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**623 Club Committee Meeting**

# Thursday 25th Jan 2024 at 7.15pm,

# (at the Bridge Inn, Calver)

# Minutes

1. Welcome and introductions / Confirmation of attendance

Natalie Anwyl (NA) Treasurer

Richard Hopkins (RH) Chair

Emma Collins (EC) Manager

Samantha Moodie (SM) Co-secretary

Apologies

Apologies were sent by: Duncan Marson, Gill Bond, Tracey Dore, Kevin Parkes, Jim Taylor and Lorna Drinkwater.

1. Approval of minutes from last meeting

RH opened the meeting. The committee approved the minutes from the last meeting.

1. Open issues

**Treasurer’s Update** – update on club finances

NA provided an overview of the club finances since October 2023. The finances are in good shape, and our monthly income is now consistently exceeding outgoing costs, following the increase in rates that we implemented in September 2023. The committee are happy with the finances and have no concerns at present.

There has been a slight reduction in club numbers, and this has reduced income for the club. To compensate for the loss of income, EC has adjusted the staff rota and cancelled the bus on Mondays and Fridays. The number of children requiring transport on these days is sufficiently low that staff are able to transport children themselves by car. This has resulted in cost savings. The committee queried whether the bus is also needed on Tuesdays as children requiring transport on that day is also low. EC will enquire with staff as to whether transport by car is feasible on this day too.

NA advised that the invoice for rental of the Scout hut invoice has not been issued since Sept ’23. EC to request issue of the invoice from Richard.

Holiday club in January bought in approx. £400. EC to provide update on staffing costs so NA can work out overall balance.

* 1. **623 Managers update** – EC provided an update on the club.
     1. **Staffing** – As discussed above, the staff rota has been adjusted based on the recent reduction in club numbers.
     2. **Club numbers** – As discussed above, there has been a fall in club numbers recently. The committee have no immediate concerns about this, as outgoing costs have been reduced to account for the loss of income.
     3. **Update on scout hut**:

EC advised that the new mains gas is still not connected at the scout hut. The process is being held up whilst the suppliers resolve a dispute in the postcode of the precise.

Health and Safety: EC has requested that Richard fit a soap dispenser in the bathroom. Currently a freestanding bottle of soap is used but this keeps falling on the floor and is leaking soap.

EC reported that there have several children who have been injured with splinters from the floor. EC has reported this to Richard and he will re-seal the floor.

EC also reported that there is a raised curb area by the outside gravel area that is a trip hazard. She has requested that this be removed. EC will follow up with Richard to see whether this can be done.

The door lock, retractable barriers and dishwasher have all been fitted. Portable barriers are being used by the steps to the side of the building, but a wooden gate is due to be fitted in course.

Richard has fenced off the fire pit to prevent children accessing this area of the grounds.

Cleaning – EC reported that other groups in the scout hut have recently been using the club’s cleaning resources, plates, and tea towels. EC will raise with Richard.

* + 1. **Ofsted** – Ofsted have confirmed that new EY2 forms are not required by committee members already registered with them. Only EC and Gill Bond need to complete a new EY2 form. These are in progress.
    2. **Holiday club** – EC advised that she is having difficulty finding staff to run a holiday club in the February half term. She will continue to review and will try to run the club for at least one day if possible.
    3. **Website** – Jim Taylor (JT) has been updating the website and it’s looking really good. EC will provide parent testimonials to upload.
    4. **Payroll** – Lorna Drinkwater has identified a firm of accountants that have lower rates for payroll. NA and LD will continue to look into this to see whether cost savings can be made.
    5. **Policies, risk assessments and other documents** – EC has updated all policies and risk assessments. RH will need to read and sign these off again. COSHH and lone working checklists have also been updated. EC has also made a summary of complaints.
    6. **Contracts and staff handbook** – EC has prepared and distributed staff appraisal forms. GB and EC have discussed the new contracts and staff handbook. The committee still need to review these and approve before they are given to staff.
    7. **Food hygiene and meals**. The food hygiene authority have requested that a separate handwashing sink fitted is to be fitted in the kitchen. EC to discuss with Richard.

EC has also proposed a change in the meals provided in the after-school club session. This term, hot meals have been served, but this has been very time consuming. EC has proposed to revert to serving sandwiches and wraps. The committee agreed that this seems sensible. EC to inform parents.

EC also requested permission to sign up for a Morrison’s delivery pass for the year. The committee approved this as it saves cost and time in doing the shopping in person.

* + 1. **Flyer**. EC is updating the flyer for 623 and will include testimonials. SM advised that she has a contact who can provide graphic design advice to assist with preparing a flyer.

1. Time and date of next meeting:
2. Adjournment