

Committee Meeting
24th July 2016, Devonshire Arms, Baslow
MINUTES

Interim meeting held due to delay in AGM as awaiting annual accounting information.

1. In attendance:

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| Karen Esposito | Chair | KE |
| John Reece | Treasurer | JR |
| Charlotte Hanson | Secretary | CH |

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| Apologies | | |
| Sally Christian | Club Co-ordinator | SC |

2. Financial Matters:

- Review of historical debts. Several outstanding debts many now over 1 year old for members who no longer attend club. Due to the historical nature of the debts it was agreed that those over 1 year old should be written off. Approximate total is £1000. Going forward with the introduction of e-mailing of invoices historical debts of this kind should no longer occur.
- All required data has now been sent to the accountant for the annual review. The accountant is on holiday throughout August so the information will be returned in September.

3. Operational/ 623 Co Ordinator Update

- Review required of the anti bullying policy to ensure consistency. KE to meet with Simon Beahan, head teacher of Curbar Primary, to ensure policies are aligned.
- SC to ensure any reported incidents are recorded in the appropriate books.
- Personal Development Reviews (PDRs) for club staff were discussed. KE to ask SC for existing documentation. If required this will be reviewed and staff offered the opportunity of a 1-1 chat with KE to raise any concerns.

4. AOB

- Review of the responsibilities held per role for staff and committee members in particular club treasurer as this is a time consuming but necessary task which includes monthly invoicing. Discussed the possibility of splitting into two distinct roles and offering current staff the opportunity to take on extra responsibility for additional payment. KE to discuss with staff at proposed 1-1 meetings.
- AGM provisional date set for 28th September as accounts will then be available. CH to update the website to inform members and KE to e-mail members directly using current distribution list.