

STANSTEAD VILLAGE COMMUNITY CENTRE & SOCIAL CLUB C.I.C.

BOARD MEETING

Minutes

Date of Meeting: Tuesday 8th June 2026

Present:

- 1. Chairman's welcome and apologies for absence:** CJ, SC
- 2. Minutes of 19th May meeting for approval:** Approved as presented and signed
- 3. Director's declaration of interest:** None
- 4. Matters arising from previous minutes not featured elsewhere on the agenda:** None

5 Treasurer's Report [PW](#)

- 5.1 May monthly financial report:
 - Total income including bar takings, events and hall hire: £5527
 - Operating profit/loss: £1664.33
- 5.2 Lloyds Accounts update –
 - Agreed reserve £25,000, Currently: £25,097.60
 - Agreed operational account £5,000, Currently: £5,446.54

6. Finance updates [PW](#)

- 6.1 Meet up Sunday programme funding. [CJ](#) Agreed to continue as is and to seek grant funding support when available - ongoing

7. Capital and maintenance projects

- 7.1 Floor/ furniture cleaning: date for cleaning party.- Date to be arranged [WA](#)
- 7.2 Protective cover for Solar Panel battery: Update. WA reported that the provision of a protective cage over the Inverter and battery remains a Board project. Whether or not to obtain a second storage battery was discussed, PW to speak to Greenscape, obtain their assessment of whether it would be worthwhile and if so obtain a quote for purchase and fitting. To be reviewed at the next meeting. If it was decided to obtain a second battery the design and quotation for a protective cage would have to be re-visited. [PW/WA](#)
- 7.3 Obtain estimate for repair or replacement of roller shutter. Update: Waiting for estimate from "Daniel" for manual chain system who has been on holiday. Speak with DH. [WA](#)

8. Governance

- 8.1 **Lease.** SVCC/SPC Lease Working Group update. No developments since last meeting. We believe a letter from the PC is imminent. [WA/PW](#)
- 8.2 **Fire safety** update. CJ was absent but has been working on definitions of responsibilities PC/SVCC and will report progress at the next Board meeting. [CJ](#)
- 8.3 **Safeguarding.** [WA](#) - Policy completed and signed off
- 8.4 **H & S.** The latest V3 provided by KH was reviewed by the meeting. It left blank the naming of responsible person(s) and areas of their responsibilities. It was decided that they should be a shared responsibility among Board members. The Policy document will be updated and signed between meetings. [WA/CW](#)
- 8.5 **Complaints Logbook.** WA authorised to obtain. [WA](#)
- 8.6 **Incident Logbook.** WA authorised to obtain. [WA](#)

9. Fundraising & Events

9.1 Catering Vans. **WA**

- Friday 12th June – Rooster Smokehouse 5-8pm
- Saturday 20th June – Tasty Gyoza. 5-8pm
- Friday 26th June – My Thai – 6-8pm
- Saturday 4th July – Curry Leaf. 6-8pm

9.2 Events for June/July

- Quiz night Thursday 11th June. **GE** – Recurring - confirmed
- Bingo – 4th July at 7.30pm – Poster required **CD** – Recurring. -**DW/CD**. This month's Quiz Night coincided with Wilson's Curry Leaf van. The prolonged serving delayed the start of the Bingo session. The July Bingo also coincides with Curry Leaf. **WA** to see if Wilson can change to the Friday(3rd July) **WA**-
- Karaoke evening?-. confirmed Saturday 11th July **DW/CD**
- Charity (MND) evening with Sinus Rhythm 18th July. Good cause?- To be confirmed **DW**

9.3 Hall Hire:

- Children's birthday party Saturday 4th July 3.30 -5.30pm

9.4 Preparation for Beer Festival:

- Action Plan update **WA** – ongoing as per plan **All**
- Use of recreation field for main beer festival. Update **WA** – Permission obtained from PC - completed

10. LICENSING & BAR MATTERS

10.1 July staff rota. **WA** – Completed

10.2 Application for new alcohol licence: Ongoing, need to produce suitable Plan/Map **WA**

10.3 Bar staffing. **WA** - Completed

10.4 Till update. **CW** - Completed

11. MEMBERS & COMMUNITY GROUPS/USERS

11.1 Membership applications for approval since last meeting. **CJ**- 2 - approved

11.1 Membership numbers. **CJ** - 141

12. ANY OTHER BUSINESS

- Approval given for purchase of 4 new toilet seats **WA**
- DW reported front door handle loose – **WA** to check problem.
- PW reported that the delayed MND charity ride will take place on Sunday 6th September

Meeting closed at: 21.08hrs

CHAIRMAN :

SECRETARY :

Date:

Next meeting:

Monday 13th July

Monday 10th August

Monday 14th September

