

STANSTEAD VILLAGE COMMUNITY CENTRE & SOCIAL CLUB

DRAFT

COMMITTEE MEETING MINUTES

Date of Meeting: Monday 9 December 2024

Present: Kevin Horton (Chairman), Bill Armit (Secretary), George Easton (Treasurer), Colin Warne, David Warne, Paul Ward.

1 Chairman's welcome and apologies for absence:

KH welcomed everyone and the meeting started at 7.30pm.

Apologies: Geraldine Ross, Klaire Peck,

2. Minutes of the 11 November meeting:

Accepted as read. Approved minutes to be uploaded onto the website KH

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

None.

4. Treasurer's Report

4.1 Monthly financial report.

Total income including bar takings, events and hall hire: £4379.85

Total expenditure: £4,211.44

Operating profit for November: £168.41

Running total 2024 operating profit: £1,386.77

GE to make an application with HMRC regarding potential refund of the Employment Allowance

4.2 November bar takings report: £3507.65

4.3 Capital Projects update.

Solar panels total cost - £13,930.95

Grants received so far - £930 from Stanstead PC

£8,357.30 from Babergh District Council

£4,643.65 From Suffolk County Council

4.4 Financial Reserves update – Reserve account has not been utilised to date

4.5 Wholesalers update – see pp. 9.6

4.6. SCC Grant update – awarded

4.7 Babergh Grant update - awarded

4.8. PC Grant update – awarded.

5. Expenditure and Maintenance Projects

- 5.1 *Shed replacement* – to be progressed in 2025. Babergh Grant application to be submitted by April 2025. Three quotes required, to include gravel base option. DW and CW
- 5.2 *Drainage repairs & covers* – To be progressed once the lease agreement is finalised. KH
- 5.3 *Wi-Fi update* – To be progressed as part of lease agreement KH.
- 5.4 *Lighting* – Agreed that current external lights should be changed to LEDs. KH
- 5.5 *Gents toilets* – To be monitored for any further leak. KH
- 5.6 *Security Alarm servicing* – Baldwin Alarms to be contacted to service the security alarm in February as per the annual contract. BA
- 5.7 *Water softener* – Agreed that it should be replaced. Obtain quotes for replacement. CW
- 5.8 *Fire alarm checks* – Check if we have an annual maintenance contract. If not, set one up. GE
- Routine checks to be completed by AW
- 5.9 *Fruit machine* – It was agreed to reimburse AS if it could not be fixed. GE
- 5.10 *First Aid boxes* – ensure always up-to-date. BA
- 5.11 *Boiler maintenance* – check contract date for next maintenance (Burnerserve). BA
- 5.12 *PAT test* – Is it an insurance requirement? KH
- 5.13 *Hall Insurance/car park/ playground, external activities etc..* KH reported that his discussions with the PC concerning a new lease for the Community Centre would be taken forward by a Working Group(WG) tasked with producing a draft lease document for the PC and SVCC Committee to consider. The WG would consist of two members from each entity. It was agreed that BA and PW would represent the SVCC. BA and PW
- 5.14 *Your Hall Website*. The Community Centre has been registered with Your Hall website and is now ready to receive details of our hall hire publicity. BA
- 5.15 *Your Hall website/Contact magazine* Concern had been expressed about hiring our hall including the bar. The bar facility is only available for members when hiring the hall due to it's alcohol licence. It is necessary therefore that this condition is clearly stated in both Contact and Your Hall website. BA
- 5.16 *Nethergate key fob* - a decision on whether to provide Nethergate with a key fob would be deferred until the Woodfordes contract is concluded. KH
- 5.17 *Air Conditioning Unit* – It was agreed that the air conditioning unit should be serviced annually. GE/BA
- 5.18 PW stated correspondence had been received stating the building may have a water leak. PW to investigate further

6. Governance, policies and procedures

- 6.1 Application submitted to Suffolk ProHelp, may not be suitable for ProHelp scheme. Followed up 29/11/2024, no businesses have agreed to provide advice at present. Who owns the building? Cannot be incorporated until it is defined. KH and WG to progress
- 6.2 *Policies/procedures to be adopted*
- 6.2.1 *Safeguarding* – Children & Adults – AW is undergoing the necessary training with CAS. AW
- 6.3 *Policies/procedures to be progressed*
- 6.3.1 *Health and Safety*. – To be updated once the new lease agreement is clarified. KH
- 6.3.2 *Membership Policy for 2025* –As outlined at the November meeting a complimentary free membership will be available for Stanstead residents. Committee members are complimentary. **Membership for non- Stanstead residents will cost £5. A letter drop will be undertaken in January plus** wider advertising. The full, updated 2025 membership policy will be available in the Club, on the SVCC website and Facebook page. KH
- 6.3.3 *Sexual Harassment Policy* - Closely related to the Membership Policy is the new law, the Worker Protection (Amendment of Equality Act 2010) Act 2023 introducing a new legislative duty on all employers to take all reasonable steps to prevent sexual harassment of their employees in the workplace. It was decided, in the first instance, to prominently display notices in the Club to that

effect, to adopt and circulate a Policy to Members and deal with any instances through the disciplinary process contained in the 2025 Membership policy. Furthermore, all employees of the Club will be made aware of the protection afforded by this Act and how to, and to whom they should raise a complaint. **KH** and **BA** to complete Policy and Risk Assessment.

7. Fund Raising

7.1 Future events and food vans

a) 21 December - Christmas Party

6-8pm Children's games, crafts and Santa's Grotto - hot dogs and sandwiches.

8pm onwards, disco provided by DJ Dave Price, and the Christmas Draw at 10pm. Complimentary first mulled wine and snacks provided.

b) 31 December - New Years Eve –, AR Singing, food - bring and share. TEN not required.

*c) 11 January 2025- Bingo **AP***

*d) 18 January - Charity Quiz **IS** –It may also include a presentation of the new thermal imaging device and from Greenscape **PW**. **KH** to check with the PC*

*e) 1 February - Bingo **KT & JW***

f) 8 February - Indian Buffet. This may have to be replaced by an evening presentation from Woodforde's or an alternative date found.

*g) 15 March - Casino Night – **AP & LP** to be asked if they will assist*

7.2 Hall Hire:

a) Monday 3 February - Hartest Gardening Club

b) Thursday 1 May - Elections

*7.3 Food Vans – Schedule of food vans has been completed. Confirmation of Curry Leaf for 10 January still outstanding. **BA** (update – now confirmed) Schedule to be uploaded to website. **KH***

*7.4 Plug in Suffolk – Suffolk County Council Local Charging Infrastructure Initiative may be willing to offer a grant to install a vehicle battery charging point in the club grounds. After discussion it was agreed that we would request a survey from SCC to determine whether it was practical on our site. **KH***

8. Solar Panels

8.1 Grants have been awarded and received – see pps.4.6, 4.7 and 4.8 above.

*8.2 Greenscape Energy – have undertaken an initial survey, will return to complete detailed survey. **PW***

*8.3 If survey acceptable to both parties intention is for installation to be completed by Christmas. **PW***

9. Licensing and Bar Matters

*9.1 Bar rota - **ES** to be added to the staff rota from January 2025. **GE** and **BA***

*9.2 January bar rota- to be completed **BA***

*9.3 Bar cleaning rota – to be updated. **AW***

*9.4 Nethergate - over supply corrected, awaiting refund or credit note. **GE***

*9.5 Woodfordes – Agreed that they should be our main supplier - through Gallo. Their target for cellar alterations is early/mid-January. They will provide glasses and promotional material. Clarify if they would charge Nethergate to use their line. **KH***

*Need to contact Nethergate about “foreign line” **KH***

Decided we would require 4 products plus contingency if not with Nethergate, ie Wherry, English Lager, Albion cream stout, plus one other possibly the Pilsner lager.

9.6 Account with Thomas Ridley based in Rougham has been opened as we are unlikely to use Makro in Ipswich again.

10. Community engagement for grant applications

10.1 Residents: Quiz night see pp. 7.1d above

10.2 Children - Hedgehog Hospital, quiz and crafts. Date tbc **GE**

10.3 Community pantry and Community Food Fund. Having discussed the requirements and practicality with Babergh it was decided not to proceed. KP to be advised and asked to reallocate food already stored at the Club. **BA**

10.4 *Living Well in Winter and Warm Space*. - £340 grant received from Babergh. Decided to offer free tea/coffee and biscuits on Sundays, 3-6pm, until the end of March. **KH**

10.4.1 *Hypertension Outreach Clinic*.

Discussed with MH 09/11/24 and consideration to be given to linking this with Living Well in Winter project. Update from MH pending

11. MEMBERS & COMMUNITY GROUPS/USERS

11.1. Club Administration/New members

11.1.1 *New members for approval* – Three were approved

11.1.2 *Membership renewals* – None.

11.1.2 Resignations - Kirsty Littleboy
- Klaire Peck (from 21 December)

11.1.3 *Correspondence* – None

Any Other Business

Bar staff asked for more Raffle tickets. **GE**

New sexual harassment Act – see pp 6.3.3 above.

Meeting closed 11.00pm