

**623 Club Committee Meeting**

**25 February 2016, Devonshire Arms, Baslow**

**MINUTES**

In attendance:

Richard Nicholson	Chair	RN
Emma Staniland	Treasurer	ES
Kate Holbrook	Secretary	KH
Charlotte Hanson	Committee Member	CH

1. Welcome

RN welcomed everyone to the meeting.

2. Apologies

Sally Christian.

3. Minutes 10 December 2015

These were approved.

4. Matters arising from 10 December 2015

To be discussed.

KH confirmed there had been no feedback from the Minutes.

5. Financial/Commercial

Cash flow/accounts

- Cash flow is tight but should ease once funds are received for this half term from Members.

Invoicing/debts

- All invoices apart from two have been sent out for this half term.

- Those with outstanding debts will be contacted and asked to pay within 7 days failing which the £10 late payment fee will be applied. KH to send out letters and statements of accounts to debtors chasing payment.
- Club will no longer accept cash payments. A letter confirming this will be sent to members in January.
- Members are encouraged to pay invoice by way of bank transfer. Bank details now appear on the invoices.

#### OSH spend/budget

- John Dix is starting the kitchen refurbishment in March.
- RN to prepare an inventory of sums spent over the last three years (in line with the Club's commitment to spend £7,000 over 5 years) before hand over to the new Committee. ES to confirm figures.

#### End of Year preparation – Tax

- ES to confirm the final figures for year ending 5 April 2016.

#### Outsourcing

- ES is making enquiries (feasibility, cost etc.) about the possible outsourcing of financial functions of the Club in the next financial year.

#### Fee proposal 2016/17

- A possible increase in fees will be discussed at the AGM on 14 April 2016.

### 6. Operational

#### Meeting with Simon Beehan (Curbar Head)

- RN to meet with SB on 24 March 2016.

#### Online booking update for Holiday Club

- The Committee agreed that online booking with pre-payment is appropriate for Holiday Club. There will be an early bird discount. This will incur a fee which may lead to an increase in the cost of Holiday Club. This will be discussed at the AGM.

#### Holiday Club feedback & planning

- Between 11 and 15 children were in each day over the February half term and the Club was a success.
- Plans for the Easter Holiday Club have been finalised and will be sent out to Members/put on Website shortly.

#### Toy spend

- A significant number of new toys have been purchased and have been well received by the children.

#### Pay Review feedback

- The pay reviews have been received positively.

#### Risk Assessments – update

- These are all up to date. No new assessments required.
- Risk Assessment refresher briefing session has been carried out for all staff by SC.

#### Policies & Procedures

- These are all up to date. No issues arising.

#### Health & Safety – accident reports

- No accidents reported

#### Quality Audits

- These are all up to date.

### 7. Marketing

#### Website feedback and update

- The website has been updated.
- CH to arrange for put photographs of the Club on the website showing the venue and activities available. A group staff photograph will also be added.

### 8. Old School House (OSH)

- RN to confirm with SB the position in relation to the outside refurbishment.

### 9. AGM

- This will take place at Old School House on 14 April at 8.00 p.m. KH to circulate Agenda and previous AGM Minutes one month before.
- Four members (Karen Esposito, John Reece, Sophie Fletcher and Amanda Bolt) have shown an interest in becoming Committee members. Karen is interested in becoming Chair, John as Treasurer and Amanda as Secretary. Sophie has confirmed that she is prepared to be a supporting Committee Member.

- Proposed motions:
  1. fees for 2016 / 17 (in accordance with Clause 6 a) iv) of the Constitution
  2. proposal to move to on-line booking only for Holiday Club
  3. Constitutional amendment – Add an explicit statement in Clause 1 that ‘623 Club is a not for profit Association’.
  4. Constitutional amendment – Remove reference to clause 10
  5. Remove references to the Club being a charity
- Nominations for the Committee roles are requested.
- Other proposed motions are welcomed from Members.
- RN, ES and SC to provide their annual reports at the AGM.

#### 10. Any Other Business

- The insurance will be due for renewal in April. KH to review policy schedule when it is received.

#### 11. Next Meetings

- Thursday 14 April 2016 – AGM - Old School House, Curbar – attendance strongly encouraged.