

623 Club

AGM

16 April 2015 Old School House, Curbar

MINUTES

In attendance:

Richard Nicholson	Chair	RN
Emma Staniland	Treasurer	ES
Kate Holbrook	Secretary	KH
Charlotte Hanson	Committee Member	CH
Sally Christian	623 Co-ordinator	SC

1. Welcome

RN welcomed everyone to the meeting. A quorum was agreed.

2. Apologies

Apologies received from Sarah Walker (SW).

3. Minutes from previous AGM 8 April 2014

These were approved.

4. Chair's Report

Objectives and achievements for the year were:

- Successful Ofsted inspection – thanks were expressed for the efforts of the previous committee. Policies and procedures were in place to ensure we were prepared for the inspection. Thanks to the staff we achieved a “good” Ofsted inspection.
- Secure premises for the Club – we have moved to Old School House and it was agreed that RN (Chair) was empowered to sign the 5 year lease for a nominal rent on behalf of the Club. *We have since received notice from DCC that the lease expires on 31 August 2019 and is granted explicitly without security of tenure. This means that a future management committee will need to agree a new lease in advance of the expiry date (either with the DCC or for new premises).*

- Improved children's experience – Old School House, improved menus and new toys and games have all contributed to this.
- Improved invoicing, cash flow and financial controls – SAGE has been successfully implemented by ES and SW. Fees have been maintained at 2013 rates.
- Improved staff pay and conditions – staff reviews and pay rises have been implemented.
- Improved communications – digital communication with members implemented for the newsletter and committee meeting minutes.
- Improved marketing – our new website has been launched. Thanks to CH.

In conclusion RN thanks the voluntary committee for their efforts and the staff for their dedication over a very busy but successful year for 623 Club.

5. 623 Co-ordinator's Report

- New staff – Beth McErlean has been recruited for relief work. She will shortly attain her level 3 qualification.
- Children feedback – the children have given very positive feedback on the new premises and changes seen in Club.
- Staffing levels – Meg has achieved her level 3 qualification. Selina will reach Level 3 in May.

6. Treasurer's Report

See report attached.

The Club will finish with a small operating profit this year.

It was agreed that fees for the next year will remain the same subject to resolution of bad debts.

There is an issue regarding late payment of invoices. Payment is within 30 days. It was agreed that we would charge a £10 late payment fee going forward.

7. Election of Committee Members

KH confirmed there had been no nominations or interest expressed in Committee positions.

The three Committee members must resign at the end of the next term.

Chair – KH proposed RN to be re-elected as Chair. This was seconded by CH.

Treasurer – KH proposed ES to be re-elected as Treasurer. This was seconded by CH.

Secretary – ES proposed KH to be re-elected as Secretary. This was seconded by CH.

8. Proposed motions

None put forward.

9. Any Other Business

- Employment contracts – are to be reviewed. It was agreed that legal advice would be taken from Cockertons.
- New outdoor railings, adaptations to the kitchen and front door light to be undertaken this year. Quotes to be arranged.

10. Future Committee Meetings

18 June 2015 – 8 p.m. Devonshire Arms, Baslow

17 September 2015 – 8 p.m. Devonshire Arms, Baslow

17 December 2015 – Christmas social – Venue TBC