

623 Club

Committee Meeting

31st January 2019, The Devonshire Arms Baslow

MINUTES

1. In attendance:

Karen Esposito	Chair	KE
John Reece	Treasurer	JR
Charlotte Hanson	Secretary	CH
Sally Christian	Club Co-Ordinator	SC
Roberta Sutherland	Member	RS
Adam Sutherland	Member	AS

Apologies

Dan Esposito	Committee Member	DE
--------------	------------------	----

2. Matters Arising:

- Parent/carer feedback questionnaires have been compiled by KE and given to SC to print off and distribute to parents. SC confirmed this process has begun and is ongoing.
- KE was contacted by Emma Staniland, the previous treasurer, as she is still receiving some paperwork from the bank in the post. JR confirmed the original treasurer is still set up as the bank contact and this has not been able to be updated as no one knew this contact. SC confirmed that she knows the person and will follow up. Discussion followed as to who should receive the post going forward. Agreed for it to be sent direct to Club, although this will mean it being directed to Curbar school as Club does not have a separate postal address. SC to collect from Curbar school office on a weekly basis and for a pigeon hole to be designated in 623 so all paperwork received can be reviewed and actioned by the appropriate committee member or club staff member.
- Breakfast Club – Curbar school have agreed to take their children earlier in the morning so that those at Baslow can arrive on time.

3. Proposed Motions.

- Agreed to transfer management of petty cash to SC and Selina. Simplifies the process and makes it easier for them to collate ready to pass the information on to the accountant. Amount is approximately £500 per quarter, however, this increases in the summer due to holiday club.

- Selina to be made Deputy Manager. She has 15 years' experience of working at 623 club. JR to review e-mail sent by KE containing official offer letter. When agreed and signed copies to be printed and given to 623 Chair, SC and Selina.

4. Financial Matters:

- Long term outstanding debtor has cleared their account.
- SC and Selina have taken invoicing back in house. This is in an effort to prevent backlogs in future. The process is becoming more manageable as the majority of people now pay via vouchers or bank transfer. Currently there is a large amount of outstanding debt due to the late issuing of invoices previously. Selina has now sent out the current invoices and is 1/3 of the way through sending out statements to all parents/ carers so this debt should be reduced.
- Web Hosting – CH gave JR a spreadsheet of the web hosting costs for the last 3 years. This is currently paid for by Nick Stoddard who originally set up the website as there is no 623 Club debit card. AS stated that he could reduce the cost of the web hosting and agreed to review and arrange the transfer over to the new hosting company.
- Currently breakfast club is not separately invoiced from after school club. This may be something that can be introduced in future.

5. 623 Co-ordinator's Update:

- Staffing Issues – no issues, good balance of personalities.
- Risk Assessments and audit – all up to date. Audit is undertaken every month.
- H&S: accident reports – no issues.
- Cleanliness/tidiness – no issues with Curbar school. Previous issue of shared cupboard space now resolved.
- Food/snacks – no issues.
- Changes to activities/ developments – no changes.
- Issues surrounding snowbound days/transport – Tuesday 29th January – community transport bus did not turn up due to snow. SC was aware and children were collected by SC and Selina.
- General comment that club is running well at present.

6. Curbar Liason:

- KE met with Simon Beahan. Discussed the crack in 623 kitchen which cannot be plastered over. SB has had someone to check it and they have confirmed that it will be ok for a while.
- Lease on School House is up for renewal. It is highly likely that a rental increase will be negotiated. The building is owned by Derbyshire County Council, Curbar school invoice and sublet to 623.

7. Website

- Recently updated with February half term holiday club dates. CH to continue to update the site.

8. Election of Committee Members.

Chair

KE proposed Roberta Sutherland. This was seconded by JR.

RS has a son at Baslow School.

Treasurer

JR proposed Adam Sutherland. This was seconded by CH.

AS has a son at Baslow School.

Individual handover meetings to be scheduled. KE and JR to arrange.

Outgoing committee members are happy to offer advice/support to ensure a smooth transition.

SC to inform Ofsted of the committee changes.

RS already has her DBS in place. DBS for AS is in progress and should be completed shortly.

9. Any Other Business.

- Fee increase discussed as there has been no increase for three years. Agreed to postpone until the possible rent increase has been confirmed.
- CH stated that she would be looking to step down from the post of secretary in the coming months as she no longer has children who attend the club. Agreed to attend and minute the next meeting. SC to identify and approach suitable candidates to take over the position.

