



Clubroom Management Committee Meeting

Tuesday 12th August 2008

Present: Paul Milner Di Ellis Alan Dexter John Gaskin
 Julia Powell Val Sorrell John Fieldsend Libby Bowness

Apologies: Jo Hunter Geoff Love Caroline Hope Carol Bassett

1. Minutes of previous meeting/Matters arising

1.1 Minutes of July meeting were agreed and signed as accurate.

1.2 The PAT testing on the electrical appliances has been completed by T James and certificate given. Forms have been completed and renewal due annually. **JG/JF**

1.3 Poster in Thrapston Town Hall building still to be checked. **JP**

1.4 Seems to be some disagreement at T James regarding the wall lights; apparently the originals are 12 volt and the new one they fitted is 24 volt and that is why it doesn't work. A new track has been ordered and they will also look at the problem ceiling lights; should all be sorted this time. **JG**

1.5 Redevelopment of the car park is on the way, the new shed is up and the tarmac is due on Thursday. Libby showed us a seating unit with 4 corner areas for sandpit, water or planting etc. These will all have covers and should fit into the area between the shed and the wall of the hall. All work should be completed by the 27th August. **LB/CH**

1.6 The Pre-school are 80% certain they will increase their hours to 2 sessions on a Friday, that will mean they will have 3 days running from 8.45 to 3.15 although this may be extended to 3.45pm. They believe that by the end of October they will be up to full strength again with 20 to 24 children each day. **LB/CH**

2. Correspondence

2.1 Pamphlet from National Council for Voluntary organisations for anyone to read.

2.2 Leaflets and posters from Northants CC for distribution recommending 30 minutes daily exercise.

3. Caretaker items

3.1 Health & Safety checks done and all OK.

3.2 Smith Fire extinguishers on annual check and in diary. This prompted a point from PM about the number of people we could have in the Clubroom based on evacuation in case of fire. The new pavilion can accommodate almost as many people as the Clubroom as they have 2 sets of double doors and in a worst-case scenario we would have only a single door for evacuation.

- 3.3 Fire Risk Assessment to be discussed with Smiths during their visit. **JG**
- 3.4 Black bin bags missing again, whole rolls seem to disappear
4. **Bookings**
- 4.1 The £15 cash from the Flower Club that was left in Val's box and lost has been written off but a letterbox has now been fitted to Val's door.
- 4.2 The Toddler Group have paid up to date.
- 4.3 The Flower and Vegetable Show have been invoiced as per agreed rate.
- 4.4 It seems that the organisers of the Ferret Racing are annoyed at being charged the out of village rate as they feel that Clopton and Titchmarsh have close ties and this was a charity event.
5. **Marketing the Clubroom**
Debbie Twigger would like to start a Keep-fit class on a Tuesday evening and perhaps an afternoon class of yoga or pilates. There is also scope for an early evening Fitness class on a Wednesday 6 to 7pm by another instructor (Anna?). It was agreed to offer Debbie the first month at a discounted hire rate to help her get established. **GL
VS**
6. **Treasurer's Report**
- 6.1 Bank statement passed to chair and an income/expenditure summary was circulated. Outstanding payments approved and cheques signed.
Income for July £907.37 and Payments were £399.28
No payments due in August.
- 6.2 Accounts must be signed in September ahead of the AGM in October. Di to send out a copy of the accounts to the committee before the next meeting. **DE**
7. **Preschool Development Plans**
Final designs for painted markings to be left to Pre-school team; broadly understand what required and Committee agreed in principal. **LB/CH**
8. **AOB**
No AOB was raised.

Date of next meeting: 7.30pm Thursday 25th September