

Committee Meeting Minutes 20160607

Thursday, 5 May 2016

11:22

Attending Paul Evans (PE) Chris Nottingham (CGN) Joanne Nottingham (JN) Sue Evans (SE), M Helliwell (MH), P Dacey (PD),

Apologies M Wilson, Iain Ellston (IE), Karen Helliwell (KH).

Steward: A Helliwell (AH)

1. Approval of Minutes from Meeting Held on 3 May 2016.

1.1 Matters arising.

- a) KH - drag act WIP.
 - b) Dart board protector no longer needed. Agreed.
 - c) Sign (Video Games) **Action by PD**
 - d) Lager - bar committee (defer to Beer Committee report)
 - e) Leaflet drop. -This week. **Action JN CGN PD**
 - f) AH statutory workplace pension provision requirements actioned by PE. Account accepted and set up by provider who will write to AH enquiring if she wishes to enrol in a workplace pension. AH then needs to decide and reply to the provider. Club is charged £15 per month admin fee by the provider. Agreed this was require by Law and thus a necessary cost.
 - g) Gutter done.
 - h) Mikey can't do ceiling so need to do ourselves. Refer maintenance section.
 - i) Gable end painting, decided to defer to 2017.
 - j) Bar seating. PE reported Trustee's accepted £1700 to be taken temporarily from reserves.
 - k) Pamper night SE indicated that it looks like Sept date for this is possible. **Action: SE**
 - c) Summer draw in hand. **Action : AH JN. CGN to put on web**
 - m) Minutes of las meeting were proposed as accurate and fair reflection of events by JN / 2nd by PE. Agreed unanimously.
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2. Steward's Report.

AH reported

- a) Kitchen tiled + grouted.
- b) Cellar insulated
- c) Garden still a work in progress.
- d) Outside tap to service the garden being investigated
- e) Alex back available to cover bar over summer
Nicki has done a trial night behind the bar. She is to be asked if she wants a job - agreed unanimously. **Action: AH.** Search for additional staff to continue. Action: CGN PE AH
- f) Theakston's in. Going down well.
- g) Several supply mistakes and deliveries with a short shelf life by both Heineken and HB Clark. Matters taken up by AH. Results of these discussions:
HB Clark - 4 gallon credit on JS Cask
- matched Rudgate price on Thatchers and on Doombar
Heineken - Guinness -short date barrel being replaced.
- IPA mis-delivered Heineken will credit the club with a free barrel of
Theakston
- Free Doombar barrel in compensation too.

- g) Penny Farthing decorative bikes to be painted and put on the car park wall. **Action: - AH/MH.**
 - h) AH suggested asking Lewis Gibson re advice on handicapped access approach to front door given his experience in mobility. Agreed. **Action : AH**
 - i) Agreed to use up to £30 of club funds to buy plants for hanging baskets etc. **Action : AH.**
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3. Member's Suggestions

- a. Lewis Gibson. Request to open at 1730 during the week. Committee agreed that although it was very much something that was desirable the extra cost of staffing the additional two and a half hours per week was unlikely to be covered by additional revenue that would be generated. Request declined.
 - b. Keith Benyon. Request to place a notepad and pen at the suggestion box. Agreed to have a pad and pen specifically for this purpose at the bar. **Action : CGN**
 - c. Keith Benyon. Suggested a beer themed night with continental style beers along the lines of the Oktoberfest. Committee agreed to compile ideas in this respect for discussion at the next meeting with a view to organising such an event.
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4. Trustees

- a. Trustee Meeting took place in May.
- b. PE reported that Sam Blacker had mentioned he'd been approached by member Ian Mattocks about the following topics
 - i) Committee Meeting Minutes not being posted and not listing account balances.
 - ii) AH taking excessive holidays
 - iii) Current beer prices being higher than other local establishments.The committee agreed with how PE responded to Sam and commented as below
 - i) The club rules do not state anywhere that the minutes of Committee meetings be displayed in the club only that the Minutes are to be available on request by any member from the club Secretary. There is no requirement in the rules for any of the accounts to be stated in the minutes. The minutes are however in the interest of transparency posted on the notice board and web site once approved by the Committee and account balances are always stated in them.
 - ii) AH has taken holidays that are within her entitlement which is in line with statutory employment requirements and at a rate which is consistent with taking that entitlement over the full year.
 - iii) The Committee agreed that the current beer prices are not on the whole higher than other local establishments and are at levels required to sustain the operations of the club at current membership levels and levels of custom.
 - iv) The trustees agreed to the request from PE to temporarily transfer up to £1700 from reserves to allow the recovering of the bar benches, less funds raised for this purpose.

5. Finance.

- a. Current A/C closing balance £294. Further £285 additional credited but not yet reflected in the statement.
- b. Savings £888
- c. Reserves £8433.43
- d. Raffle £65
- e. CGN indicated the BT accounts are not duplicated. Recent changes have reduced overall costs per month with better broadband connectivity.
- f. SE reported £2000 had been transferred from reserves to pay the VAT bill but that £1500 of that had been refunded back in the same month.
- g. SE reported current cash and Current account balance are sufficient to cover all anticipated bills over her holiday. She also reported that we expect lower bills in the coming month as stocks that were brought in to cover the period of AH's holiday are sold rather than placing new orders of stock.
- h. AH Personal pension offer needs to be given to Mandy by the 1 June. **Action:PE**
- i. Administration of pension is a cost to the Club of £15 per month. AH needs to advise if she wants to take up the offer. **Action: AH**

6. Bar Committee

- a. Agreed to maintain the 50p discount on draft beers during England Euro matches and the Summer Fayre Charity event on 9th July.
- b. Agreed to sell from local breweries for these discount nights investigating potential discounts. **AH / MH / PE to Action.**

7. Membership

- a. Two new members approved by Committee, Martin and Mary Simpson.
- b. Membership now on database.

8. Maintenance.

- a. Car park chipping done.
- b. Gutter valley done
- c. Cellar insulation done.
- d. Function room emergency door undercoated. Glossing to be done by CGN over coming weekend.
- e. Committee agreed to aim to complete the painting of the windows over summer.
Action: PE MH CGN JN
- f. Garden improvements to continue. **Action AH SE JN**

- g. Plasterboard nail hole in mens' toilet ceiling still to be done. Action: CGN to Polyfilla it.
- h. Committee feels good progress is being made in the general maintenance of the club after many years

9. Policies / SHE / Admin.

- a. CGN recommended communicating with FOGS about their intentions to offer fish and chips at the charity event on the 9th July and conduct a risk assessment.
Action : CGN

10. Sports.

- a. Nothing to report.

11. Entertainment.

- a. Anthony Joshua Boxing. Agreed to promote a Club entertainment evening around this pay to view event on Sky and hold it in the Function room. Agreed to charge £10 for it payment in advance but including access to viewing, a pie or similar and a single £2.50 drink voucher. Event to be strongly promoted. **Action AH - A-board, MH - Facebook, Bar TV screen and word of mouth, CGN web site email etc.** Agreed if interest is below 15 people the pay per view shall be cancelled. This can be done up to 5 hours before the event starts. **Action MH.** The event would cause a clash with June Fox's bingo. **Action: AH to approach June Fox to either, postpone Bingo by a week or switch venue to the bar.**
- b. Agreed to terminate the Big Bingo nights due to low levels of interest and having no-one to run the nights. **Action: CGN to publicise on web and email.**

12. Fundraising

- a. SE - Ladies Pamper Night -Action in hand.
- b. JN - Summer Draw in hand. Agreed prize of Gas BBQ. **Action: JN to order . CGN to promote via flyer, web, email.**

13. Members' Questions

- a. None to report

14. Feedback to Steward

- a. Done

15. Date of next meeting

5 July 2016 7.30pm Village Club.

16. AOB

- a. MH suggested offering DIY BBQs. (Bring your own food and means of barbecuing. Club provides the space. Seen as a good idea. **Action: CGN to formulate plan and risk assess for discussion at the next meeting.**
- b. MH suggested the concept of dual licensing to incorporate both members and non-members that he'd heard about with a view to broadening the customer base and thus turnover of the club. Deemed of interest to be explored. Action: MH / CGN / SE to find out about dual licensing and the potential impact on Rules, insurance, FAS registration etc. For discussion at the next meeting.