

STANSTEAD VILLAGE COMMUNITY CENTRE & SOCIAL CLUB

COMMITTEE MEETING MINUTES

Date of Meeting: Tuesday May 14th 2024

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

Chairman's welcome and apologies for absence:

The meeting started at 7.32pm. KH welcomed everyone, the full committee were present.

Minutes of last Meeting

Minutes from April 9th had been read, it was agreed they were correct.

It was **agreed** that minutes of Committee meetings will now go onto the website once approved in the interests of openness and transparency which underline the principles of good governance.

No confidential information will be disclosed including:

- Personal information as defined by GDPR.
- Commercial or financially sensitive information.
- Any other matters which if publicly disclosed might reasonably prejudice the effective discharge of SVCC & SC's functions.

Matters arising from previous minutes not featured elsewhere on the agenda

- 1 Burgers – CW reported that their supplier can provide burgers at £1.10 and sausages at 55p, from their own meat. Regularly deliver to the café.
- 2 Snooker iron – cannot replace cable, the connection to the iron cannot be repaired. GR to ask GM if he would be able to source a second hand one.
- 3 New hand-dryer fitted
- 4 A new cellar key has been purchased.
- 5 The back door lock has been repaired, but the door has dropped again, GR to contact repairer.
- 6 Empty food van slots filled

FUNDING & GOVERNANCE

1. Treasurers Report

1.1 Monthly financial report

Income and expenses were explained. There was a discussion about the amount spent at Gallos and Tesco's over the last couple of months, are we holding too much stock? It was agreed that prices have risen recently. An un-needed barrel of Dark Fruits had been ordered, Gallos will be asked to take it back. Orders are made as requested on the shopping list, and using the Stewards guidelines. If specific varieties, eg Schweppes Lemonade are wanted, this should be noted, otherwise the best deal that can be found will be purchased, particularly when Tesco's have offers.

Stock will need to be low when the building work is done.

There was a decision post-meeting to have another stock take when the stock is moved for the building work.

As requested at the last meeting, GE had produced an example of the accounts with maintenance projects shown separately. It was **agreed** to replace the current version with this, it is clearer what the budget is, what has been spent and when. The budget for the current year is £9000.

1.2 Price review/pricing policy

Price increases had not yet been implemented, following comparisons with other venues. It was decided that as another quarterly review is due in June this will be delayed until then. The guest ales are a product that we sell that others don't, and customers come to us for those. There is also a need to level out some inconsistencies, and make small, frequent adjustments.

1.3 Quiz night winners donation

The winners of the bar voucher have asked that the value be donated to the charity.

1.4 Hall hire refundable deposit

The decision on if/when this is refunded can usually be made directly after the party.

2 Grant Funding

2.1 National Lottery

KP reported that she had been told verbally that this had been declined, due to the constitution not being adequate. The bid can be resubmitted once we have the new constitution.

KP also reported that there is a Capital Grant of £10,000 available for Community infrastructure from Babergh District Council, application deadline is July 14th. **See under Solar Panels Project 3.1**

3 Governance, policies and procedures

3.1 Club status

KP presented the options available, stating that the proposed Constitution would be a good starting point for any of the three possibilities, which are: Association Community Interest Organisation, Community Interest Company, or Incorporation of the existing Unincorporated Organisation.

KP went through the pros and cons of all. They would all provide the provision for staff to be employed by the organisation, and would remove liability from the Committee members. It would be proposed that a change to a premises licence would be better in all cases. This led to a discussion about the need for a membership if a premises licence was obtained. Other venues have member's prices, but a membership card would be needed. It would mean we would be open to all, whereas with the Club certificate there is more control of who comes in. No TEN's would be necessary, but a new application would mean being subject to all new and present requirements, including CCTV, and could also lead to concern from neighbours and police interest. Staying as we are is not an option, so it was **agreed** that we do need to incorporate. The possibility of being a charity needs further research, as bar sales cannot then be the main source of income as now, and a Social Club cannot have charitable status. More funding would be available, but we would not be able to fundraise for other charities.

We need to understand the wishes of the membership.

3.2 Policies/procedures to be adopted

a. Constitution – presented by KH. Has followed advice from Community Action Suffolk.

It was **agreed** to hold an Emergency General Meeting on June 4th at 7pm, at which the proposal would be to adopt the proposed Constitution, which will allow the Committee to make changes, and help with funding requests. **GR** to send email to members and post on website and Facebook.

b. Safeguarding, c. Equality, Diversity & Inclusion – now the Constitution has been finalised, both of these can be completed before the next meeting. **KP** suggested as lead, but she will make other Committee members aware of duties so they could volunteer.

d. Financial reserves policy – Parish Council/SVCC relationship clarification will confirm what reserves we need, held until next meeting.

3.3 Policies/procedures to be progressed before 7th July funding deadline:

Equal Opportunities – **KP**, note comments in 3.2c

Health and Safety – **KH**, previous policy in place. Review pending update with Parish Council mentioned in 3.4

Adult and Child Safeguarding – KP, note comments in 3.2b

Environmental - KH

Financial Reserves (restricted & unrestricted) – GE, note comments in 3.2d

3.4 Parish Council relationship – lease, H & S

The Parish Council appreciates the need for a formal agreement, particularly that it is necessary for the Solar Panel Funding.

3.5 Outstanding Policies to be agreed

a. Financial risk assessment (GE)

b. Membership (PW)

c. Recruitment and development (staff & volunteers including committee members)

d. GDPR - GR

e. Hall hire (KH)

f. Complaints policy

g. Conflict of interest

h. Fire risk assessment

i. Accident procedure

All the above to be progressed.

EXPENDITURE & LICENSING

1. Maintenance

1.1 *Redecoration updates and plan review* - Snooker area to be done on May 20th – 22nd.

1.2 *Bar & Lounge Alterations update & Fruit Machine decision* – Still on for June 3rd – 5th, with the bar clearance on Sunday June 2nd. Shutter, light fittings and speakers need removing.

Agreed to empty and remove the fruit machine. May be screwed down, floor may need repair.

1.3 *Car Park* – Two quotes have been received, a third is needed.

1.4 *WiFi upgrade* - Current supplier has increased data, which has made a difference. Parish Clerk now handling.

1.5 *Shed replacement* – A second hand container would be about £1600, a new one £3000 - £4000, but delivery costs for either would be high. A shed would be £1600 - £2000. Pent roof preferred, will be needed before winter. DW researching.

2. Bar Matters

2.1 *Pipes update* – Gallo's haven't come back about this, IS to check with Carlsberg.

2.2 *"Drinks in card"* – Stamp here. KP to print pint, half, spirit, fruit juice versions, GR to laminate. Must be used by the end of the calendar year.

2.3 *Bar redecoration* – take the opportunity to paint while clear. IS to organise.

2.4 *Summer drinks promotion* – Use up the gin liqueurs, KL to promote

2.5 *Summer hours* – Agreed to open from 5pm on a Friday from June to August, with Happy Hour from 5pm to 7pm. IS to check with Sally, KL/KP can fill in until she arrives.

3. Solar Panels Project

3.1 Further costings received, and a decarbonisation report, which will be used to get funding.

Suffolk County Council have an energy grant available. If the Parish Council and SVCC can raise 50% of the cost, from councillors and a grant from Babergh District Council, we can then apply for the rest. This needs to be submitted by July 7th, if the EGM on June 4th agrees to the new Constitution.

MEMBERS & COMMUNITY GROUPS/USERS

1. Club Administration/New members

1.1 New members for approval – Four applications. All approved.

1.2 Membership renewals – Total membership now 137.

1.3 Membership/residents consultation exercise – Ongoing (KH)

2. Forthcoming Events

2.1 Events planner review

May 27th – Bank Holiday, open 4pm – 8pm. The Pilates class will run in the morning.

June 1st – Bingo 8pm. Limit of £300 on accumulator set. Can have more than one fund.

June 8th – Games Night - KP to provide posters. Buy in at £5 per person for cash/bar voucher prizes. To involve snooker, pool, darts and table tennis.

June 16th – Father's Day, BBQ, Beer £3.50 a pint from 2pm to 4pm. CW to order burgers/sausages. Hot dogs to be provided for children. Bread rolls to be purchased on Tescos order - IS.

Guest Ale to be ordered – GE.

Post meeting – discovered that June 15th is Beer Day in Britain, and one of the suggestions for celebrating is to have a pub games tournament, so Games Night moved to support a weekend of activities – June 14th: Wrapunzel food truck, June 15th: Games tournament, June 16th: Father's Day celebration.

June 14th – July 14th – Football Euros – play this by ear

July 6th – Bingo.

Country Fest - This was proving difficult to arrange. Best to try a smaller evening event as a pilot.

2.2 Private bookings – None at present

2.3 Beer Festival plan/review - KL to count Happy cups

2.4 Creative Arts - Still to be researched GR

Any Other Business

None

Meeting closed 10.10pm

CHAIRMAN.....

SECRETARY.....

Next meeting: **Tuesday June 4th at 7.30pm**

2024:

Tuesday 4th June

Monday 8th July

Monday 12th August

Monday 9th September

Monday 12th October

Monday 11th November

Monday 9th December