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BRACKLESHAM BAY COMMUNITY ASSOCIATION

www.brackleshambay.co.uk

Wednesday 7th April 2010 at 6.30pm

Royal British Legion

MINUTES

Present: Diana Strange (Chair) (DS)
Andy Stevens (Vice Chair) (AS)
Joseph O'Sullivan (Parish Council Representative) (JOS)
Basil Lambert (Treasurer) (BL)
Jane Chaloner (JC)
Ken Littlejohns (KL)
Christine Moore (Secretary) (CAM)

ALL MEMBERS OF THIS COMMITTEE ARE VOLUNTEERS

	<u>PROPOSED</u>	<u>ACTION</u>
10.25	<u>Apologies for Absence</u>	
	Apologies were received from CM and Father Steve Davies. GP did not attend the meeting.	
10.26	<u>Approval of Minutes from the Previous Meetings</u>	
	The Committee agreed the 3 rd March Minutes which were then signed by the Chairperson.	
10.27	<u>Matters Arising from the Previous Meeting</u>	
	There were no matters arising.	
10.28	<u>Treasurers Report</u>	
10.28.1	The committee received a financial statement from the Treasurer.	BL
10.28.2	An invoice from Castle Printers for £63.00 for photocopying the questionnaire was approved by the committee.	
	There was no other financial business.	
10.29	<u>Website</u>	
	Due to the absence of GP there was no update on the website.	
10.30	<u>Fundraising</u>	
	The Quiz Night proposed for Saturday 15 th May has been replaced with a Beetle Drive. Posters advertising the event have been distributed. The Committee wishes to thank Joyce Griffiths for photocopying the posters.	JC

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	PROPOSED	ACTION
10.31 <u>Bracklesham Park</u>		
There were no issues raised relating to the Park		
10.32 <u>Discussion/Planning for the Opening of the Centre</u>		
<u>Appointment of Contractor and Start Date</u>		
Construction Partnership Ltd of Southampton is the nominated Contractor. The confirmed start date is Monday 19 th April 2010.		
<u>Turf Cutting Ceremony</u>		
This will take place on Thursday 15 th April at 3.30p.m.		
<u>Distribution of the Questionnaire</u>		
The questionnaire must be delivered by Wednesday 14 th April and collection boxes distributed.		
<u>Community Development</u>		
JS stated that volunteers need to be found to work alongside the Caretakers and Centre Manager in order to cover holidays, sickness etc.		
Local user groups need to be sourced and invited to the open day on 15 th September with a view to signing up as many as possible to use the Centre. It was suggested by JOS that these groups could run initial taster sessions which could be funded from BBCA funds.		
JOS had inferred that more help is required from the Committee. BL proposed that the BBCA must have the Councils recommendations as to how they want us to help them in a more positive way. This was seconded by DS and agreed by the Committee.	BL	
<u>Training Requirements</u>		
A 2-day course 'Managing Volunteers' run by Working Together is available for anyone who wishes to attend.		
AS is to cascade to the Committee regarding the Community Development Day he attended in January. Meeting Room to be booked as soon as possible.		AS
<u>CRB Checking</u>		
It is imperative that all volunteers working within the Community Centre undergo enhanced CRB checking. DS recommended and proposed a company known to her which was seconded by AS and agreed by the Committee. They will be contacted with a view to opening an account.	DS	DS

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DS said that she will prepare a policy document on ‘safeguarding of vulnerable adults’ which will need to be instigated before the Community Centre is ready to open

PROPOSED	ACTION
DS	DS

Interior Design

DS and AS have met with Joyce Griffiths to discuss colour schemes for the Community Centre.

10.33 **ANY OTHER BUSINESS**

BL proposed that a new item ‘Declaration of Interest’ be added to the Agenda. Seconded by DS and unanimously agreed by the Committee.

BL	CAM
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10.34 **Date of the Next Meeting**

The next meeting will be held on Wednesday 5th May 2010 at 6.30pm at the Royal British Legion.

CAM

SIGNED
(Chairperson)

DATED