**Management Committee Meeting Minutes.**

**Wednesday 12th October 2022 6.30 p.m.**

Present: Peter Atkins (PA) (President), Frank James (FJ) (Chair), Ken Sproston (KS) (Treasurer), Nick Bickley (NB) (Secretary), Trevor Laws (TL), Wendy Boult (WB) (Safeguarding), Vilma Allman, Rosie Vance-Cotsford (RVC), Chris Robinson (CR)

1. Apologies

Dave Barrett (DB)

1. Approval of the Minutes from 10th August 2022

The minutes were approved as a true reflection of the meeting.

Proposed: Chris Robinson

Seconded: Trevor Laws

1. Matters Arising

No matters were raised.

1. Secretary’s Report
2. The members have been kept up to date with all matters relating to the club including communications from the Social Committee.
3. Enquiries from prospective members have been passed to Dave Barrett
4. The clubs’ calendar and website have been kept up to date
5. Communication has taken place with league secretaries regarding booking the green for competitions
6. Bookings have been taken for hire by members
7. Took bookings for the use of the green from Young Farmers, Staffordshire University Alumni, Cub Scouts and Rising Brook Church Men’s Group.
8. Attended planning consultation with CR and KS
9. Liaised with Gerrard’s Electricals over inspection and booking work to be done
10. Contacted Stafford Rotary Club and Allotts re sponsorship for defibrillator at club
11. Treasurer’s Report -Including monthly statement, account balances and membership

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| Lloyds Bank Treasurers Account  | page3image1046605408page3image1046603424£12,757.89 page3image1046606352page3image1046607216 |
| page3image1046608576page3image1046609168page3image1046610304Lloyds Bank Savings Account page3image1046570128page3image1046570784page3image1046571920 | page3image1046575200page3image1046573472£9,039.39page3image1046576416page3image1046577280 |
| page3image1046581008page3image1046578976Accounts Totals  |  | page3image1046016592page3image1046341744£21,797.28 |

1. KS reported on the financial data to the end of September 2022 which had been shared with the Committee.
2. KS indicated that the club’s funds should increase by about £7,000 or £8,000 pounds.
3. Standing Charges

Gas and electricity charges have gone up as expected.

Waste collection is looking like it will come in at less than the estimate.

Club administration has increased due to unplanned expenditure on:

* The electrical safety check
* Repairs to the alarm system
* Purchase of new jacks
* Repairs to floodlights

The club administration line has been increased by £1250 to cover these costs.

Further costs will be incurred when the electrical work is carried out following the inspection and these will have to be added into the budget.

CR also pointed out that, at sometime, we may have to make changes to the floodlights and that this will have to be included in the budget.

KS went on to inform the meeting that capital expenditure had taken place for a mower, bar till, fridge and ice maker and that these will be going into the budget and the items added to the fixed asset register.

1. VA asked about how often the club is cleaned. KS explained that it is cleaned twice a month and CR said this was deep cleaning.

VA stated that in between the cleaners coming in mess was not always cleaned up.

FJ said that members should clean up after use.

1. PA raised the issue of the cost of playing snooker as members felt that it was cheap to play compared to other venues at 15 minutes for 20p. He felt that in order to help meet the electricity costs the timer should be altered to 10 minutes for 20p and explained that Ernie Hultquist had the manual that would enable him to do this.

CR/RVC/KS all agreed that it was cheap for a game of snooker.

A discussion took place concerning the viability of members using pound coins to play and whether the machine could be changed to allow this so that it did not have to be emptied so often. RVC was concerned that this would reduce the number of games being played and thus reduce income.

FJ proposed that the amount of time be reduced and the 20p charge be kept.

This was agreed by the Committee.

1. FJ brought to the Committee’s attention the Council Community Funding that will be available for providing places for people who are suffering to come to have heat and light. He suggested that this could be provided as part of the club’s Thursday coffee mornings.

KS felt that as the coffee mornings are a private event for members they are not open to the public and so it is not possible to access the funding.

It was agreed that we would not apply for funding on these grounds.

1. KS reported that there have been no new members since the last meeting.

TL noted that in the members list K. Lane was identified as a life member and that this was not the case.

KS agreed that this was an error and that he would make the necessary changes.

**Action: KS to changes members list.**

1. There have been no terminations since the last meeting.
2. Sponsorship

KS has been in discussions with Allots who have agreed to contribute again. He explained nothing had been received from Hyundai.

FJ and RVC said the Hyundai had withdrawn all sponsorship and so the club will not receive anything from them.

1. KS informed the meeting that he is now able to carry out bank transfers to pay accounts and expenditure and that NB aced as a second signatory as a check for payments.
2. Captains Report

DB asked that a date be set for the end of season presentations.

 **Action: FJ to contact DB to arrange date and meeting.**

1. Green and Grounds

CR reported that the green was in good condition and that it would stay open until at least the end of the month.

The teams had had to use the club’s mower as there had been a problem with the electric mower, however, as the electric one had been used as the main mower then there would be no need to carry out maintenance on the club’s mower during the winter.

He said that since Stan Hugill and Jim Stuarts leaving the maintenance team other members of the team had stepped up and ensured that Fridays are now covered.

FJ had attended a Vets League meeting during the afternoon and reported that attendees had commented on how good the green was looking. He thanked Chris for all the work the team does and Chris’ organisation.

1. Social Committee Report

VA reported that there had been a successful music night.

Other planned events included:

* Quiz Night – 19 November
* Bingo Night with fish and chips – 10 December
* The Social Committee are also looking to book another music night with Kenyon Walker in the new year

KS suggested that the Social Committee should count the notes in the till before events and at the end so a calculation can be made of the bar takings in order that the Social Committee get 50% of the takings.

CR stated that the till can be set to show takings and that Roy Aspinall knows how to do this. RVC agreed that the Post Office Club till can do this. This will be looked into.

VA explained that the Winter Games had started and that she and WB had completed the draw for all events. Three evenings will be sent out for the organisation of the games.

CR thanked VA and Wb for the work that had done organising the events.

1. Safe Guarding

WB felt that the club should be aware that for events such as the Scouts and Beavers taking part in taster sessions at the club we should consider that adults taking part in supporting the events should be DBS cleared.

FJ thanked WB for the work she had done for these events and said that reports stated they were great evenings.

1. Wednesday Vets League rotation

NB reported that since the idea of the ‘A’ team playing all home matches at our ground had been suggested he had received a number of calls and emails opposing such a move.

RVC and KS had raised concerns that this would not work at the last meeting it was discussed.

CR pointed out that the ‘B’ and ‘C’ teams would in fact be playing at the club every other year.

PA pointed out that the teams using Riverway on rotation had worked well in the past.

It was agreed that the rotation should stay in place.

**Action: NB to inform members that the rotation system will stay in place following representations from club members**

1. Club Polo Shirts

NB informed the meeting that he had been informed about the Wednesday ‘C’ team purchasing new polo shirts with a new design for the logo.

VA and WB shared with the meeting that there is a design in place which had, in the past, been approved by the Committee following representations from WB and had been used by the Ladies Team.

KS felt that new members have come into the club and brought new ideas.

VA stated that the previous logo had be paid for and was available for use. She also said that the ‘C’ team shirt was for their use only.

CR felt that it did not really matter if they wanted to go ahead and do this.

FJ said that if someone wishes to go ahead and buy their own shirts it is up to them and there should be no direction from the Committee concerning this.

1. Date/Time for AGM 2023

NB suggested the 22 February 2023 as the date for the AGM.

It was agreed that NB should canvass members regarding the time due to the dark winter nights. He will offer members the choice of 2pm or 6pm.

1. Any other Business
* Defibrillator

PA said that in the past members had left donations to the club in their wills. He felt that rather than do this he would like to purchase a defibrillator for the club.

VA said the British Heart Foundation will subsidise a defibrillator but we have to provide the cabinet.

PA had looked at the British Heart Foundation website but for it confusing. He is willing to cover the cost but asked if someone else will look into it.

**Action: NB to look at the British Heart Foundation website and to let PA know about progress**

* TL enquired why the quotation for the electrical work had not been carried over to this meeting? He was concerned that a trend was being set where decisions were being made without full consultation.

FJ stated that in light of the matters raised by the report concerning safety it could not be left.

TL asked if two weeks delay would have mattered?

WB pointed out that if anything had happened related to the electrics then we would have not been covered.

CR explained that the was no earth on the mains electricity so the work had to be done.

FJ said that TL had a valid point concerning the issue of consultation but in this case, due to the safety concerns, the matter had to be dealt with.

* WB informed the meeting that Roy Aspinall is concerned that people think that he has been appointed bar manager and have been complaining to him regarding stocks.

RVC pointed out that in the minutes of the last meeting it was said that FJ would talk to Ernie Hultquist and Roy Aspinall about how the bar is stocked.

FJ did talk to them about this and had also informed them that he and RVC would buy yhr crisps for the club.

  **Action: FJ to talk to Ernie Hultquist about the bar situation**

 **NB to put sign on bar stating that a bar manager is needed**

* VA brought to the Committees attention that there had been 9 days of league competitions this year that she had supervised and in some cases run. Next year the Vets league are asking clubs to host and run competitions. Are we happy to do this?

FJ stated that we are happy to have competitions as this brings in income.

PA and FJ felt that it was important that NB and CR know about any competitions booked so that the green can be prepared and the event can be staffed.

* NB asked if anyone on the Committee could coordinate with Gerrard’s electricians for the work to be done 21-24 November.
* WB agreed to meet them on the first day and provide them with a set of keys

**Action: NB to let Gerrards know**

 **KS to supply WB with bar key**

* VA asked that if an event takes place then all the furniture used should be put away at the end.

Meeting ended at 20.10.

Next meeting: 7 December at 6.30 pm.