

623 Club

Committee Meeting

15th July 2019, The Devonshire Arms Baslow

MINUTES

1. In attendance:

Roberta Sutherland	Chair	RS
John Reece	Treasurer	JR
Charlotte Hanson	Secretary	CH
Sally Christian	Club Manager	SC
Selina Carline	Deputy Club Manager	SPC
Duncan Marson	Parent Volunteer	DM

2. Financial Matters

- SC does not yet have access to the bank as unsure of the process due to information given by the bank. The bank require a copy of the meeting minutes where she agreed to take on the responsibility. Copy given to SC and she will follow up with the bank.
- Petty cash entries have been recorded in the book but need to be transferred to the electronic system.
- Recent timesheets need to be given to JR.
- Wages have been paid but this has left the account low.
- Invoices – up to date as we now have a successful process in place. Small outstanding debt which is in the process of being chased up.
- Parents of Y6 children are asking for their final invoices – SPC to action.
- End of year accounts – accountant has been contacted so these should be ready for the AGM in September.

3. 623 Co-ordinator's Update:

- Staffing Issues – no issues.
- Risk Assessments and audit – risk assessment is now due. RS to arrange with SC as soon as possible. Provisional date agreed as 17<sup>th</sup> July.
- H&S: accident reports – no issues.
- Cleanliness/tidiness – no issues with Curbar school.
- Food/snacks – no issues.
- Changes to activities/ developments – no changes.

- Club Numbers– numbers for summer holiday club and holiday club are dropping even taking in to consideration the slow terms in summer and autumn. Only children whose parents require childcare due to working arrangements are attending, club is not being used as an afterschool fun activity as was the case previously. The number of year 6 leavers is balanced out by the new reception intake due to start in September. Attendees are still split evenly between Baslow and Curbar schools.

Breakfast club numbers are low, this is not promoted at Baslow school due to transport issues. It currently runs Monday to Thursday averaging 4 children with 1 member of staff. Agreed to promote holiday and afterschool club over breakfast club. SC and SPC to give out flyers at Baslow school to push holiday club.

#### 4. Curbar Liason:

- Major issue – contract with Curbar Primary of the lease of Old School House is due to end shortly. RS will verify the specific date the lease ends. Headteacher Simon Beahan (SB) has confirmed that the costs will be raised considerably and has had an assessor around to review the space. He has requested that in future Curbar Primary have use of the main room as a class room and so would like this space to be kept clear. Committee have agreed that the school can have use of the space but a concession on the rent should be made.

Rent is currently £2 per hour. If it were to be raised above £5 per hour afterschool club could still run, however, some of this cost would have to be past on to parents via higher fees. A charge of £5 per hour would mean it would not be cost affective to continue running the breakfast club. This would impact Curbar Primary as the breakfast club was set up at their request.

It was agreed that SB should be contacting RS as Chair of 623 rather than liaising via SC or club staff member Angie Cottle and that it is taken in consideration that we are a community resource and not a profit making organization.

SC has been looking for alternative venues for the club as a backup. She has spoken to Curbar Scout Hut, they are considering and will put the option to their committee. Another possibility would be Eyam Primary School – RS to approach to discuss.

JR suggested that the full committee should meet with the Curbar School Governors if required. Agreed to obtain all of the facts regarding the situation before arranging this.

RS agreed to arrange a meeting with SB by September at the latest to discuss the situation fully so decisions can be made when all the facts are in place.

5. Website

- Recently updated with summer holiday club dates. CH to continue to update the site although it does not appear to be a major resource for parents.

6. Succession Planning of Committee Members.

- Appointment of new treasurer – further to the e-mails sent by RS to club members there has only been one response confirming that they are not in a position to help. Discussed the option of changing the organization to a Community Interest Company (CIC) so there was no need for a committee going forward. This would give SC and SPC full responsibility of running the organization and a larger committee would be required in order to vote for this change. It was agreed that it would be preferred for club to continue to be run by a voluntary committee and further efforts would be made to find someone to take over the treasurer role. In the event that a volunteer could not be found it was discussed whether the constitution could be changed to allow either SC or SPC to take over the role, however, it was agreed that this would lead to a conflict of interests. Agreed that the role should be opened to the wider community to include grandparents etc. AGM to be scheduled for September and if no new treasurer in place we will have to give notice to members that the club will close.
- Welcome to Duncan Marson who has volunteered to take over the secretary role at the AGM. Duncan is has a son at Baslow school and is attending the meeting to get an understanding of how the committee works to run the club. CH agreed to send DM a copy of the club constitution for review.

7. Any Other Business.

- AGM date set for 6.30 pm, 23<sup>rd</sup> September at Old School House.

