

623 Club
Committee Meeting
19th July 2016, Old School House, Curbar
MINUTES

1. In attendance:

Karen Esposito	Chair	KE
John Reece	Treasurer	JR
Amanda Bolt	Secretary	AB
Sally Christian	Club Co-ordinator	SC

Apologies

Sophie Fletcher	Committee Member	SF
Charlotte Hanson	Committee Member	CH

2. Matters arising from previous meeting: Covered below.

3. Financial Matters:

- Confirmation of system for receipt of bank statements – statement has now been ordered and received as a print out. Address details need to be updated to treasurer JR.
- Cashflow and accounts update – SC to give JR petty cash book.
- Previously agreed £1000 for new toy budget – sand and scooters have been purchased however not enough has been spent on toys, some of the money was spent on food. Proof of purchases have been recorded in the cash box.
- Current budget for food is 75p per child. Petty cash is used for cleaning products, tea, coffee, milk and arts and craft materials, however, not always enough available. Going forward planning is required and a budget should be set. For the summer holiday club (6 week holiday) this was agreed at £500.
- Receipt for new kitchen needs to be provided for records – AB to action.
- Pensions – required to enroll in government scheme by January 1st for qualifying staff members. JR to set up and scheme and associated direct debit. Agreement that club will pay 8% in line with government guidelines.

4. Update on transfer to newly elected committee members:

- Confirmation of DBS applications – all now in place except for AB. AB to meet with KE as a matter of priority to apply and get this in place.

5. Operational/623 Co-ordinator's update:

- New starter information needs to be updated – SC to action.
- Concern raised that more advertising needs to be done to promote the club due to increased competition from other clubs in the local area. Action to be taken documented in the Marketing section below.
- Rate of Pay for level 3 to be discussed and agreed.
- New starter form for the two new members of staff needs to be completed – SC to action.
- Logo/ letter headed paper to be produced – AB agreed to action and put together a template.
- Job descriptions and job role information needs to be reviewed and if required updated – KE and SC to action.

6. Marketing.

- Due to the need for advertising it was agreed that a new flyer be put together documenting clearly what 623 can offer. SC to plan and collate the information. AB agreed to speak to a printing company in Sheffield for a quote. Flyer then be e-mailed out to all current parents/ carers and a hard copy be provided to parents of children at the schools covered by 623.
- Old telephone number is listed on the website – CH to update with new number.
- Confirmation that SC checks all e-mails generated by the form which can be submitted on the website.

7. Liaison with Curbar School.

KE met with Mr Simon Beahan (SB), head teacher of Curbar to discuss outstanding issues.

- Agreed jointly to hire a skip for general clean and tidy up of Old School House and Curbar School as a joint venture. Date to be arranged.
- Paint for the kitchen requested by SC. Indemnity insurance also required to cover fitting of the new kitchen. KE to speak with Kate Holbrook for advice.
- Discussed the access gate at front of old school house. Suggestion of a manual key pad with parents being given the access code. SB to investigate, budget of £1000 for external site requirements.
- SB to speak with a gardener regarding tidying up of the site. Waiting for school to invoice.
- SB requested that MUGA continued to be risk checked for damage – SC to action on behalf of club.
- School/623 invoicing issues –no concerns
- No other pressing concerns

8. A.O.B

Agreement to remove Sophie Fletcher off the list of committee members as she is unable to attend meetings due to other commitments.

