

**Minutes of the Management Committee of the Stradbroke Sports  
and Community Centre  
held on Tuesday, 9th. April, 2019 at 7.30 pm in the Webb Room**

1) Chairman's Welcome, Jane Merritt welcomed us to the meeting.

Those present were, Jane Merritt (Chairman), David Merritt. Colin Jones, Tony Potts, Jane Gemmill, Pam Cane, Mary Ellis, Toni Wisbey, Don Darling, Roger Turkington (Bookings), Mike Moody (Treasurer), Margaret Streeter (Secretary).

**2) Apologies for absence** had been received from Avril Major, Julia Nowell, Maria Smith, Nick Stones, and Dennis Merritt.

**3) The Minutes of the meeting held on Tuesday, 12th. March, 2019** were signed as a correct record by the Chairman after the amendment to item 12) Health and Safety - the electrical test is 5 yearly.

**4) Matter arising**

CAS security adviser Paul White still had not made contact. Agreed to ask Mervyn Stannard, to install motion sensor security light in the play area on "Annie's Shed".

Waveney Security had met with Jane and made their annual check. It was noted they did not check last year.

Jane had noticed that the Hearing Loop had been switched off - it has been re-set and working again.

Don reported that Tori Ovens, Friends of the High School, had asked if we can provide bar staff and stock (Beer and Wine) for the bar and borrow our crockery for their Spanish Night on 27th. April. Proviso they get their own Licence and pay for any breakages. It was agreed to give it a try as it was good for community relations. Don will liaise.

The RABI have a lunch in the hall the following day (Sunday, 28th.) so everything will need to be returned and in good order on Saturday night

**5) Correspondence**

MSDC "0" Business Rates.

**6) Treasurers Report**

Since the last report receipts to the 31<sup>st</sup> of March show an increase of £2,053, increasing the year to date figure to £28,697, up by £562 on last year's annual figure of £28,135.

Bar receipts increased by £1,021 to £10,337 down £874 on last year. Bar payments increased by £232 to £4,441 and gross profit is 57%. A stock take was taken at the year end and showed an increase of £51 and cash showed a reduction of £61.

Hire income increased by £532 to £13,577 compared to the previous year of £12,379.

Fund Raising receipts increased by £494 and the year to date stands at £4,634, £222 up on last year. Payments increased by £247 to £2,217 and gross profit stands at 52%.

Overall payments increased by £2,116 to £27,839 and are just above last year's figure of £27,569.

As noted at the last meeting a quarterly electricity bill amounting to £1,173 was received and paid on 20<sup>th</sup> March. The previous quarter (Sep – Nov) amounted to £461. As previously noted, a price increase of 16% was incurred from 1<sup>st</sup> Nov and more significant the usage for the year has doubled - probably due to the new heaters. An electricity receipt of £43.74 was received from the Tennis club for use of flood lights. It should be noted that oil purchases are significantly down on the previous year, but the exact usage figure is unknown. Last year accounts show oil cost £443 more than this year which is £726.

Water costs increased by £26 to £299, which is £142 less than last year. As discussed, the Tennis Club was invoiced and has paid £50 for the usage of water.

Cleaning costs increased by £267 totaling to £3,074, £405 down on last year despite an increase in the wage rate. A further pay increase will be made in April.

Other costs since the last report are £194 relating to notice board (£140), advert in Stradbroke monthly (£37) and £16.99 for IT services.

The bank balance stands at £26,900 which is a reduction of £62 from the previous report.

Annual accounts have been completed subject to audit.

The insurance renewal has been paid.

Discussion over the large increase in the electricity bill; need to assess running costs of the new electric heaters with increase in hiring income and savings on heating oil. Time will tell.

Mike presented the Annual Accounts, attached to these Minutes, The Profit and Loss Account and the Balance Sheet. They will be audited by Eileen Shelford.

Thank you, Mike, for all your work on the accounts.

## **7) Constitution**

Work on the Constitution is still ongoing and Don will contact Charity Commission again. Deferred to our next meeting in May.

## **8) Social Club Committee**

No replies from Village Halls re: Pub games.

Women's Cycle Tour – Monday June 10th - Sue Calver. Puppet Show, crazy bikes. Fressingfield Scouts BBQ. Open evening - for sports CC, FC? Club Room booked. More details next month.

## **9) User Manual - Colin**

Copies had been sent out on line. Including overview and details of facilities for each room, and information on Fire and Medical Equipment.

Editing suggestions received were noted. Colin will collate any further comments. Final copy to be produced for the next meeting.

Thank you for all the work Dennis and Colin have put into the production of this manual.

The manual will be available on our website.

## **Website**

Margaret and Jane had had training to put the CC Minutes on line.

Parish Council elections. Candidates to be invited to write a resume of why they want to be on PC.

## **10) Bookings - Roger**

Kids parties, High School Reunion, RABI lunch. 20th. May - 10.30 - 3.30 -Dementia "Engagement". David will be having two weeks off from 11th. April. Help required with setting up tables and the Bar and cleaning. Rota to be drawn up.

## **11) Bar - David**

Bars have picked up - see Treasurer's Report. Income and Expenditure and percentage Profits for the last 9 years of the bar were handed round. It was agreed that the price of spirits will be increased to £2 a shot and a bottle of wine will remain at £10.

Thank you, David.

## **12) Cinema - Jane**

80 people attended "Bohemian Rhapsody" a very enjoyable night.

18th. April - "The Wife", 4.15 setting up, ice creams and door OK.

The on line voting was poor but the result is "Stan and Ollie", "Mary Queen of Scots" and "On the Basis of Sex".

## **12) Health and Safety - Pam**

The updated 2009 Fire Risk document will be ready before the next meeting

Flame Skill due in April. Marty will be again undertaking the PAT testing. No change with the Asbestos.

COSH sheet - on going. Right hand Fire-door is still sticking -Tony to look at.

## **13) Maintenance - Roger**

Tank cleaning and down pipe/soak away in hand. Nick.

Sill to Club Room door not fixed - in hand.

Paintwork and minor maintenance. Working party - Jane.

**14) Any other business**

Triathlon - 18th.19th. May - Teas, Coffees etc. Rota to be drawn up - update from Maria.

Annual Parish Meeting in the High School on 9th. May.

SALC magazine had included an article on Table Tennis - Toni. Handed to Tony Potts.

Toni reported that someone had been seen on the CC roof.

Minor incidents of vandalism and anti-social behaviour can be reported on the Police Website. A PCSO has been assigned to our area.

The slightest doubt about the safety of an individual/s dial 999.

There being no other business the meeting closed.

Our next meeting will be our Annual General Meeting, on Tuesday, 14th. May, 7.30 pm. followed by an ordinary meeting.

Signed by the Chairman.....14th. May, 7.30 pm.