

STANSTEAD VILLAGE COMMUNITY CENTRE & SOCIAL CLUB

DRAFT MINUTES

COMMITTEE MEETING

Date of Meeting: Monday 14th July 2025

Present:

1. Chairman's welcome and apologies for absence: SC
2. Minutes of 10th June meeting for approval – Approved as read
3. Matters arising from previous minutes not featured elsewhere on the agenda - None

4. Treasurers Report PW

4.1 Monthly financial report

- Total income including bar takings, events and hall hire - £3643.75
- Total expenditure – £4278.25
- Operating profit/loss for June – £634.50

4.2 June bar takings – £3332.30

4.3 Capital Projects update

- Demolish and replace shed (August) Item 6.1
- Annual drain flushing, responsibility for maintenance to be agreed as part of WG

4.4 PRS licence due for renewal in August PW

4.4 Financial reserves update –

- Currently set at £25,000

5. Treasurer's Role PW

5.1 Transition to cashless system – dependent on WiFi service following transfer of contract responsibility to MC.

- Update on WiFi transfer PW/WA. When contract transferred to CM contact CB to boost data limit to cover beer festival. WA
- Agreed that change to cashless operation be at a date to be decided but after the Beer Festival. Communication and raising awareness with members and Users to be clarified.
- agreed to review keeping cash payments a while longer while PW assesses the impact and effort required as he settles into Treasurer role. PW
- CW to investigate alternative card machines specifically Dojo.

5.2 Financial policies to be reviewed to reflect changes – to be reviewed when PW has completed takeover of Treasurer role. PW

6. Expenditure and maintenance projects

6.1 Shed replacement – KH

- Demolish existing and store contents.
- SIS to deliver and erect the shed during the third week of August.

6.2 Fire alarm system – Inspection report and quotes for remedial work sent to the PC for their consideration at the PC Meeting 28th July 2025.

6.3 WIFI – PC agreed to provide MC with supporting grant of £25pm or £300pa. In first instance. Agreed for it to be an annual lump sum. Date of transfer at our convenience. WA/PW – see item 5.1

7. Governance

7.1 SVCC/PC Lease Working Group WA/PW

- Informal meeting held on 30th June to review spreadsheet and other documents produced by WA containing proposals for future maintenance responsibilities of PC and MC

- Next WG meeting 21st July. Neighbourhood Plan survey to also be discussed with the PC.

7.2 Safeguarding

- AW is designated lead and is to update policies and sign off. Committee to sign off forms. AW/KH
- need to ensure applies also to hirers of the hall
- need to refer to in grant applications

7.3 H&S and Fire safety to be reviewed as part of the WG. Linked to item 7.1 & 6.2.

7.4 CIC Registration and Articles of Association to be submitted to Companies House KH

7.5 Name of CIC – Stanstead Village Community Centre & Social Club (C.I.C). List of organisations to be updated to be compiled by KH, WA & PW.

8. Fundraising & Events KH

8.1 Beer Festival

- Events plan review. Plan to be circulated after meeting. KH - attached

8.2 Future events & Food Vans WA

- a) Bingo – 2nd August 7.30pm
- b) Quiz night – charity quiz, Help for Heroes. Date TBC? IS to be contacted for Sept date. PW
- c) Catering Van visits WA
 - July 25th – Curry Leaf to replace Cactus Catering
 - August 8th – My Thai
- d) Hedgehog Hospital KH to follow up.
- e) PT's music event – date and arrangements pending from PT. Email sent and spoken with on two occasions. KH

8.3 Hall Hire

Bookings:

- No confirmed bookings for July or August (one cancelled due to delay in PC responding about use of the playing field)

8.4 Social events volunteers' group to be contacted for the beer festival. KH & LN exploring community groups. KH

8.5 Member's survey – TBC after Beer Festival and to consider how this links to the Neighbourhood Plan survey.

9. LICENSING & BAR MATTERS

9.1 – ES to be added to bar staff rota. WA - completed

9.2 – August staff rota. WA - completed

9.3– Drinks price review. KH – under consideration

9.4 – Update regarding Woodforde's Wherry and Albion products. JH to meet with KH and check out our system

- suggestion we might go direct to suppliers if problem not resolved.

9.5 – Replacement beer mats from Nethergate & Woodfordes. DW

9.6 Simplify Coke options, lemon or orange Fanta. Decision made to not reintroduce Carlsberg bottles and focus on English Lager and Nethergate.

10. MEMBERS & COMMUNITY GROUPS/USERS

10.1 Membership numbers - 153

10.2 Membership renewals/approvals - none

10.3 Correspondence WA - none

11. ANY OTHER BUSINESS

11.1 Gift voucher and presentation for GE. To be purchased by PW and presented at the beer festival by KH.

Meeting closed at: 9:20pm

CHAIRMAN – Kevin Horton

SECRETARY – Bill Armit

Attachment: Events Plan

Next meeting:

2025:

Monday August 11th

Monday September 8th

Monday October 13th

Monday November 10th

Monday December 8th