

Minutes of the MSC Management Meeting held on Monday 8th August 2011

Meeting opened at 7.30pm

1. Present

Julia Walker, David Turner, Gladys Alexander, Barbara Merritt, Steve Taylor.

2. Minutes of the 20th June 2010 management committee meeting

Hard copies of the Minutes had been distributed by hand soon after the June meeting.

There were no matters arising from the June Minutes that are not dealt with within the agenda.

3. Items Carried Forward from previous meeting

Letter to the Football Club:

A copy is attached to these Minutes. The annual charge for 1/6/2010 to 31/5/2011 (at £292.3 currently half the normal annual charge) has been paid. It was noted that a 'Junior Team', which has been obtaining a key from the Wickhambrook Club committee, used the field and changing rooms on Sunday 7th August, by prior arrangement with the booking manager. No payment has been arranged for this (there is no Trustee-approved tariff) as they state they are playing under the auspices of the Wickhambrook Football Club. The Key Register shows that the Football Club holds two keys, no.17 (with Mr Iain Barnes) and no.18 (with John Wreathall).

Parish Plan response:

The committee's response to the questionnaire has been compiled and sent to the Parish Plan committee. From an informal feedback it appears that the MSC response was among the most thoroughgoing received.

External Notice Board:

The boards are in full use and are being maintained in good order. Favourable reactions have been received and a letter of thanks is to be sent to John Crysell on behalf of the committee, Trustees and hall users.

Gulleys:

The gulleys on the flat roof area have been cleared of detritus. This will need to be done again after the autumn leaf-fall.

4. Reports

Treasurer:

The MSC and Supporters' Association accounts have been combined. The accounts now stand as shown:

a) Barclays Active Saver Account. Opened with deposits totalling £32,000 This account attracts 0.375% interest (calculated daily) and can be operated 'on-line'.	
b) Barclays account...	£1,555
c) HSBC account...	£4,221

Total liquid assets...	£37,776

It was agreed that this is a satisfactory situation and the charity is well prepared for the costs of the forthcoming upgrade work.

Booking Manager:

The booking manager's initial report is attached to the file copy of these Minutes. Summarising:

- (i) 'Sure Start' is reducing from weekly activities to monthly activities.
- (ii) 'Theatre Makers' is flourishing and has booked up to Christmas.
- (iii) 'Mis-Fits' will reduce the level of their Friday hirings to cope with the increased hourly hire fee.
- (iv) Thursday evenings remain available for hire

- (v) An apology, on behalf of the village, has been sent to the organisers of the Pavilion lounge hiring on Tuesday 2nd August regarding the disruption of their meeting by local louts.
 - (vi) Hire funds forwarded to the Treasurer since the last meeting total to £3538.76
 - (vii) Currently outstanding invoices total to £1,125.00
- Summarising a later supplementary report:
- (viii) The TV in the Pavilion lounge is not licensed, and will not receive the digital 'Freeview' channels. It was agreed that it should be removed as it puts the Trustees at risk of a £1,000 fine, even though it cannot be used. The Football Club will be informed.
 - (ix) There has been no response regarding Football Club representation on the Trustee Board.
 - (x) Apart from Sylvia Brady, there has been no other response to the appeal in the Scene for help in a future 'decorating bash, to brighten the Main Hall.

Secretary's Report:

Notices advising hirers what to do in the event of anti-social behaviour, and a police appeal for information regarding an incident near the URC, have been posted.

5. Heating and Other Projects

The double glazing is scheduled to be installed during the second and fourth weeks of August.

The Radiant electric heating and the hearing loop are scheduled for installation during the first week of September.

A letter is to be sent to the grant awarders to update them on project progress.

6. Anti-Social behaviour

It was agreed that advice or police reports regarding anti-social behaviour affecting Wickhambrook can be publicised on the hall's notice boards.

7. A.O.B.

- (i) David and Steve will fix a date to fill some pot-holes along the track.
- (ii) A neighbour has complained about the height of the MSC hedge alongside the track. Ken Hutchinson is to be asked if he will kindly do his usual hedge-trimming. Also, the overgrown hedging alongside the track beside the Club Room is to be cut back and lowered. David King is to be approached for that work.
- (iii) The accounts will be audited before the next meeting, in time for the Treasurer's Report to the AGM.

8. Dates of next meetings

These were confirmed as:

Trustees: Monday 5th September 2011
Management: Monday 3rd October 2011
AGM: Monday 7th November 2011

Meeting closed at 8.30pm.

Signed Date