

STANSTEAD VILLAGE COMMUNITY CENTRE & SOCIAL CLUB

COMMITTEE MEETING MINUTES

Date of Meeting: Tuesday September 9th 2024

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

Chairman's welcome and apologies for absence:

The meeting started at 7.35pm. KH welcomed everyone, apologies from C. Warne.

Minutes of last Meeting

Minutes from the meeting on August 6th 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

None.

FUNDING & GOVERNANCE

1. Treasurers Report

1.1 Monthly financial report

Income in August was high, thanks to an excellent Beer Festival. Expenses included Beer Festival costs, drain jetting, the music licence and a larger than usual electricity bill. (Post meeting it was discovered that the billing had moved from mid-month to the start of the month, so this bill covered six weeks.) Attempts had been made to reduce the licence costs, but these were unsuccessful, and we may be billed more in the future due to live music events.

1.2 Capital Projects update & approval

GE presented his Budget Project Sheet, which clarifies costs and responsibilities for projects, making it much clearer than previously.

1.3 Financial Reserves update

A new bank account has now been setup and money transferred to it. It has already earned interest.

1.4 Quarterly Stock/Price review

Items with a much lower than average profit percentage included large bottles of wine, and large and small bottles of Prosecco. The small Prosecco is being purchased on Tesco Clubcard prices which makes a difference. It was decided to increase the price of a large bottle of wine from £13 to £15, and the price of large Prosecco from £15 to £17. Chocolate bars are to be reduced to £1. GR to print a new Price List, KL to update the till.

1.5 Beer Festival Review

Financially, a huge success. The BBQ did well, 130 beer tokens had been sold, and including the £1 a pint night, the bar also did very well.

It was thought the live music should have finished slightly earlier, at 10pm. Was so much music needed? Some had said the disco was too loud.

Was it supported by the whole village? A good mix of people, at different times of the day, but there were many visitors from outside Stanstead.

Must test the electrics before the event – turning the oven on blew the system. May have been because it was the first time it had been used since all the electrical work had been done.

Tokens need to be sold away from the bar from 2pm, not at the start of the BBQ.

The BBQ was working from 3.30pm to 9.30pm – need to ensure that replacement chefs are available.

There were still times when the bar staff were overwhelmed, despite 3 to 4 being organised for most of the time – standby help **must** be available. Peak time 4-8pm.

Pimms should be made and sold at the outside bar.

Storage for ice must be organised.

Won't bother to book an ice-cream van for 2025, My Thai Chef to be asked to come on the Friday. GR

The amount of beers/ciders was right, perhaps do 12 ales and 2 ciders next year, not 13 and 1. Old

Goat was the most expensive, Pumphouse was popular, the White Hart and Humber Doucy had more left than the others.

2 Grant Funding

2.1 Lottery funding request

Nothing heard. Decision should come to either/both the SVCC or Calendar email accounts.

3 Governance, policies and procedures

3.1 Club status

The Parish Council hadn't made a decision at its last meeting, which is necessary for funding etc. The legal help is still available. There is an Extraordinary Parish Council meeting on September 16th, when answers will be sought. Ongoing KH.

3.2 Policies/procedures to be adopted

a. Safeguarding – Children & Adults (KP) – a lead needs to be assigned.

b. Equality, Diversity & Inclusion (KP)

c. Hall Hire (KH) – completed.

3.3 Policies/procedures to be progressed

a. Staff & Volunteer Policy (KH) – waiting on potential changes in Government Policy.

b. Health & Safety – the current policy has expired. To be updated once the lease agreement is clarified (KH)

3.4 Risk Assessment

Completed. The main issue was the Car Park. A couple of outside bulbs have been replaced.

Responsibility for recycling banks is with the Parish Council. To be clarified with the lease agreement. (KH)

EXPENDITURE & LICENSING

1. Maintenance

1.1 Car Park – Contractor has been given the go ahead, no timescale as yet. (CW)

1.2 Shed replacement – KP to research cost of pad/gravel base.

1.3 CO² Dioxide monitor for cellar – GR to send GE a link for a monitor that looks as if it is the right sort.

1.4 WiFi update – PC state Fibre not available to building. PC want to keep control of this. Part of lease agreement (KH).

1.5 Blinds/curtains replacement – Ordered. Neil to be asked to help with fitting. (KH)

1.6 Drainage repairs & covers – PC advised SVCC to use Insurance Policy. Clearing needs to be done every year, and the pointing will need doing next year. Our insurance would have legal cover, can that be used to write a 'remove or be liable' letter to the neighbours if there is any evidence of liability? KH to check situation with local tree surgeon.

Three drain covers needed to stop leaves going into the system - GE

1.7 Snooker lights upgrade – Geoff had looked at replacing the lights, but decided it needed an electrician. Should this go to Parish Council? KH to check requirements with KT.

1.8 First Aid Boxes – Two new boxes – to St. John Ambulance standard – needed. KP to send link to GE.

1.9 Gents toilets – Appears to have another leak. KH to check after a couple of days.

2. Bar Matters

2.1 Pipes update – Adnams had been looked at but are expensive. Still keep returning to Carlsberg as the only viable option. Porette could be replaced with a Camerons lager which can be given our own name. Although Carlsberg had said a 2 year asset lock would apply, the Gallos rep says not. Could we try some Camerons for a month? Is doing the pipes upgrade ourselves for about £3500 still an option?

KH is to ask Alisha (Gallos) for a list of all Carlsberg products, and samples of Brooklyn/Camerons.

Ongoing KH

2.2 "Drinks in card" – Ongoing - KP

2.3 *Security shutter replacement* – DW had a quote of £1000 + VAT. For our insurance it must have a lock either side. GR to contact our alarm company Baldwins.

2.4 *Opening Times review* - Decided to change with effect from Thursday September 19th to:

Thursday 7.30pm to 11.30pm to cover the snooker matches

Friday 5pm to 11pm, Happy Hour confirmed as 5pm to 6pm, Food vans 6pm – 8pm

Saturday 5pm to 10pm, unless an event is on. Bingo to start at 7.30pm.

Sunday 3pm to 8pm

GR to advise staff on Bar WhatsApp group

3. Solar Panels Project

3.1 An offer from Babergh of £6500 is secure. The cut off for match funding is December 31st.

The Suffolk County Council Energy Project funds 50% of the amount raised, not 50% of the cost, so we are short. KH has asked Babergh for an increase in their offer and will request PC CIL money at the PC meeting. (KH)

Holding fund-raising events or crowd-funding are other options.

MEMBERS & COMMUNITY GROUPS/USERS

1. Club Administration/New members

1.1 *New members for approval* – None

1.2 *Membership renewals* – None.

1.3 *Snooker Team membership* – PW had asked Geoff to confirm names of team members as they must be members, but nothing heard. GR to resend.

1.4 *Correspondence* – Email from Colchester Arts Centre, who do fund-raising shows of A Christmas Carol. GR to ask if there is a charge.

1.5 *Catering van visits* – Confirmed that GR will ask My Thai Chef if they can do August 8 2025 for the Beer Festival. She will set up a rota with the other current vans for once a fortnight. Other suggestions have been made, may use for dates that others cannot do.

2. Forthcoming Events

2.1 *Events planner review*

Macmillan Coffee Morning – September 28th, Trish & Caroline running.

Bingo – October 5th.

Charity Quiz – GE to see if Ian can do one on October 19th.

Halloween – October 26th – Dave booked for Disco.

Bingo - November 9th not 2nd to avoid Bonfire Night. KP cannot do, GR to ask Lisa if her husband will.

Fundraiser Country & Western evening – November 23rd. Ticketed event, with curry/chilli/BBQ?

Bingo – December 7th

Casino Night – December 14th

New Years Eve – December 31st

No bingo to be held in January

Charity Quiz – January 18th

Bingo – February 1st

Indian Buffet – February 8th

2.2 *Private bookings* – Child's birthday party on December 1st.

Any Other Business

None.

Meeting closed 9.40pm

CHAIRMAN.....

SECRETARY.....

Next meeting: **Monday October 7th at 7.30pm**

2024:

Monday 14th October
Monday 11th November
Monday 9th December

2025:

Monday 13th January
Monday 10rd February
Monday 10th March
Monday 14th April
Wednesday 7th or 14th May?
Monday June 9th
Monday July 14th
Monday August 11th
Monday September 8th
Monday October 13th
Monday November 10th
Monday December 8th