

STANSTEAD VILLAGE COMMUNITY CENTRE & SOCIAL CLUB

COMMITTEE MEETING MINUTES

Date of Meeting: Tuesday July 8th 2024

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

Chairman's welcome and apologies for absence:

The meeting started at 7.32pm. KH welcomed everyone, apologies from G. Easton.

Minutes of last Meeting

Minutes from the Committee meetings on June 4th & 30th had been circulated and read, it was agreed they were correct. Also the EGM Minutes of June 4th. All will be uploaded to the website.

Matters arising from previous minutes not featured elsewhere on the agenda

- 1 Back door – not possible to get new hinges, so the bottom and top hinges have been swapped over, with no charge. A hook to hold it back when open could help. KP
- 2 WiFi Update – Fibre is not available here yet. To be progressed when new lease is agreed.
- 3 HMRC Update – Staff updated on holiday procedure. Waiting HMRC response to letter.

FUNDING & GOVERNANCE

1. Treasurers Report

1.1 Monthly financial report

Income and expenses for June reported. Takings remaining steady thanks to Father's Day & BBQ, Euro's and food vans. Fruit machine emptied and sold; new bar stools purchased. The negative figures in the CAPEX were questioned as these should be shown against a budget rather than a negative from monthly figures. To be reviewed at the next meeting when GE is present. Need to monitor budgeted projects and bank account balance on a monthly basis.

2 Grant Funding

2.1 Lottery funding request

KP has submitted, includes flooring, upgrades, shed, staff costs for Bingo & Community events.

3 Governance, policies and procedures

3.1 Club status – Incorporation and Charitable Status

Meetings with Parish Council (PC), Community Action Suffolk (CAS) and KH have resulted in three possible options.

According to the 1938 conveyance, the land was given to the community for Charitable Purposes, PC are Charitable Trustees, SVCC Managing Trustees.

Option 1: Private limited by guarantee without share capital. This does not address the funding objective.

Option 2: Building, playground and playing fields as a Community Interest Organisation (CIO) with the Social Club a limited company by guarantee under either an occupational licence with the CIO or as a trading subsidiary. Initially seems the better option, but separate Management Committees could be necessary, and creates a bigger bureaucracy strain on volunteers.

Option 3: Community Interest Company (CIC) limited by guarantee. Compromises on funding. Babergh have been asked for advice regarding the alcohol licence.

Both options 2 & 3 would mean one organisation takes responsibility for maintenance for the whole site, i.e. the building, the land, the car park and the playground.

The pro's and con's of each option were discussed. It was **decided** to propose to the Parish Council that Option 3 be progressed. Ongoing KH

3.2 Policies/procedures to be adopted

- a. Safeguarding – Children & Adults (KP)
- b. Equality, Diversity & Inclusion (KP)

KP stated that both the above have been emailed to the Committee to read and approve.

- c. Financial Reserves Policy. Policy approved, £25,000 to be put aside this year, to be reviewed on an annual basis. To be uploaded to Website. **GR**

The funding application to Babergh will be submitted on July 9th. **KH**

Approved and adopted.

3.3 Policies/procedures to be progressed

- a. Recruitment and selection (KH)
- b. Hall hire (KH)

3.4 Parish Council relationship – lease, H & S – Under any new agreement the Parish Council would continue to provide some funding for eg. WiFi, grass cutting to support the Centre. Legal advice is pending regarding responsibilities and Clause 3 of the original trust document. Any grant would be ringfenced. It was **agreed** that a Grant would be preferred to separate contracts.

2.5 Outstanding Policies to be agreed and progressed

- a. Risk Assessment – an assessment to be done prior to Beer Festival **KH/GR**
- b. Fire Policy – **KH/GR**

EXPENDITURE & LICENSING

1. Maintenance

1.1 Redecoration updates and plan review – It was confirmed that the lobby will be redecorated on July 15th.

1.2 Car Park – Confirmed that this is our responsibility. It is on the Land Registry, and we have paid for repairs in the past. From the tenders supplied, one is to be accepted to build up levels and re-dress. Also to be asked to quote for concrete pad for new shed. **CW**

1.3 Shed replacement – Will cost between £1500 - £2000. Size to be confirmed. **DW**

1.4 Heating programmer – Had a fault and was checked by electrician. Seems ok, but it is old and will need replacing at some point.

1.5 Fire checks/alarm test - checklists provided for regular use. **KP** to train **KL** to do.

1.6 CO² Dioxide monitor for cellar – required for Fire Policy. GR had looked online, but the options were confusing. **KP/KL** to research what other venues have and advise **GE** which to buy.

1.7 Drain jetting – needs surveying with CCTV. **KH** to arrange and to research price of jetting if necessary.

2. Bar Matters

2.1 Pipes update – Carlsberg are pushing their CQDS system at about £150 inc. VAT per month with new lines and pumps, which would be a three year contract, with a standard system after that time, with no line costs. They have not given a price for a straight replacement of our current setup.

Heineken did suggest their SmartDispense system at £215 + VAT per month, but also offered to replace the current system without this at no cost. However, their products are not popular. Innserve have said that a straight replacement will show a difference in quality and wastage. The Gallo's rep is due to visit as an independent advisor. We may have to pay to do it ourselves if Carlsberg refuse to do a straight swap. IS to contact Carlsberg again, proposals to be compared between Carlsberg & Heineken. **IS/KH**

2.2 Fridge location – A member has said he would do any building work at no cost. Subject to Innserve survey. DW to assist with carpentry.

2.3 "Drinks in card" – temporary slips provided until better quality stamped cards available. **KP**

2.4 Security shutter replacement – Online research necessary. Can Innserve help? **CW/DW** to measure.

2.5 Summer drinks promotion – Ginsecco to be £5. KL to arrange. KP to get poster.

2.6 Insolvencies – Pub insolvencies are up by 30%. We are doing well.

3. Solar Panels Project

3.1 PW checking VAT/maintenance aspects of quotes.

A Babergh grant would be matched by Suffolk County Council and the necessary would come from the local councillors. Parish Council have been requested to make the bid with Councillors.

MEMBERS & COMMUNITY GROUPS/USERS

1. Club Administration/New members

1.1 New members for approval – Four approved.

1.2 Membership renewals – None.

1.3 Correspondence – An enquiry about hall hire for July 20th/21st had been made. GR had pointed out the need for insurance for a bouncy castle.

2. Forthcoming Events

2.1 Events planner review

There had been 31 at the Bingo on July 6th, football also popular.

GE to do bar on Wednesday 10th for semi-final. If England get through to the final on Sunday 14th,

GE will do the bar again, with 'bring your own snacks' extension to Sunday nibbles.

KP asked about Family Fun Day. **Post meeting – date of September 21st given.**

Halloween – October 26th? DW to check with Dave Price.

2.2 Private bookings – Possible booking for July 20th/21st as above.

2.3 Beer Festival plan/review –

TENs application made, IS to confirm it is approved for all three days and to send confirmation to the SVCC email account for records.

Ian Howe to erect the outside bar.

KP has checked both First Aid boxes and will replace out of date items.

GR to check with Sharon Howe that the defibrillator code is available.

August 3rd suggested as date for clean up of the outside.

Disabled toilet needs clearing – GR will take curtains/pictures to go with others she has.

No Happy Hour on August 9th.

GR to confirm with R. Weedon that Morris are coming.

No more Pimms to be purchased, need to use up current stock. Easier if made up earlier in the day.

Glasses to be £1 each, as they will be black & white, not colour.

Banner dates need updating – GR to do, then DW will put them up.

In 2023 200 burgers and 75 sausages were bought.

Facebook ad? Needs targeting to 2-3 miles circulation.

KH is to provide a schedule.

Any Other Business

GR to email KP the till sheet again.

Prices of chocolate to be reviewed in September.

Meeting closed 9.30pm

CHAIRMAN.....

SECRETARY.....

Next meeting: **Tuesday August 6th at 7.30pm**