

Minutes of the Management Committee of the Stradbroke Sports and Community Centre

held on Tuesday, 14th. May, 2019 after the AGM that was held at 7.30 pm in the Webb Room

1) **Newly elected Chairman**, Jane Merritt welcomed us to the meeting. It was with great sadness that we held a minutes silence in remembrance of Rusty (Michael) Smith.

2) **Those present**, Jane Merritt, Roger Turkington, Colin Jones, Dennis Merritt, David Merritt, Don Darling, Toni Wisbey, Tony Potts, Pam Cane, Nick Stones, Julia Nowell, Mike Moody, and Margaret Streeter.

Apologies from Mary Ellis, Jane Gemmill, Avril Major, and Maria Smith.

3) **The Minutes of the meeting held on Tuesday, 9th. April, 2019** were signed as a correct record by the Chairman after the amendment to item 12) Health and Safety. The 2009 Fire Risk document was circulated prior to the April meeting.

4) **Matters arising from these Minutes.**

Friends of the High School, had asked if we could 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. In the event they sold no tickets so event was cancelled.

Probably better all round if any future fund raising events by FOSH, requiring bar and catering, are held in The Community Centre.

Mervyn has to fix the Security Light on the Shed.

Constitution and Manual held over to next meeting.

A problem with the untidy state of the store - all sorted. Suggestion it is locked.

5) **No correspondence**

6) **Treasurers Report - Mike Moody**

Report on Income and Expenditure Year to date

The year to date shows an income of £3,139, against £3,834 last year (largely on hire income). Bar receipts were £1,364 similar to last year.

Hire income was £1,486 compared to £2038 in the previous year.

Fund Raising receipts were £289, less than last year which took £404 as a quiz night took £111 on top of the cinema receipts.

Overall payments are £2,733, £158 less than last year.

Cleaning costs down by £40 despite an increase in wages.

Repairs are £106, the same as last year reflecting annual maintenance from Waveney Security

Insurance costs for the year are £1,315, £29 up on last year.

Other costs are £117, including water softener tablets (£100) and £17 on monthly IT services.

The bank balance stands at £27,305 up from the year end which was £26,900.

A smart meter is to replace the existing one with a date agreed on 5th June between 2 – 4pm. Access to the building is required and electricity turned off whilst the work is taking place.

A thank you gift will be provided to Eileen Shelford for auditing the 2018 -19 accounts. Club invoices reflecting last year values will be sent over the next month.

Thank you, Mike.

The installation of a Smart Meter was discussed; agreed to go ahead.

Confirmed that 25% of bar income goes to all Clubs.

7) Social Club Committee - Jane

Triathlon/18/19th.May. Jane M. /refreshment Rota.

OVO Energy Women's Tour 2019 stage one - Monday 10th. June. 4.30 - 8.00 pm.

Puppets, scooters, BBQ. Area in front of store.

Bar in Club Room.

Jane suggested we hold an Italian Evening, in the Autumn, with "The Frog on The Dog" wood fired pizza co. to do catering, and show "The Italian Job" film. Food during the interval. Pizzas cost £8.00 and the charge for the film would be £5.50.

Colin had been to a Supper where the Castleton Brass Band (from Eye) played they charge £250. 100 tickets sold @ £5.00

The sub-committee will discuss these ideas

8) Bookings - Roger

Cancellation policy 50% charge if less than a weeks notice.

The Counselling sessions a rather different policy needs to be in place.

We lose revenue when setting up time is not included in the hire charge. A polite reminder to our regular users, who do not sign a contract form.

Three cars were "impounded" behind the swimming pool on the night of the High School reunion. Make sure that hirers are made aware and that the gate key is on the swimming pools hirers key!

Booking timetable and info. is available on line. SLM (Swimming Pool) are now paying by BACS.

9) Bar - David Merritt

11 bars between 12th. April and 11th. May. The CC Race Night, 13th. April, £456.00 nett; 28th.

April R.A.B.I. luncheon £234.00, and 11th. May High School Reunion £272.00. 8 events, with bar, booked between 14th. May and 1st. June.

Thank you, David.

10. Cinema - Jane

47 attended "The Wife"

"Stan and Ollie" on the 16th. May.

"On the basis of sex" Thursday, 20th. June "Mary Queen of Scots", Thursday, 18th. July.

Gill R-D, who runs Stradbroke Branch of Learn, formerly W.E.A., is suggesting we hold monthly 2hr matinees of classic films. Using Film Bank to obtain the films, £150 fee, which is returnable. A really good idea to attract more people to the Centre.

11) Health and Safety - Pam

Annual Fire Risk review - document to be amended to "a new person will be appointed" with regard to Competent Advisor. £190 quoted for professional fire risk assessor.

Original Fire Risk Assessment document review - there are a number of changes - still ongoing

Flameskill - both technicians have made annual checks on fire equipment - comments received: - mandatory that Zone chart is next to fire alarm + recommendations for additional automatic smoke detectors. Technician replaced batteries in Emergency lighting in main hall and tubes in changing rooms. Roger has replaced 2 Emergency lights in Sports Club Room. Certificates from both technicians received.

PAT testing - Pam to contact Marty Norris

Fire door at end of main hall needs replacing

COSHH sheets, Risk Assessment and H & S Policy still ongoing. Jane favours using a H & S template on the HSE website. Check with our insurers.

12) Maintenance.

New fire doors required in the main hall. The Club Room door needs a new sill. Showers need reinstating and tank emptying. - Nick with help.

Down pipe and length of pipe. Nick.

Alan Flatman has quoted £1400 to deal with drainage/flooding problems.

Heating problems - faulty switch has been replaced. The Problem has yet to be resolved.

13) Any other business 31st. May, Rusty's funeral.

Toni had given Tony Potts information from Table Tennis England about an all weather outside table. £800. Grants available. More suitable for the High School.

There being no other business the meeting closed.

Our next meeting will be on Tuesday, 11th. June, 2019

Signed by Jane Merritt, 11th. June, 2019