

BULLINGDON COMMUNITY ASSOCIATION Trustee Meeting Tuesday
7th February 2023.

Attending : Steve Dawe(Chair), Hazel Dawe, Frank Holliday, Trevor Kimber, Nick Barber, Barbara Bryant, Pat Kennedy, Richard Bryant, Tom Crook, Terry Smith, Catherine Gundry. Val Churchill (City Council) Apologies : Chris Perks, Andy Green.

1: Priority Issues: Outstanding work on the centre.

Since our last meeting good progress has been made in sorting out the outstanding work which needed to be completed, both in and around the new centre. This includes: notice board and letter box now installed at the entrance to the building; the painting of the walls of the all - weather area has been completed ; the repairs and painting of the wall between the community centre and our neighbour have been completed ; the external lights around the centre are now regulated ; the lights in the office and the meeting room have been fixed; heating is now working in the rear hall; blinds have been installed in the main hall, office and meeting room; the work on installing Wi Fi is due to be completed to – morrow; a wire mesh has been put in between the planters and the external walls of the centre ; rubbish and re cycling bins have been delivered and are in the bin store; our defib and first aid kit are installed in the atrium; the dishwasher has been purchased and installed, thanks to the Repair café; last but not least the mosaic has been put up at the front of the building. Thanks to Dean (ODS) particularly for putting up the mosaic up and congratulations to the Bog Stars for creating the mosaic. It has taken a long time to get in place but the wait was worth it – the mosaic looks great. Thanks to Shirley for her excellent letter about the mosaic in the Oxford Mail.

There are some outstanding issues about the new building which still need to be resolved. We are in the process of transferring from SSE Energy to Octopus Energy who can install a smart meter to enable

us to have 'payback' from the solar panels. Without this, our estimated energy bills are very high. The solar panels need registered and connected to the national grid and we need the City Council to agree that BCA gets the payback before we can get some benefit from the panels. There have been delays in getting the appropriate arrangements in place. The BCA has raised this issue with senior officers of the City Council, including the Chief Executive. Trevor asked that we check there is a completion certificate in place for all the electrics. We are still waiting for the hearing loop.

Working Party Report. Tom reported:

The g-mails are working. He is the principal administrator of our website-bullingdoncommunityassociation.co.uk -powered by White Fuse. Both the website and the membership system, which comes through the website, appear to be working well. Minutes of this meeting will go on the website. He is intending to start a monthly newsletter. Barbara was asked if commercial organisations could advertise. It was agreed this was not appropriate but we could acknowledge donations or support. Tom was thanked for his work. The Avalon booking system is providing the live timetable available on the website and can also send out invoices. Thanks to Hazel and Otis who are learning how to operate this new system.

Financial systems. Trevor explained he is now reconciling the new digital systems with the older systems. The BACS payments are operating well but we still need to find evidence of the charge made for every debit card transaction on the Cardnet system. We need to have the new systems operating effectively by the end of the financial year(March 31st)

Lease Meeting. A meeting to discuss the lease for the community centre has been fixed for Tuesday 21st February at 10a.m. in the Rear Hall of the Community centre.

(2)Business Meeting.

The minutes of the meeting held on the 11th January were read and approved.

Matters Arising.

Bookings. Richard reported on the long term lets. Nine groups which used the centre before the COVID lockdowns and the rebuild have returned to the centre and, to date, three new long term lets have been arranged – NHS health checks, Citizens Advice, Ruskin adult education classes. We are still unclear on what the plans are Bullingdon Youth returning to play at Peat Moors. Andy Green has asked how much they are likely to be charged for use of the 'dressing room. It was agreed that Trevor and Richard should meet with Andy. To date, we have received no bids for a long term let of the rear hall. It was agreed that we should check out whether the City Council might be interested in using the space on a temporary basis.

There has been a steady demand for private lets e.g children and family parties. Not all of the one off lets are for parties e.g. Dementia Oxfordshire have booked a conference for Wednesday 19th April. Otis will be asked to provide a report on private lets for our future meetings. Many thanks to Otis for getting all the new systems in the Community Centre operational and dealing with this large demand for private lets.

Richard commented that we are likely to be hard pressed to replace the income we have lost from Orinoco not returning to Bullingdon and that, in the immediate future, we could more dependent private lets to generate income.

Treasurers Report : Trevor reported that there was £39,506.07 at the bank. Our bank balance is going down at the moment, due to increased expenditure on new furniture and equipment and income

from lets taking time to come through. We are still waiting to hear whether our application to County Councillor's Priority fund has been successful. Richard reported that that we will need to change our bank account with Lloyds, following the change in our charity status from an unregistered charity to an incorporated charity (CIO). The resolution that we should 'close our existing Lloyd's Bank account (Bullington Community Association Charity No 304278)and open a new Lloyd's Bank account (Bullington Community Association Charity No 1200270) with the same signatories' was agreed unanimously. Unfortunately this involves a considerable amount of paperwork.

Correspondence. Some posters and a lot of emails, especially about lets.

Activities Barbara reported that we had recruited new volunteers through the website. We are hoping to start a 'Chips and Chat' lunch club on Fridays followed by a Bogstars activity session for older people. There is a meeting of possible volunteers this Friday 10th February at 2 p.m. in the Centre. Two mothers have approached us about running a baby and toddler group so we are running a 'taster' session on Wednesday 22nd February 10-11.30 to gauge demand. Richard reported on a Modern Arts Oxford (MAO) project with community centres, which involves using archive material to create images of the use of community spaces in the city. Workshops will be held later in the spring. The City Council will be filming at the centre on Thursday, for a video about community engagement, and are hoping to do some short interviews with volunteers and trustees.

Health and Safety The First Aid box and defib have been installed in the atrium. We need to check out how to access training for its use. Barbara has enrolled herself and Hazel and 3 volunteers from the Chips and Chat group in a free food hygiene course for volunteers run through Oxford City.

External Matters ; The Friends of Lye Valley are seeking planning permission for locating a small storage shed at Peat Moors.

AOB : Caroline Green, the Chief Executive of the City Council, and other senior officers visited the centre last week and met with Steve, Barbara and Richard. Andrea has requested a tour of the centre with a group of Brookes student and Jessop and Cook have also requested to visit with a group of architects. We need to appoint a tour guide!

Future Meetings

The trustees will meet on the Tuesday 21st of February to discuss the proposal for a new lease for the centre – 10 am in the rear hall.

The next BCA management meeting will on Tuesday the 7th March at 7.30pm in the meeting room.

BCA meetings will be held on the first Tuesday of the month.

RB/BB : 9/2/2023