

**Minutes of the Meeting of St John's Arts and Recreation Association Committee
held at St John's Arts & Recreation Centre on Wednesday 14th March 2018 from 8pm to 10pm**

Present: Elizabeth Cox (Chair), John Bilton (Treasurer), Jo West, Marie-Luise Heinecke

Staff: Jane Quinton, Krizim Feltham (Minutes)

Apologies: Sue Livings

1) Minutes of previous meeting

- a) The Minutes of the Committee meeting on **Wednesday 31st January 2018** were approved as accurate and signed by Elizabeth.

2) Matters arising from Wednesday 31st January 2018 Minutes (for issues not updated as a separate agenda item)

3) Treasurer's Report

a) Accounts

John Bilton mentioned that Krizim and Jane have requested a payment card for petty cash as they are constantly having to use their own accounts and claim it back. John is looking into options and explained that he is having difficulty but hopes to find a suitable solution soon and is looking a UnBank which may be the best option. Ongoing. **Action: JB**

b) Utilities

A new utility usage chart will has been produced and was distributed at the meeting. John Bilton explained usage, mentioning that water usage may be slightly higher as the tap in the cleaning cupboard had a leak which has now been fixed.

4) Accounts

- a) John Bilton updated the committee members on the discussion he has had with the Accountants about buying some accounting software and is currently looking into options with Quickbooks being the original recommendation. There are also possibly free software options that he is looking into. Ongoing. **Action: JB**

5) Fund-raising campaign

- a) Tea Dance – The tea dance was cancelled in March the next date is to be confirmed.
- b) Appeals to ARC members – Forms have been amended inline with current GDPR legislation and send
- c) Co-operative Community Fund – Krizim and Jane to look at options for this. Ongoing **Action:KF/JQ**
- d) Supermarket charity funds – Krizim explained that the Tesco grant requires projects and that Sue Livings has suggested we hold an older persons Afternoon Tea. To be discussed at the next Sub Committee. **Action:KF**
- e) More research needs to undertaken to find out how we get on the nominated charity list. Krizim mentioned that there are projects for having local workers do jobs, such as painting etc and will look into it. Ongoing. **Action: KF**
- f) Stansted Airport Community Fund – Krizim mentioned that we have the remaining £750 needed to go towards the floor, thanks to the hard work of volunteers. Krizim is requesting a few more quotes from flooring companies before proceeding. **Action: KF**
- g) Floristry Arranging Demonstration – Marlies reported that the event has been booked with a NAFAS trained flower arranger for the 15th July and tickets are now £6. The sub committee are working hard to sell the tickets. **Action: ML**
- h) Quiz Night The Quiz Night held on 2nd February raised £494. The next quiz is booked fro Friday 23rd March.

- i) Thermometer Krizim reported that the Sub Events Committee members have asked that this be split into smaller amounts so they can see what they fundraising for. John requested that Krizim send an updated fundraising amounts report so that he can show exactly what the current fundraising has raised money for. Ongoing. **Action: KF**

6) Maintenance

- a) Toilets – John reported that he fixed the disabled toilet cistern but felt that it needs a more permanent solution especially as the flusher is not that accessible to wheelchair users. John suggested that Mac look into an electronic sensor control or something similar. **Action:MQ**
- b) Lighting – John Bilton explained that a company has now been selected to complete the work and that this is in the diary for the 3rd – 5th April and that he will oversee the work on these days. Krizim confirmed that she has cancelled classes taking place in the main hall during the day on these 2 days.
- c) Memorials - Derek Ardern – It was agree that the plaques for the internal bench for both Derek and Mike Wooton reads “In memory of..”. Ongoing. **Action: JQ**
- d) Finger Protectors – John has been researching the different types of protectors and there are many systems and prices. John has passed the information to Jane for Mac to look at. Ongoing. **Action MQ**
- e) Drains – Krizim mentioned that we have called out the drain cleaner company three times in as many months and wondered if there was a more serious problem. Mac reported via Jane that there have been no problems with the drains of late but John Steer has been ask to rod the drains. Ongoing. **Action: JS**
- f) Leaking roof – Mac reported via Jane that he is trying to get a roofer to come and look at the roof problems as reported in the last committee minutes. Ongoing. Krizim asked that if we can get a quote very soon she could possibly put in a grant application for this instead of for new chairs. **Action: MQ**
- g) External repairs – Mary suggested a working group inspect the external building and make a list of any repairs that need doing. John Suggested this be done in warmer weather. Ongoing. **Action: MQ**
- h) Velux windows – Krizim reported that the velux windows have been fixed as much as they can but that Barry mentioned it is possible that new windows are needed as the handles cannot be fixed anymore. Ongoing. **Action: TBC**

7) Events and publicity

- a) Notice-boards – Posters are being supplied for events. Jo West mentioned that the posters seem to be getting wet, making them unreadable. Sue Livings will look into. Ongoing.
Marlies asked who organises notices for the boards by the doctors surgery. Sue Livings will find out and report back. **Action: SL**

Marlies asked about who has access to the noticeboard opposite the WI hall. Elizabeth mentioned there is also one in the Hoo. **Action:SL**

- b) Heritage Open Day Krizim mentioned that the Heritage Open Day is over 2 weekends this year but the Sub Committee have decided on Sunday 9th September. It has not been agreed on whether or not we open the tower or the final details as yet. Krizim to report at next committee meeting. **Action:KF**

8) Tobin Fund

- a) Krizim will report on the correct balance at the next Committee Meeting. Ongoing. **Action: KF**

9) Tollinton Fund

- a) Krizim will report on the correct balance at the next Committee Meeting. Ongoing. **Action: KF**
- b) Marlies asked if Krizim can check if the John Graham money has been included in this. Ongoing
Action: KF

10) Staffing

- a) Nothing new to report.

11) Any Other Business

- a) Fire extinguisher alarm – John Bilton mentioned he has a spare key for the fire extinguisher alarm and will bring it in so that Krizim can complete her “Information to Hirers” folder. **Action: JB**
John B mentioned that there is a clip missing on one of the alarms and will look into repairing this. **Action: JB**
- b) Fundraising – Krizim to inform the Events Sub Committee about the new target. Ongoing. **Action: KF**
- c) Community Team – Krizim reported that the team have started work on cutting back the large hedge at the back of the garden but will have to return. Date to be advised. **Action: KF**
- d) Lych Gate – Mac reported via Jane that the Lych Gate needs a roofer and is trying to get one to look at this and the main roof. Elizabeth will pass on details of a roofer she knows. John reported that the flat roof also needs looking at. Ongoing. **Action: MQ**
- e) Overflow pipe – Mac reported via Jane that he was unsure which pipe was being referred to. John Bilton explained that he thinks it’s the header tank pipe and perhaps the tank is too small. John to speak to Mac. Ongoing. John added that this may be related to the problems with the heating. **Action: JB/MQ**
- f) Water Heater It was agreed that no further action is needed.
- g) Weekend Cleaning – We are still looking at options for a private contractor to carry out weekend cleaning. Ongoing. **Action: KF**
- h) First Aid Training – Krizim reported that she has found a course which costs £85 per person or £25 online. John Bilton suggested that the online course be trialled by one person first. Ongoing. Elizabeth asked if it was possible someone could run a course here in partnership with us? **Action: KF**
- i) Sound System – John Bilton reported that the sound system has had a few problems and he has found that the induction loop is causing the issues. He has disconnected the loop for now and will look into it in more detail. Ongoing. **Action: JB**
- j) Committee Members – Marlies reported that she has approached some suitable candidates but they are too busy with other things. John suggested asking Evelyn and Derek Salisbury, and Jean Wright (Krizim will ask but knows she is very busy) and Marlies said she would ask a new member, Mr Cockerill but the Committee said he is not eligible as he does not live in the Old Harlow area. **Action: MH**
- k) Heating – John Bilton reported that he has cleaned the magnetic filters and bled the radiators but there are 4 radiators on the South side which are stone cold and thinks there must be some kind of blockage on that side of the building. He has also added a new control knob on the refectory convector heater. Heating engineer needs to take a look at the system. **Action: JB/MQ**
- l) Chairs Krizim updated the Committee on the broken chair situation. John Steer checked all the blue chairs and 23 were broken, leaving us with 72. Krizim is getting prices for new ones for a possible grant application but the problem is we had our interlocking part custom built so we would really need to try and get 100 new chairs so the interlocking part matches. Committee agreed to put on hold as we can make do with the black chairs for now but to apply for the grant should the roofing prices not come in on time. **Action: KF**

Jane suggested we should get new fire proof cushions for the chairs and it was suggested this could be the next Sub Committee fundraising target, Krizim / Jane to mention in next meeting.

Action: KF/JQ

- m) Pest control John Bilton mentioned that we have a report of a mouse being spotted in the Main Hall by Kumon. Having looked at the radiators, John mentioned that there is a lot of debris that needs clearing out, as well as new bait boxes. There have also been reports of a bad smell in the hall, this needs further investigation but could be the drains. John Steer will clear the debris, check drains and be responsible for choosing new bait boxes. **Action:JS**

Date of next meetings:

- a) The AGM –Wednesday 24th October 2018 at 8pm.
- b) Next Committee Meeting – Wednesdays, 25th April 2018, 6th June 2018, 10th July 2018, 12th September 2018, 7th November 2018, 5th December 2018
- c) Next Finance Meeting –Wednesday 10th October 2018
- d) Next Events Sub Committee – 27th March 2018