

623 Club

Interim Committee Meeting

11th April 2019, The Devonshire Arms, Baslow

1. In Attendance

Roberta Sutherland	Chair	RS
Adam Sutherland	Treasurer	AS
Charlotte Hanson	Secretary	CH
Sally Christian	Club Manager	SC
Selina Carline	Club Deputy Manager	SPC
John Reece	Committee Member	JR

2. Purpose of meeting – to discuss the position and responsibilities of the treasurer role as due to a recent change in circumstances AS confirmed that unfortunately he was no longer in a position to commit fully to the treasurer role although he is happy to assist in running of the payroll as this has been handed over from JR.

As the majority of the treasurer responsibilities had not yet been transferred including the bank mandate JR kindly volunteered to continue as the treasurer until the AGM. The committee agreed that the priority was to identify a new candidate to fulfil the treasurer role and train them up in advance ready for them to take over at the AGM. The date for the AGM was agreed for 11th July 2019. JR confirmed that the accounts could be ready for this time.

It was acknowledged by all that the treasurer role as it currently exists is too much work for one person to do as a volunteer. To make it easier to find a new candidate it was agreed that the following responsibilities would be transferred in house to 623 club to be undertaken by SC and SPC as manager and deputy manager of the club;

- Payroll administration and payments.
- Management and payment of supplier invoices.
- Bank deposits.
- Petty cash administration.

This would leave the following responsibilities for the Treasurer;

- Liaising with the accountant.
- Producing the annual report.
- Attending committee meetings (approximately 4 per annum plus the AGM)

3. Other Financial Issues

Bank Remit – JR and CH agreed to carry on being signatures going forward until they leave their positions at the AGM.

After reviewing the Constitution it was confirmed that only 4 persons were able to have access to sign cheques on behalf of the club, these must include the Secretary, Treasurer and 2 others. The committee agreed that SC as club manager should become a signatory, this will be actioned immediately. At the AGM the mandate can be transferred to the new secretary and treasurer and one other person can be identified. This can be the Chair as has been the situation for the last few years.

SPC confirmed that invoicing is now under control and there is a proper process in place going forward.

4. Succession Planning

Priority to locate a new treasurer. CH to review the e-mail sent when asking for volunteers previously and work with RS on a new communication. Date of AGM will be communicated at the same time.

SPC confirmed that there were no changes to the current distribution list.