts has offered to make salads
- * James Sunderland and Patrick James to provide background music for ambience
- * Andy Allport will make available 2 12'x12' Industrial gazebos and Viv M also has 2 gazebos
- * Andy Allport's son has offered the use of electricity from his home for a small fee (£20)
- * There will be a big table
- * Bunting
- * Portaloos
- * Julie Watkins to apply to Parish Council for permission to close the road.
- * Aim for maximum 80 people

Spencer R raised the issue re Insurance, which states that Police and Fire Service need to be advised at least 7 days in advance of any Galas and Fetes which one would assume would include this event. A qualified first aider would also need to be in attendance.

The meeting noted that it was good that new people had offered help beyond the committee and the usual volunteers.

ACTION: Spencer R will contact insurance company to clarify any Police/Fire Service notification

ACTION: David H to ask Georgina Smith to create posters for the Mission Feast

Grand Draw

Spencer R reported the cost for printing of 1000 tickets would be £20. It was agreed to state on the tickets that any profit would go towards new staging for the Village Hall.

ACTION: Spencer R to organise printing of tickets and distribute

5.2 Mr Dan - Circus Man

Jan R has booked Mr Dan for Saturday 19th August from 10.30am - 12.30pm. Jan has booked the same Workshop as last year on Mr Dan's recommendation. The cost of the workshop is £185 and this will be paid for from the deposit account, which was to be used for the youth of the village. Jan will organise for snacks and a drink for the children, which will be included in the £1 admission charge and drinks and cakes for the adults, which they may purchase. Spencer R suggested that Georgina be contacted by David H with regard to poster design.

ACTION: David H to contact Georgina to ask if she would be willing to design a poster

5.3 Village Show

Following on from the success of the village clean up, as part of the Village Show, David H suggested we have an award for the best floral display seen from the road, either a hanging basket or pot/tub. The object is to brighten the village. David H suggested that this would be judged in August and photographs taken. After discussion it was agreed to have a 1st, 2nd and 3rd prize with a cash prize of £25, £15, £10 accordingly. The photographs would then be displayed at the Village Show.

ACTION: David H will circulate a proposed programme for discussion at the next meeting

ACTION: Spencer R to canvas local garden centres for gift vouchers for the prizes

6. MISSION COMMUNITY ASSOCIATION CONSTITUTION

This has, again, been deferred due to lack of time.

ACTION: Jan R to put this item high on the Agenda at the next meeting

7. ANY OTHER BUSINESS

David H reported that a letter had been received re the UK Houses of Parliament week 13th-19th November. It was agreed it was not of any particular use for the Community Centre.

Spencer R asked if we should elect a Vice Chairperson. David H said we should and this would be done at the next meeting.

Reg T reported that a seat in the cemetery that was due to be painted, had been missed.

David H said that there was also another seat that had been missed.

Reg T said that the carpet in the main hall was fraying. Jan R said that this had already been repaired once by Spencer R. David H said this would be included in the condition survey due to be carried out by Ian Lord.

Reg T asked that the Committee have autonomy to carry out tasks. David H replied that we need to keep within a framework and it was possible for some autonomy, but with restraints.

Wendy T pointed out that the Disabled toilet sign was missing. It would seem that Pre-School take this sign down when they are using the building. David H said he would talk to Pre-School tomorrow 10.30am, when he has a meeting with Pre-School together with Jayne Watson (Parish Council). Wendy T asked why PC are attending the meeting and David H said that as Landlord, the PC should be included in any discussions. In the past communication has not been good.

Jan R raised the issue that there is yet another 'Misson' Facebook page, 'Misson Live'. The contact details give the address of the Community Centre and the phone number 01302 710580, which is the Misson Primary School telephone number. Phil S said it looks like a typing error and should be 01302 710508, which is Lizzy Clifton's number. David H said this is another reason why it will be good when Georgina is able to organise the MCA Communications and Social Media.

8. DATE AND TIME OF NEXT MEETING - 21st June 2017 at the time of 7.00pm.