**623 Club**

**6.15pm, 7 December 2022, Curbar Scout Hut**

**MINUTES**

1. **Officers / staff/ attendees present**

Duncan Marson Outgoing Chair DM

Natalie Anwyl Outgoing Treasurer NJA

Helen Boyle Incoming Treasurer HB

Sam Moodie Co-Secretary SM

Emma Collins Club Co-Manager EC

Richard Hopkins Incoming Chair member RH

Sharon Cronin Committee member SC

1. **Apologies**

Apologies were sent by Crystal Buchanan, Gill Bond, Kevin Parkes, Tracy Dore (TD) and Jim Taylor.

1. **Approval of minutes from the last meeting**

The committee approved the minutes from the last meeting on 2 November 2022. NJA to upload to the website.

1. **Chair’s update**

DM advised that the chair role has not yet been filled and RH volunteered to take on the role.

DM and RH to co-ordinate a handover.

DM also advised that the insurance policy is due for renewal on 21 March 2023. DH to add SM and GB details to the policy to co-ordinate renewal.

1. **Treasurer’s update**

NJA confirmed that the handover to HB is going well, and HB has been given access to the invoicing software. NJA is in the process of getting access for HB to the bank account.

HB advised that new payment terms have been implemented in the latest set of invoices, reducing payment term down to 14 days.

HB and NJA advised that costs are increasing in 2023 with an increase in rent by £40 / week and an increase in bus hire of £5/day. The committee agreed that fees should not be increased in the current climate, but the club funds would be monitored.

EC questioned whether the bus could be cancelled for days when it is no longer needed. NJA advised that Sally should be asked about previous practice. EC also advised that there is no contract with the bus company and it was decided that EC and TD should discuss further with the bus company.

HB updated on spending thresholds and suggested a spending cap of £50 for a single purchase and collective spend of £1000 in total per year. HB will continue to review and put together an annual budget.

1. **623 Managers update**

Staffing

EC advised that recruitment of a new playworker was ongoing and a decision was anticipated before the end of term.

EC also advised that the DBS check for Alla Bratchuk has now been obtained, but a reference from Alla’s school had still not been obtained due to the current situation in Ukraine.

Risk Assessment and Safeguarding

EC advised that new risk assessments have been completed and will be sent for review by DM/RH. EC advised that the new accident form folder has also arrived.

EC advised that PAT testing of electrical appliances has been scheduled.

EC confirmed that new lock on main gate have been fitted together with signs; and the wooden gate has been permanently locked and missing panels fitted. EC advised that she is still waiting for information from the Bakewell fire service on safety of bolt lock on main door to Scout Hut.

EC also advised that the Scout Hut have obtained quotes for upgrading the fence by the river and will be arranging for installation.

EC advised that new committee members need to obtain DBS check consistent with club policy. EC and TD to check if DBS is needed for all committee members or just those with access to club members’ information; and to arrange as required.

Lone working

EC asked DM to look into whether lone working was covered by existing insurance policy.

New information forms

EC advised that she has prepared new information forms and booking forms for parents to complete. Committee to review and EC and TD to send out.

EC advised that she has removed all old information forms for children no longer in attendance at the club and will destroy these. EC has also removed and destroyed staff records for previous staff members.

Fire safety officer

EC requested permission for herself and/or TD to attend a Designated safeguarding lead course and fire safety course consistent with requirements. The committee approved. EC and/or TD to arrange and attend course.

EC and TD will also carry out test fire drills with the children.

Joining fee

EC questioned whether a £10 joining fee is currently being charged for new club members. The committee decided that no fee was to be charged.

Emergency contact numbers

EC asked for input on the best way to store emergency contacts for use in the event that the Scout Hut has to be evacuated. The committee agreed that cloud based storage as well as contact numbers on the club phone would be best way to maintain easy access to parents’ contact details. EC and TD to action.

Club numbers

EC advised that she has collated club numbers from the club register. HB advised that it would be useful to provide a further update on numbers next term to allow for financial forecasting.

Breakfast club

EC asked whether there was any interest in opening up breakfast club to Baslow school. EC and TD to discuss with Baslow head and ask parents for expression of interest.

1. **Review of the constitution and options for club’s legal status**

NJA advised that research into potential new structures for the club was ongoing.

1. **Other business – holiday clubs**

EC and TD to check with Scout hut whether there is availability for running a holiday club in the February half term. Adverts for the holiday club will be sent out at the start of the term with pre-booking forms and information on deposits (to be discussed again at the next committee meeting).

A follow up meeting will be diarised for early 2023.

The meeting was brought to a close at 8.15pm with thanks to all who attended.