

# BVCA Committee Meeting Minutes

## 1<sup>st</sup> December 2011, 8pm

### Community Centre Meeting Room

**Committee Members Present:**

David Bush (Events Director), Neil Cunliffe, Gary Davies, Kaye Davies (Chair), Gary Devine, Rachel Fowler, Jeni Hann, James Hodgkin, Mark Jarnell, Aidan Kent, Stuart Knowles, Craig Lee (Operations Director), Jamie McGregor, Karen Makin, James Oldham, Aidy Riggott, Rebecca Stapleton-Harris (Financial Director),

**Apologies:**

Josh Brearley, Sophie Cunliffe, Peter Sykes.

Item	Details	Action
1	<p><b>Welcome from the Chair</b></p> <p>KD welcomed all Committee members to the meeting and explained that much of the agenda for tonight's meeting was determined at the Senior-Exec meeting.</p> <p>KD acknowledged the great work Jamie MacGregor and Mark Jarnell have accomplished in their roles as PR Lead and Community Outreach Lead. Both Committee members are stepping away from these extra responsibilities but will remain as part of the BVCA Committee.</p>	
2	<p><b>Outstanding issues or actions from previous meeting minutes</b></p> <p>KD circulated copies of previous meeting minutes. There were no outstanding issues or actions.</p>	
3	<p><b>Financial Director Update</b></p> <ul style="list-style-type: none"> <li>• <b>Current Balance in BVCA account</b> RS informed Committee that the account has just over £7000 available</li> <li>• <b>106 Community Funding 2011-12</b> The funding from the S106 money has now been received and BVCA can spend it on the items that were agreed as part of the bid. KD to send full list to CL to consider before the next Ops meeting; where the sourcing of these items will be shared out as appropriate.</li> <li>• <b>Charity Commission Application</b> RS is pulling this together now and it is in its final stages. It is anticipated that the application will be ready for submission January 2012.</li> </ul>	<p>KD</p> <p>RS</p>
4	<p><b>Operations Director Update</b></p> <ul style="list-style-type: none"> <li>• <b>General Update</b> CL further emphasised the great work that Jamie MacGregor and Mark Jarnell have achieved and thanked them both.</li> </ul> <p>CL briefly went through the details of the BVCA Action Plan (covered fully in agenda point 6) and asked for Committee feedback on future projects/events/BVCA amenities etc.</p>	<p>ALL</p>

		<ul style="list-style-type: none"> <li>• <b>BVCA Noticeboards</b> Lengthy discussion surrounding the proposed noticeboard policy that has been drafted by RS, RF and MJ. Full Committee did not pass the proposed noticeboard policy; key points that followed during the discussion included: <ul style="list-style-type: none"> <li>○ It was agreed that the policy was almost there, it just needed a few tweaks.</li> <li>○ Income from the boards under the current noticeboard policy is approx £168/noticeboard which covers maintenance as well as a revenue stream for BVCA fundraising</li> <li>○ More information about BVCA activities should be added to the noticeboards</li> <li>○ Suggestion to secure a sponsor for each of the noticeboards rather than selling individual business space</li> <li>○ RS has produced new layouts to scale that will be shared with Committee</li> </ul> </li> </ul> <p>RS requested that Committee members email her with suggestions/comments before she arranges for RF, RS and MJ come together to re-write the noticeboard policy. It will then be brought to Committee over email, with an aim to pass a new policy, ready for implementation on 1<sup>st</sup> January 2012.</p>	<p>RS</p> <p>ALL RS</p>
5	<p><b>Event Director Update</b></p>	<p>DB presented Full Committee with the Events Calendar for 2012:</p> <ul style="list-style-type: none"> <li>• 25 Feb 2012 Buckshaw's Got Talent</li> <li>• 4 March 2012 Farmers Market</li> <li>• 22 April 2012 Car Boot Sale</li> <li>• 16 May 2012 Fashion Show</li> <li>• 3 June 2012 Farmers Market + Community Picnic</li> <li>• 21 July 2012 Summer Fete (in conjunction with Trinity School PFTA if possible)</li> <li>• 13 August 2012 Trip to Alton Towers</li> <li>• 2 Sept 2012 Farmers Market</li> <li>• 14 Sept 2012 Blackpool Illuminations Trip</li> <li>• 6/7 Oct 2012 Buckshaw Food/Wine Festival</li> <li>• 28 Oct 2012 Halloween Event</li> <li>• 17 Nov Ladies Night</li> <li>• 2 Dec 2012 Christmas All-day event</li> <li>• 16 Dec 2012 Buckshaw Prize Bingo</li> </ul> <p>DB emphasised that these may alter subject to hall availability, activity availability etc. The general consensus was very positive, with acknowledgment that it is a packed agenda!</p> <p>Key points raised that will be taken to the next Events meeting, included:</p> <ul style="list-style-type: none"> <li>• Planning to make sure leafleting and working each of the events is planned in so that all Committee members are not expected to leaflet drop for every event or work each of the events.</li> <li>• Encouraging better links with Buckshaw Youth Band, particularly with an invite to Buckshaw's Got Talent event. This should be extended to other groups including BYA, Zoya, VAMP amongst others.</li> </ul>	<p>DB</p>

		<ul style="list-style-type: none"> <li>• GD, JM, SK to put together an advert for Buckshaw's Got Talent auditions. DB to follow up.</li> <li>• Request for more 'tag-on' activities to the farmers markets, with an emphasis on activities for families</li> <li>• BVCA Forces Day request – this may form part of the Barratt Legacy Project. KD to follow up.</li> <li>• Confirmation of the next Residents meeting and the suggestion that once every 6 months is not enough. Ops to discuss at the next meeting and confirm future dates.</li> </ul>	DB/GD/S K/JM  KD  CL
6	<b>Forward budgeting action plan</b>	<p>Senior-Exec have reviewed an action plan produced by another organisation that was suggested by GD and CL. KD explained it to Full Committee members to glean feedback:</p> <p>The action plan lays out each of the organisations plans, projects, events etc and refers specifically to the organisations objectives as to why the projects are valid. They are then budgeted. This plan is something Senior-Exec want to replicate.</p> <p>It was agreed that this idea form part of the January Senior-Exec meeting agenda to create a similar action plan for the BVCA. This should show how much 'unallocated funds' we have available in 2012. This figure will then be applied to new projects/amenities/events that the BVCA would like to achieve.</p> <p>Various Committee suggestions included village maps at significant locations, better road signage, improved signage in general on the village, benches, more events, adopting a Buckshaw/local charity to donate to, equipment for the community centre, more noticeboards, dog bins etc</p> <p>Senior-Exec will feed back at the next February Full Committee meeting and narrow down suggestions once we have a clearer idea of the unallocated funds that the BVCA has available.</p>	KD
7	<b>Winter village issues</b>	<p>KD made Committee aware of the Winter Village issues that were discussed at the bi-monthly meeting with RMG. These included:</p> <ul style="list-style-type: none"> <li>• <b>Gritting</b> RMG have a gritting arrangement with Envirocare over the Winter months. When notified by the Met Office that there will be a ground frost of -2 or below on Buckshaw, Envirocare will grit the shared areas, car parks and main footpaths that have been adopted by RMG up to 8 times over the Winter months. Once gritted, the roads won't be gritted again for the following 2-3 days unless it rains following the gritting.</li> </ul> <p>Any developer owned roads are the responsibility of the individual developer. Any areas of the village that are managed by alternative managing agents (i.e. PR Gibbs on the Rowland Homes development) are their responsibility.</p> <p>Central Ave, the main thoroughfare through Buckshaw, will be regularly gritted by LCC as it's due to be adopted soon (LCC gritted this road during Winter 2008, 2009, 10).</p> <p>Committee asked KD to double check if other roads will be gritted by LCC, particularly Old Worden Ave as it is a bus route. The information we currently have is that no other road on Buckshaw apart from</p>	

		<p>Central Ave will be gritted. KD to double check.</p> <ul style="list-style-type: none"> <li>• <b>Street Lighting</b> RMG are responsible for street lights in the areas that RMG have adopted which includes part of the green corridor, the mounds, sports pitches etc. Other street lighting is the responsibility of the individual developer.</li> </ul> <p>Currently, as RMG receive requests and complaints from residents they pass on requests to repair street furniture to the BVMCL and other individual developers. BVCA/RMG discussed ways that this information gathering could be improved as a good number of residents are frustrated about street light maintenance but aren't aware that they should contact RMG about the issue. As residents do not necessarily complain to RMG, RMG aren't aware of the problem and therefore do not pass it on to the developers and the situation does not improve.</p> <p>Making residents aware of the correct process to request street light repair could help solve the problem, KD/CL to update <a href="http://www.buckshaw.org">www.buckshaw.org</a> with this information.</p> <p>GD suggested a BVCA mapping exercise to collect information about current damaged/faulty street lights and pass this on to RMG in bulk for RMG to further with the developers. GD to meet with KD to start this special project and feed in to future full committee meetings.</p>	<p>KD</p> <p>KD/CL</p> <p>GD/KD</p>
8	<b>BVCA Committee Re-structure April 2012</b>	<p>KD explained that Senior Exec will be discussing the options for re-structure in their January meeting, and requested that suggestions be sent through directly to KD.</p> <p>At the February 2012 Full Committee meeting, Committee will be presented with these options/changes and have an opportunity to feed in to this/vote. This will then go forward to the April 2012 AGM where BVCA members (i.e. residents, member organisations) will vote to pass/reject the proposed change.</p>	ALL
9	<b>Forthcoming Dates</b>	<ul style="list-style-type: none"> <li>• Leafleting 9th - 19th January</li> <li>• w/c 23<sup>rd</sup> January 2012, Buckshaw's Got Talent auditions</li> <li>• Leafleting 13th - 23rd February</li> <li>• 25th February Buckshaw Got Talent</li> </ul>	
10	<b>AOB</b>	<ul style="list-style-type: none"> <li>• <b>BVCA Pampered Chef Fundraiser</b> KM has agreed to hold a pampered chef evening to raise money for the BVCA. This is likely to be held Feb/March 2012.</li> <li>• <b>Share Committee update bulletin on forum</b> AK suggested that the Ops Team update and KD's weekly update bulletin ought to be shared on the forum to give BVCA members (i.e. residents) an idea of the sort of work we're involved in. Committee agreed this would be a good idea and KD committed to trial it for a few weeks pending resident feedback on the forum. AK to facilitate this each week; KD publishes the bulletin to committee Fri/Sat each week; Committee members comment and amend over weekend; AK posts</li> </ul>	<p>KM</p> <p>KD/AK</p>

		<p>on forum at the beginning of each week.</p> <ul style="list-style-type: none"> <li>• <b>FAQ Section on <a href="http://www.buckshaw.org">www.buckshaw.org</a></b> NC explained that he is working on a FAQ section to the website. An update will be presented at Ops and any general feedback on the website should be sent to NC.</li> <li>• <b>Banking change to Co-Op</b> KM requested that RS look into the possibility of moving banks as the ethical approach of Co-Operative Bank is more in line with BVCA objectives. RS to find out more information.</li> <li>• <b>Head shots for <a href="http://www.buckshaw.org">www.buckshaw.org</a></b> SK offered for BVCA Committee members to attend a photography session to have their head shots taken for the website. SK to circulate date/time. Otherwise Committee members should forward a picture of themselves to the BVCA web team for uploading.</li> <li>• <b>Winter Help advice pages on website</b> JM suggested pulling together helpful links or information from other websites offering winter advice to Buckshaw residents i.e. maintaining central heating etc. CL to consider.</li> <li>• <b>Village Survey</b> AR enquired about the possibility of producing another community-wide survey. Committee agreed that this was best accomplished in paper form as well as on the web/forum. This may have to wait now until after the AGM, Ops to discuss. AR also requested that NC post his mini-survey pertaining to the new-homebuyers BVCA welcome pack on the website/forum. NC to action.</li> <li>• <b>Revenue Generation meeting request</b> JM requested that a meeting be held to bounce ideas about generating more BVCA revenue. Once the action plan is completed and Full Committee have decided what to spend the unallocated funds on for 2012, RS/KD agreed that a meeting like this should be held. RS/KD to arrange, most likely after the AGM 2012.</li> </ul>	<p>NC</p> <p>RS</p> <p>SK ALL</p> <p>CL</p> <p>CL</p> <p>NC</p> <p>RS/KD</p>
10	<b>Next full Committee meeting</b>	The meeting closed at 10.10pm and the date for the next full Committee meeting is <b>Thursday 2<sup>nd</sup> February, 8pm</b> in the Buckshaw Community Centre meeting room.	