

STANSTEAD VILLAGE COMMUNITY CENTRE & SOCIAL CLUB

COMMITTEE MEETING

Draft Minutes

Date of Meeting: Monday 14th April 2025

Present: KH,BA,CW,DW,PW + GE (Non-Committee Member)

1.Chairman's welcome and apologies for absence

The Chairman welcomed everyone and noted GE's attendance as a non- Committee Member

2. Minutes of 10th March meeting to be approved

Approved, to be uploaded onto the website **KH**

3. Matters arising from previous minutes not featured elsewhere on the agenda

3.1 Plumbing repairs - completed

3.2 Key fob for Nethergate – completed

3.3 New lounge TV and BT amplifier purchased from Councillor Plumb locality award - completed

4. Treasurers Report

4.1 Monthly financial report

-Total income for March including bar takings, events and hall hire : £6,177

- Total expenditure for March: £7,483

- Operating profit/loss for March: **-£1,306**

4.2 Quarterly review – Of particular concern was that bar takings for the first quarter of 2025 were **£2,689 (21%)** less than the same quarter in 2024. This was considered to be due to there being a lower footfall. In order to try and determine any underlying reasons it was proposed to survey current members, to include asking them for any known reason why their friends and neighbours did not frequent the Club and not volunteer to join the Committee. It was also decided to see if an advert for the monthly Bingo evening could be placed in the Glemsford Matters magazine.

A decision whether to increase some bar prices was held over until the May meeting.

4.3 Capital Projects update – Babergh Grant for 6.1 confirmed however on hold pending 5.1

4.4 Financial reserves update - to repay reserves used for Solar panel Grant payments **GE**

4.5 Time sheets: Agreed, to be applied from April. Staff now paid £12.50 per hour

5. Outcome of AGM – 26 March 2025

5.1 Treasurer Vacancy and implications for SVCC including potential dissolution. Lack of a Treasurer and additional Committee members is detrimental to the continued operation of the Club. After much discussion it was decided that an email would be sent to members stating that without a Treasurer and additional Committee members the Club could not continue. If no volunteer for Treasurer is forthcoming by Monday 12th May 2025 an Extraordinary General Meeting will be held on that day to begin the process of dissolution of the Club. The PC to be informed of EGM. **KH**

5.2 Implication of no new Committee members to organise social events and manage SVCC. As 4.2 and 5.1 above

5.3 Constitution updated with approved amendment **KH** Completed

6. Expenditure and maintenance projects

6.1 Shed replacement – funding secured from Babergh Community Development Grant, as 4.3 and 5.1 above KH

6.3 Insurance – completed, Beer festival coverage to be reviewed prior to the event PW

6.2 Items to be included in WG PW/BA

- Drainage repairs and annual cleaning
- Fire safety Improvements and quote pending from Flameguard
- WIFI, change of provider to be included in WG

6.4 Defibrillator- repairs to case being resolved by SH and paid for by PC. Defibrillator remains behind the bar - ongoing

7. Governance & Working Group PW/BA

7.1 Request from PC regarding accounts –draft response proposed by BA accepted and to be sent to PC BA

7.2 Advice from Solicitors received and shared with the PC: completed KH

7.3 Incorporation to be progressed after completion of the Lease Agreement KH

7.4 Sexual harassment Policy Risk assessment Update: completed BA

7.5 Draft Safeguarding policies with AW for review

7.6 H&S to be reviewed following completion of WG

8. Fundraising & Events KH

8.1 Beer Festival (8, 9, 10 August)

- KH to prepare an events plan

- Entertainment – singer proposed by JW to be considered: Request JW to provide contact details.

8.2 Future events & Food Vans

a) BBQ BH Monday 21st April CW & PW

b) Bingo – 3rd May AP

c) Quiz night – 17th May: charity quiz, Help for Heroes IS Post meeting date to be changed IS

d) VE 80th Celebrations – 11th May: AR to perform music of the era. Period food, cakes, and participants invited to bring own snacks and food. Sunday bar hours will apply.

e) Bank Holiday – Monday 5th May Sunday bar hours.

f) Catering Van visits B/A

- April 18th Curry Leaf (Good Friday)

- May 2nd Pizza – B/A to clarify future bookings

- May 16th – Chilli Van

- My Thai have been offered Saturday's if they have no other events: decision held over pending outcome of 5.1

8.3 Hall Hire

Bookings:

- Thursday 17th April – Wake JB 11.30am – 2.30pm

- Sunday 22nd June – Celebration event GR

8.4 Plug In Suffolk –KH

- Parish Council have currently not agreed to the installation of EV charge points

- SCC have put this on hold pending formalisation of lease and legal status of SVCC

- Post meeting SCC have stated the cost of upgrading the electricity pole is prohibitive and the offer has now been withdrawn. To be closed.

8.5 - Warm Space Sundays – To continue as 'Meet Up Sundays' supported by The Rural Coffee Caravan scheme, on hold pending resolution of 5.1 KH

11. LICENSING & BAR MATTERS

- 11.1 – ES to advise me when ready to be added to bar staff rota. WA
- 11.2 – *May staff rota*. Completed apart from no staff available 5th and 26th May. Speak to ES. WA
- 11.3 - *Bar cleaning rota*. Completed DW
- 11.4 - *Thursday opening hours*: Waiting for confirmation of end of snooker tournament.
- 11.5 – WA to contact BOC re gas cylinder in the cellar being returned
- 11.6 Revised prices of bottles to be obtained from Gallos for comparison with Tesco's DW

12. MEMBERSHIP & COMMUNITY GROUPS/USERS

- 12.1 Update on Membership, currently 138 Members based on returned forms. Excel document and Gmail to be reconciled with forms. Letter drop completed KH
- 12.2 New members for approval - None
- 12.3 Membership renewals - None
- 12.4 Correspondence – email from PC about access to Club accounts. 7.1 refers. WA

13. ANY OTHER BUSINESS

Date of next meeting – Monday 12th May at 7:30, immediately after EGM at 7pm

Meeting closed at: 21:13

CHAIRMAN.....

SECRETARY.....