

STANSTEAD VILLAGE COMMUNITY CENTRE & SOCIAL CLUB

COMMITTEE MEETING MINUTES

Date of Meeting: Tuesday August 6th 2024

Present: Kevin Horton, George Easton, Geraldine Ross, Colin Warne, Paul Ward, Kirsty Littleboy (left at 7.40pm).

Chairman's welcome and apologies for absence:

The meeting started at 7.30pm. KH welcomed everyone, apologies from K. Peck and D. Warne.

Minutes of last Meeting

Minutes from the meeting on July 8th had been circulated and read, it was agreed they were correct and will be uploaded to the website.

Matters arising from previous minutes not featured elsewhere on the agenda

1. Till update. It not been possible to update all the texts when the price increases had been made as the programming sheet was missing. **GR** to print an A4 version.

FUNDING & GOVERNANCE

1. Treasurers Report

1.1 Monthly financial report

Bar takings were the lowest of the year so far, even with the Euro effect, but many sessions had included Happy Hour prices. Hall hire had included Babergh's payment for use as a polling station. Wages payments now include holiday pay as agreed. Some of the purchases were in preparation for the Beer Festival, but Gallo's is always behind. Two large invoices, for PRS and the drain jetting will be in the August accounts.

1.2 Reserve Policy Clarification

GE explained that he had prepared a Reserve Funds Policy as requested, with a reserve, but that after the July Committee meeting, which he was unable to attend, he had been asked to approve and sign a different document with a higher reserve, as approved by those present at the meeting, which he did. The new document had been largely prepared to match requirements for funding requests and the club's status changes. The amount to be in the Reserve Fund can be amended at any time by the Committee.

The accounts records system has been worked until now from historical costs, using these as a basis for spends. It is recognised that looking forward a new system is needed, with more emphasis on budgeting and forward planning.

Overspends on budgets could lead to rescheduling of some planned projects, but funds could also be drawn from the Reserve fund with a plan set up to repay. For example, the need for the new bar shutter was an oversight, which should have been noticed earlier, but savings on electricity bills that will hopefully come from the Solar Panels could go into the Reserve for funding overspends.

A new savings account – not a business account - is to be opened for the Reserve Fund which will generate interest. PW pointed out that there may be a tax factor because of this. Movement between accounts will need Committee approval, so cannot be made at short notice.

GE was thanked for all the work he has done on this, it will be a huge help in the future.

1.3 HMRC tax underpayments

No response so far from HMRC.

1.4 PRS invoice

Paid in August after communication to attempt to reduce.

2 Grant Funding

2.1 Lottery funding request

Nothing heard.

3 Governance, policies and procedures

3.1 Club status – Incorporation and Charitable Status

Some delay caused by change of personnel at CAS. We have pro bono legal advice for assistance for us and the Parish Council (PC) with regards to the Lease Agreement, waiting for PC to confirm their decision on the legal structure having met last week.

KH met with Babergh licensing department who have clarified that a Club Premises Certificate is what we need, and that there is no problem with this and a CIC status.

A new membership policy will be needed (KH/PW), clarity of members, TENS must be used, and a new constitution/name required.

It is not necessary to charge for membership, the residents can have complimentary membership, but they *must* complete a membership form. Can letter drop whole village. Other exemptions can be made for free membership, such as being on the committee, but life membership will no longer be available. Some form of membership card will be required, electronic signing in to be researched, tablet or QR code. Ongoing KH.

3.2 Policies/procedures to be adopted

a. Safeguarding – Children & Adults (KP)

b. Equality, Diversity & Inclusion (KP)

3.3 Policies/procedures to be progressed

a. Recruitment and selection (KH)

b. Hall hire (KH)

3.4 Parish Council relationship

Ongoing – see 3.1 (KH)

3.5 Outstanding Policies to be agreed and progressed

a. HSE H & S Risk Assessment done on August 7th KH/GR

b. Fire Test – dates to be moved to when KL is cleaning GR

EXPENDITURE & LICENSING

1. Maintenance

1.1 Car Park – One quote was £1000 less than the next one.

1.2 Shed replacement – Concrete pad quote is £1400. GE to research cost of pad/gravel alternative.

Possibly site the shed further away from the patio which can then be extended.

1.3 CO² Dioxide monitor for cellar – further research ongoing KH

1.4 Drain jetting – done, work needs doing to pointing and around the covers due to damage from tree roots. PC advised. Cleaning to be added to calendar for 2025. GR

1.5 WiFi update – PC have been requested to ask for another temporary upgrade to cover the Beer Festival.

1.6 Blinds/curtains replacement – Suggested get quote from “Blinds 2go”.

2. Bar Matters

2.1 Pipes update – KH had met with the Gallo’s rep, who agreed that the pipes need replacing. Her initial recommendation was Heineken, with a better financial deal and a more straightforward approach. She agreed that the Carlsberg rep was pushing the wrong deal, but they do have better products. She also suggested a slimmed down range and advised against putting zero or cider products on tap. She is to check with other suppliers and get back to us after the Beer Festival, and is also looking at reducing some prices to us.

Carlsberg, after being told that their suggestions wouldn’t work for us, have come back offering a total refresh, with a 4 line T-bar including one foreign product, at no cost, with a 2 year asset lock.

Ongoing KH

2.2 Fridge location – Confirmed work would be free of charge.

2.3 “Drinks in card” – GR to remind staff to use temporary slips during the Beer Festival

2.4 Security shutter replacement – Ongoing

2.5 Summer drinks promotion – KH to remind KL

2.6 Roles and responsibilities – without a Bar Steward, GR to do staff rota, DW ordering, GE financial. Confirmed that Aspalls to be discontinued when current stock finished. It could be replaced with Gallo's promotions for a while, which are often available at very good prices. May not always need a cask offer if there is a good product available, but should use both Cabin and Nethergate. There could also be requests for Beer Festival products to be repeated.

3. Solar Panels Project

3.1 The Babergh Capital Grant scheme had been oversubscribed, but they had suggested the Rural Community Fund, so a request went into that on August 2nd, sounds encouraging. Waiting for PC to support. A preferred supplier of the panels has been identified. Funds would not be available in advance, an invoice has to be received first, so any payment plan must reflect that at least a 2 week waiting period is possible. We will have to hold an event to publicise environmentally friendly schemes.

MEMBERS & COMMUNITY GROUPS/USERS

1. Club Administration/New members

1.1 New members for approval – One, approved. Form says paid cash, but none in tin, PW to check with KP.

1.2 Membership renewals – None.

1.3 Correspondence – None.

2. Forthcoming Events

2.1 Events planner review

Bingo – September 7th.

Family Fund Day – date confirmed as Saturday September 21st. GR to confirm with KP that if a bouncy castle is booked the supplier has insurance for the whole time it is on site.

Macmillan Coffee Morning – GR to check if Trish Theobald/Caroline Jones able to run this.

Halloween – October 26th?

2.2 Private bookings – Potential child's birthday party on December 1st.

2.3 Beer Festival plan/review –

Friday:

Ian Howe to erect the outside bar.

Volunteers needed at 1pm to put up gazebo's.

CW to get posts for hazard tape guide for parking from N. Theobald.

No Happy Hour.

Saturday:

Town crier doing official opening at 3pm.

IH and KT running outside bar, will need breaks and someone to take money/card payments for tokens. Also card payments for BBQ – give raffle tickets to prove payment.

BBQ to start at about 3.30pm. Need someone to take cash payments and collect raffle tickets for card paid.

There will be no charge for plastic glasses, must suggest re-use, and can be collected and washed to use again.

Pimms to be sold inside.

There are at least 2 staff inside all the time, and 3 for busy periods, so should be ok for breaks and washing glasses/restocking shelves. Volunteers to collect glasses would be helpful.

Any Other Business

None.

Meeting closed 9.25pm

CHAIRMAN.....

SECRETARY.....

Next meeting: **Monday September 9th at 7.30pm**