

UNCONFIRMED

BRACKLESHAM BAY COMMUNITY ASSOCIATION

[www.brackleshambay.co.uk](http://www.brackleshambay.co.uk)

Wednesday 1<sup>st</sup> September 2010 at 7pm  
Royal British Legion

**MINUTES**

Present: Diana Strange (Chair) (DS)  
Andy Stevens (Vice Chair) (AS)  
Christine Moore (Secretary) (CAM)  
Joe O'Sullivan (Parish Council Representative) (JOS)  
Ken Littlejohns (KL)

**ALL MEMBERS OF THIS COMMITTEE ARE VOLUNTEERS**

	<b>ACTION</b>
10.68 <b><u>Apologies for Absence</u></b>	
Apologies were received from Basil Lambert, Jane Chaloner, Cedric Munday, Gary Poundall and Father Steve Davies.	
10.69 <b><u>Declaration of Interest</u></b> - None.	
10.70 <b><u>Minutes from the Previous Meeting</u></b>	
The Committee confirmed the Minutes of the 30th June as a correct record which were then signed by the Chairperson.	
10.71 <b><u>Matters Arising from the Previous Meeting</u></b>	
10.71.1 The secretary was asked to check if the treasurer had received the invoice for £6.00 for the hire of the URC Hall.	CAM
10.71.2 The secretary was asked to check if the cheque from the Working Together Project had been returned to the Treasurer.	CAM
10.72 <b><u>Treasurers Report</u></b>	
10.72.1 Due to the absence of the Treasurer, there was no financial report.	
10.73 <b><u>Website</u></b>	
10.73.1 The website received 745 visits in July. This is very high and is thought to be due to the holiday season.	
10.73.2 GP has received an email from PaRis Digital Creations offering to update the BBCA website. DS and GP will meet with them to discuss options.	DS/GP
10.73.3 GP has received a website subscription renewal reminder which was handed to the Secretary.	CAM

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### 10.74 **Fundraising**

10.74.1 The Elvis Night proved to be a very successful and enjoyable evening which was very well attended.

10.74.2 The 60's/70's night due to be held on 23<sup>rd</sup> August was cancelled.

10.74.3 The next event is the 'Bangers & Smash' Evening on the 25<sup>th</sup> September.

### 10.75 **Bracklesham Park**

10.75.1 The Bracklesham Park Committee met on 26<sup>th</sup> August.

10.75.2 Following the attendance of the Licencing Officer at the Bracklesham Park Committee meeting, Joyce Griffiths will draft a licence which should be agreed by September and finalised by Xmas 2010.

10.75.3 JOS confirmed that construction is going well at Bracklesham Barn. There have been problems with footballs being kicked onto the site, and the fencing does not appear to be particularly secure.

10.75.4 The committee asked Joe to enquire as to the final completion date of Bracklesham Barn

JOS

10.75.5 Hiring charges for Bracklesham Barn were discussed and the idea of an introductory rate for the first three months was considered.

10.75.6 Branding and Logo experts are being consulted regarding the design of the brochures for Bracklesham Barn, and CDC has agreed that funding for these brochures can come out of Section 106 monies.

### 10.76 **Discussion/Planning for the Opening of the Centre**

#### 10.76.1 Safeguarding of Children Policy

Following the initial draft, a further amended policy will be emailed to the committee for comment.

CAM

10.76.2 A Vulnerable Adults Policy will be prepared together with a Management of Volunteer Policy and CRB Policy.

DS

#### 10.76.3 Volunteer Meeting on 7<sup>th</sup> July 2010

Notes of this meeting will be prepared and distributed.

DS/CAM

#### 10.76.4 September 15<sup>th</sup> Information Day

Posters and leaflets prepared by Joyce Griffiths have been distributed, emails have been sent to all prospective volunteers. Committee support is requested. Joyce has requested any relevant photos be emailed to her for use on the day.

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10.76.5 Application for Lottery Funding

A new application for Lottery funding for community development will be made when the new committee is in place. A small working party will need to be set up to undertake this task.

10.77 **ANY OTHER BUSINESS**

Initial registration with Atlantic Data, a company who process enhanced CRB police checks has been completed, and this company will process up to 30 enhanced CRB checks for volunteers.

10.78 **Date of the Next Meeting**

The next meeting will be held at the Royal British Legion on Wednesday 6<sup>th</sup> October 2010 at 7pm.

SIGNED .....  
(Chairperson)

DATED .....