

STANSTEAD VILLAGE COMMUNITY CENTRE & SOCIAL CLUB

COMMITTEE MEETING MINUTES

Date of Meeting: Tuesday June 4th 2024

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

Chairman's welcome and apologies for absence:

The meeting started at 7.34pm. KH welcomed everyone, apologies from I. Simpson.

Minutes of last Meeting

Minutes from May 14th had been read, it was agreed they were correct.

Matters arising from previous minutes not featured elsewhere on the agenda

1 Snooker iron – a new cable and plug had cost £30. **Completed.**

2 Back door - top hinge needs replacing. Waiting for it to be fitted.

3 WiFi Update – KH liaising with Parish Clerk, Parish Council have agreed to go ahead.

FUNDING & GOVERNANCE

1. Treasurers Report

1.1 Monthly financial report

A profit was made in May. Refunds for Hall Hire were a cancellation and a deposit return.

1.2 Quarterly stock/pricing review

GE had produced proposals for pricing. It was **agreed** to adjust the prices as follows: Reduce the price of Carlsberg to £3.50 to compliment the Guest Ale. The price to us has been reduced. Southwold to remain at £4, Aspalls and Poretti to increase to £4.50. Aspalls had been reintroduced as Dark Fruits weren't popular. Guinness Original down to £3.50, and Zero to be £2.70. The other low/zero alcohol bottles/cans to be £2. Bottles of Kopparberg and Old Mout to be £4 until replaced by cans, which are better value. Lighthouse to remain at £3.70. Peroni/Fosters/Budweiser/Corona to be £2. Small bottles of tonic and orange to be phased out, 200ml bottles to be £1.40. J20 to be increased to £2.50. Spirits to be unchanged, as will small and large bottles of wine and Prosecco. Happy Hour prices to remain the same. **GR** to produce Price List, **KP** to update till.

GE will produce a re-order stock list.

1.3 Barnardos Charity Box

Had £47 inside. GE transferred to the charity. It was suggested that a plain box be used to collect for a different charity every 3 months.

2 Governance, policies and procedures

2.1 Club status – Incorporation and Charitable Status

The new Constitution, having been approved by the members, is to be uploaded to the website. KH had met with Community Action Suffolk (CAS) advisor, and will be meeting with a member of the Parish Council next week to discuss responsibilities and liabilities.

It is possible that a hybrid approach could be most suitable for us, with the Community Centre a charity – Stanstead Village Community Centre Charity, and the Social Club trading as a separate entity, Stanstead Village Social Club. It seems both can be run by the same Management Committee, so the members experience would be the same as now, but the business would be separate from the rest. Ongoing **KH**

2.2 Policies/procedures to be adopted

a. Constitution – **adopted**.

b. Environmental – **adopted**.

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

a. Safeguarding – Children & Adults (KP) Can be completed now Constitution confirmed. IS also trained, as well as KP. **KP** to circulate.

b. Equality, Diversity & Inclusion (KP) **KP** to circulate.

c. Financial Reserves Policy (GE) Figure needed for funding requests.

*2.4 Parish Council relationship – lease, H & S - **KH** to progress*

2.5 Outstanding Policies to be agreed

a. GDPR – Affects mainly membership details, password security and online images. Images are personal data, in that people can be identified from them. Adults need to verbally agree images can be shown online, for children, written permission is now necessary.

Our options for the website and Facebook are:

Remove historic photos we cannot state have been obtained with consent

Change the FB setting so that only members can see it, which reduces the risk

Keep FB public, and only use it and the website for promotional information

It was agreed that it was a shame, as it is good to advertise how enjoyable our functions are, but both the first and third option would be taken. Images without people can still be used.

A private page linked to a WhatsApp group can be created later if necessary. **GR**

It was agreed that the policy as circulated could be **adopted**.

b. Recruitment and selection – **KH**

c. Hall hire – **KH**

EXPENDITURE & LICENSING

1. Maintenance

1.1 Redecoration updates and plan review – Fruit machine will be emptied at the weekend, **KP** will then put on ebay for sale, as those over 5 years old have no commercial value. The shutter may not be long enough now the lounge bar is higher. It was agreed a stainless drip tray can be placed into the bar where the pillar has been removed. **DW**

1.2 Car Park – Not discussed at the last Parish Council meeting, a third quote has been requested.

1.3 Shed replacement – A new concrete pad will be necessary. **DW/CW**

2. Bar Matters

2.1 Pipes update – Heineken are visiting on June 5th, Carlsberg will come. May ask Greene King.

Need to know their products, costs, deals, etc. Innserve to be contacted again about leak. **KH**

2.2 "Drinks in card" – **KP** to print pint, half, spirit, fruit juice versions, **GR** to laminate.

2.3 Bar redecoration – will be up to volunteers.

2.4 Summer drinks promotion – Ginsecco to be £5.

3. Solar Panels Project

3.1 A quote has been received from a third provider, all have had current usage figures. Over the last six months the usage has been very consistent. **KP** to submit funding application for Babergh Capital Grants at the beginning of July in time for 7th July deadline

MEMBERS & COMMUNITY GROUPS/USERS

1. Club Administration/New members

1.1 New members for approval – Aeron Taylor, approved.

1.2 Membership renewals – None.

1.3 Correspondence – letter from Glemsford Scouts, thanking us for the quiz night donations.

HMRC have claimed that we owe for some tax and NI payments, some going back to 2022, and interest for every day. The NI may be explainable, because due to lump sum holiday payments, the weekly threshold had been breached, but pay was nowhere near the annual limit. GE is sure that no tax is due, and has drafted a response asking for more details, including why the interest was due when no correspondence had been received about this before.

2. Forthcoming Events

2.1 Events planner review

June 14th to 16th – Wrapunzel food van on Friday 14th.

It was decided to postpone the Games Night until the autumn.

Sunday 16th - Father's Day. Open at 2pm (GR to check Sally ok), BBQ, at 4pm. CW to order 100 burgers/and a tray of sausages and to get onions, which GR will cut up. Hot dogs to be provided for children. KP to buy 50-60 burger rolls and 20-30 rolls for sausages on the day, and will check stock of napkins. Burger/double sausage £5, Kids hot dog/single sausage £3.

England Euro's match on TV at 8pm, so will stay open with Committee on the bar.

June 28th – Chilli van.

July 6th – Bingo.

Charity Quiz – PW to check if Bex can do one in July.

2.2 Private bookings – Election on July 4th.

Zumba has been cancelled as the teacher cannot be contacted. GR trying to arrange a Zumba Gold instructor instead.

2.3 Beer Festival plan/review –

IS to make TENs application at the beginning of July to give time to address any queries from Babergh

Dave Price has confirmed for disco, and has a friend that can do an early singing session, for fuel costs. DW to agree, GE will do a 45 min to hour session, as will Angie, as well as the Corrijettes.

GR to ask Roy to arrange for the Morris to do a session.

GE to order the same number of beers as last year.

Ice Cream van has confirmed.

IS has asked for the logo for the glasses, together with KL to ensure that sufficient plastic cups are purchased in time for the Beer Festival.

The tokens will be £12 for three pints/six halves, with the cups £2 and non-refundable. Other option is to have a cheaper plastic glass. All sizes should be available in plastic, with no glass being used at all.

IH doing outside bar.

Promotion posters/Facebook events/website/Contact magazine can be used now – 'Save the Date' Banners to be updated.

Squash for children to be provided outside only.

The four staff should be able to cover the inside bar all day, with volunteers selling beer/BBQ tokens.

Project 7 need contacting to see if we can borrow the marquee.

Any Other Business

The plumber has repaired the gents cistern.

Meeting closed 9.30pm

CHAIRMAN.....

SECRETARY.....

*Next meeting: **Monday July 8th at 7.30pm***