

STANSTEAD VILLAGE COMMUNITY CENTRE & SOCIAL CLUB

COMMITTEE MEETING MINUTES

Date of Meeting: Tuesday April 9th 2024

Present: Kevin Horton, George Easton, Geraldine Ross, Colin Warne, David Warne, Paul Ward, Ian Simpson, Kirsty Littleboy.

Chairman's welcome and apologies for absence:

The meeting started at 7.36pm. KH welcomed everyone to his first meeting as Chairman, and KL to the Committee. Apologies had been received from K. Peck.

Minutes of last Meeting

Minutes from March 26th had been read, approval proposed by GE, seconded by PW. Agreed.

Matters arising from previous minutes not featured elsewhere on the agenda

1 May 2nd election – GR to confirm that KP will be available to open up at 6.30am.

2 Agreed to open for Sunday hours on Bank Holiday Mondays, GE to produce poster to promote.

3 Burgers – Clarkes in Melford to advise KP of prices, Project 7 are using a butcher at Boxford, CW suggested using the wholesale arm of Clarkes, and will get prices for burgers and sausages.

4 Hall hire form – KH reviewing.

Project 100

As the Community Centre building is now 100 years old, KH suggested that this could be used as a key to reviewing what has happened in the past, where we are now, and what could happen for the centre in the future. Project 100 could be the name for funding requests etc., and for increasing awareness of the Centre. A display of photos etc. can be put in the lobby.

Adopted unanimously.

FUNDING & GOVERNANCE

1. Treasurers Report

1.1 Monthly financial report

Bar takings in March were £4612, a phenomenal result. Hall hire continues to bring in a regular amount, and there was also a donation from Stephen Plumb's locality budget towards the bar alterations. Total income of £5285, expenses £8089. Wages were high, as the final holiday payments were made. Gallos purchases were high, at £2402, and the maintenance costs of £1590 included the redecoration. The annual insurance was £897.

It was explained that while staff was short, it had been agreed that if staff could not take their holiday, it would be paid. With cover now in place again, holiday should be taken throughout the year. It is based on how many hours have been worked, at a standard rate. An alternative would be paying the allowance on top of their usual pay.

There was a discussion about maintenance – the monthly costs are thrown out when large costs are involved. A separate fund should be allocated. It was agreed to alter report to show this. GE

1.2 Quarterly stock price review/price amendments & recommendations

As requested at the last meeting, GE and IS had done a report suggesting price rises for a range of items.

It was agreed to stop purchasing Venture 0.5 from Nethergate, and to get whatever low/no alcohol beers are available on offer from Tesco's.

It was thought that spirits have a high percentage of profit – prices to be compared to Glemsford.

Could have occasional promotions, offers on doubles, etc.

Some brands of Prosecco are expensive, but we are charging the same. Discussed having a mix, but decided to go for whatever is on offer.

The Committee were happy with the price changes as suggested with effect from May 2nd, GR to print new price lists. IS is planning to change the till layout slightly.

Post meeting further information from a price comparison has necessitated a further review of prices prior to any changes being implemented.

1.3 Insurance policy & BBQ update

GE has been assured that the BBQ is covered under our insurance, the company need the model number. Confirmed that the gas bottle is stored outside. H&S Policy to reflect this

KL has a food hygiene certificate.

2 Grant Funding

2.1 National Lottery

Nothing heard yet.

2.2 To agree funding lead

KP happy to lead funding applications and bid writing.

3 Governance, policies and procedures

3.1 Charity status

Can make it easier to get funding. The rules will need reviewing as it is not currently acceptable for this. Agreed that KP will do a presentation at the May meeting setting out the pros and cons.

3.2 Unincorporated association

This is the legal status of SVCC, it has potential liability concerns for individual committee members. There are more appropriate legal structures available that will better reflect SVCC's operating model and reduce liability for individuals. SVCC as an unincorporated association does not have a separate legal identity which raises further personal liability questions for committee members regarding employing staff, entering contracts and property. KH to progress further.

3.3 Policies/procedures to be adopted with nominated leads.

These need to be introduced to meet best practice guidelines from various organisations:

a)Financial policy. Includes: Committee will endeavour to get three quotes for expenses over £1500, an external examiner will be asked to look over the accounts, and a Reserve Fund will be established with an accompanying policy.

It must be confirmed with the Parish Council who has responsibility for what on site – necessary from both sides to enable planning of expenditure. GR to progress with Parish Clerk initially. KP also queried the insurance cover – should the Parish Council as landlord be responsible for the building insurance.

Agreed to adopt the Financial Policy. This will be added to the website and a hard copy kept.

3.4 Policies/procedures to be progressed for next meeting, and allocation:

a)Health & Safety. GR to email KH our current policy, and to contact Parish Clerk to amend their policy to show positions, not names, and to define their areas of responsibility and ours.

b) GDPR to be progressed by GR

c) Financial reserves to be progressed by GE

d) Safeguarding to be progressed by KP

e) Equality, diversity & inclusion to be progressed by KP

f) Governance document to be progressed by KH

g) Lease agreement between SVCC & PC to be progressed by GR

EXPENDITURE & LICENSING

1. Maintenance

- 1.1 *Purchases Snooker Table Iron* – A replacement cable has been purchased, **GE** confirming that the size is correct.
- 1.2 *Redecoration updates and plan review* Neil back in to do snooker area on May 20th – 22nd.
- 1.3 *Bar Alterations* Planned for June 3rd – 5th, with the bar needing to be cleared on Sunday June 2nd. The shutter will be staying, the alterations will affect the area below that. **GR** to warn the Monday Pilates group.
IS said it could be a chance to have a good look at how the bar is to look in the future, storage of glasses etc. He is seeing the Gallo's rep on Wednesday. There is the possibility of having another pipe added during the pipe replacements. He will report back at the next meeting.
- 1.4 *Foyer area Promote* 100 years, request photos and information from members. **GR** to add history to website page.
- 1.5 *Hand-dryer* Delivered, **GR** to contact electrician to fit.
- 1.6 *PAT Testing* This is recommended but not a legal requirement. KH has done a visual check. The bar/cellar area will be tidied up during the alterations.
- 1.7 *Car Park* **CW** progressing with Parish Council.
- 1.8 *WiFi upgrade* KH sent examples of prices to Parish Clerk and has offered £50 contribution towards installation costs. **CW** to progress with PC
- 1.9 *Storage Container* Might not be getting the one originally offered, **DW** to confirm. Should also look at the contents of the shed to check what needs to be kept, how big a container is needed.
- 1.10 *Key holders and emergency contact details* Need RW keys back, PW now has keys. GR to update Key holder list on SVCC Google Drive. **GR** to print contact details for doors, herself and PW to be listed.
- 1.11 *Rear door insecure* **GR** to contact repairer listed in Contact magazine.

2. Bar Matters

- 2.1 *Cover application* Originally two applicants, one had now dropped out. Amelia Ward interviewed, **GR** to contact referees. Amelia will shadow **KL** to catch up. **KH** reviewing job descriptions/contracts.
- 2.2 *TEN/Licence update* Will be needed for widely advertised events, eg Beer Festival. Costs £21, IS happy to complete forms. **GE** to add "Bar facilities available to members and their guests" to posters. Should we revert back to referring to "members BBQ"? IS to obtain any future TENS. The attendees at the quiz could sign in when paying to take part.
- 2.3 *Cellar door key* KP unable to get duplicated, **IS** to try locksmith in Sudbury.
- 2.4 *Pipes update* See Maintenance 1.3.
- 2.5 *"Drinks in card"* Awaiting delivery of stamp.
- 2.6 *Cellar Hazardous precautions* A notice has been placed in the cellar to use goggles/mask/gloves when using the pipe cleaner and equipment provided.

3. Solar Panels Project

- 2.1 The Parish Council are fully supportive. If other funding is available, we will need to raise about £6000. Conditions of the 50% grant are community engagement events, recycling events, etc. need to be held. It is proposed that **KP** leads the funding requests, **PW** to deal with quotes, **KH** to liaise with councils. **Agreed to go ahead with the project.**

MEMBERS & COMMUNITY GROUPS/USERS

1. Club Administration/New members

- 1.1 *New members for approval* None

- 1.2 *Membership renewals & GDPR* Contact lists have now been tidied up, KH has emailed to all those who haven't renewed explaining why membership is required, and asking them to complete a survey of why they haven't, which has led to more renewals, but no responses to the survey. Total of 130 have now renewed.
- 1.3 *Membership/residents consultation exercise* Could hold open days/evenings to promote what is happening and ask members what they would like from SVCC. Perhaps on the Friday/Sunday of the Beer Festival? *Electronic survey to be considered.* KH to progress
- 1.4 *Communication preferences* GE to clarify that phone numbers are hidden in WhatsApp Communities.
- 1.5 *Snooker table access on Sundays* To be monitored. Geoff Mumford has handed his keys back.
- 1.6 *Dogs in Centre* Notices placed on both doors, to be monitored.
- 1.7 *Sunday Nibbles* Bus stop running, IS will print regularly – 50% to winner, 50% to Nibbles fund. Some food being ordered through Tesco's. Sunday staff to put it out.

2. Forthcoming Events

2.1 Events planner review

April 13th – IS Charity quiz in aid of Glemsford Scouts - 7pm start. 1st prize a £25 bar voucher, chocolates for the losers.

May 11th – Eurovision – to be shown on TV, invites to dress up.

June 1st – Bingo 8pm. GR suggested that there should be a cap on how high the accumulator could get. When reached, the money could be divided up to make the lower prizes higher the next month. £350 suggested – to be discussed at the next meeting when KP available.

June 8th – Members games evening. KP to arrange

June 14th – July 14th – Football Euros

June 16th – Father's Day, BBQ, Beer £3.50 a pint from 2pm to 4pm. Members only.

June 28th or 29th – Country Fest 2pm to 8pm, DW to check which would be better for Gordon.

Two guest ales to be available. IS to check stock of Happy cups. Two staff, bar inside only. Food to be BBQ, brisket and pork to be cooked by KP and GE. May need a TEN depending on advertising. Marquee may be required from Project 7.

July 6th – Bingo.

2.2 *Food van update* Although there had been long waits for some customers, agreed to get the Chilli van back. GR will offer an extra date. Wilson to be offered May 31st.

2.3 *Beer Festival plan/review* Music & food vans organised. IS to confirm bar staff availability.

2.4 *Private bookings* Just the election on May 2nd and a birthday party on May 4th – 11am to 3pm, with a bar 12 to 2pm, 1 member of staff. GR will open up.

2.5 *Games night* Saturday June 8th – to discuss at next meeting. KP happy to plan. Many local clubs/pubs run similar events with £5 cash buy in and cash prizes.

2.6 *Creative Arts* An organisation that come in and run events, eg cinema, murder mystery nights. GR to investigate further.

Any Other Business

PW in contact with Groundworks regarding Solar panels

GE had purchased a desk tidy for the bar and a tab holder.

Meeting closed 10.05pm

CHAIRMAN.....

SECRETARY.....

*Next meeting: **Tuesday May 14th at 7.30pm***