



Clubroom Management Committee Meeting

Thursday 3rd December 2008

Present: Paul Milner Di Ellis Alan Dexter John Gaskin
 Julia Powell Val Sorrell John Fieldsend Geoff Love
 Caroline Hope

Apologies: Carol Bassett Jo Hunter

1. Minutes of previous meeting / Matters arising

- 1.1 Minutes of October meeting were agreed and signed as accurate.
- 1.2 Poster in Thrapston Town Hall building still to be checked. **JP**
- 1.3 Lighting all fixed. John G suggested a letter of thanks to Brian Tute from T James for sorting out all the lighting issues. Geoff will write the letter. **GL**
- 1.4 A new sign for the Clubroom to be discussed at next month's meeting. **GL**
- 1.5 Hire agreement to be amended by Val to include TEN information where appropriate. **VS**

2. Correspondence

Email from Sylvia Prestwich to advise that new welcome packs are being prepared and the Clubroom's details need to be updated. John G will email relevant information to Geoff so he can amend the necessary details. John G will also look at the Clubroom's page on the village website and email any changes to Sylvia. **JG/GL**

3. Caretaker items

- 3.1 John F reported all Health & Safety checks done and all OK.
- 3.2.1 John F advised that "In case of fire...." signs are needed at each of the three fire doors. He will contact Smiths to find out where these signs can be purchased. It was suggested the Clubroom's immediate neighbours should be informed in the event of a fire; the fire contacts could be responsible for doing this. **JF**
- 3.2.2 Val will display a copy of the hiring agreement on the noticeboard in the entrance hall to make hirers aware of their responsibilities in the event of a fire. **VS**
- 3.2.3 Paul will email fire safety information to John F to modify as suggested by Smiths. **PM/JF**
- 3.3 The emergency lighting will be checked after the Pre-School finishes for Christmas on 17th December. **JF**

4. Bookings/Clubroom Re-decoration

- 4.1 The keep-fit class on Wednesdays has been cancelled after two sessions, as there were only three participants at each one. The keep-fit class on Tuesdays has finished for Christmas and will hopefully re-start in the New Year.

- 4.2 Val reported fewer bookings during the Christmas period, and there will be no pantomime this year. Julia will look into plays that could be performed at the Clubroom next year and a pantomime for next Christmas. JP
5. **Treasurer's Report**
- 6.1 Bank statement passed to Chair and income/expenditure summary was circulated. Outstanding payments approved and cheques signed.
- 6.2 Val reported total payments received £730 and total payments due £3,016.82. She reported £586 in outstanding booking fees; this was partly attributable to the November meeting being delayed until early December.
7. **Pre-school Development Plans (including new gates/fencing off bins)**
- 7.1 Spencers will be coming out to quote for new gates early next week. Quotes already received from Cannock Gates and Harvey Smith. Caroline will email Spencers' quote to the committee so a final decision can be taken before the next meeting. The Pre-School have delayed contacting Harvey Smith about the other work to be carried out until there is a decision about the gates. CH/ GL
8. **AOB**
- 8.1 Caroline explained the School are looking into the option of providing hot school lunches, brought in by an outsider caterer. To make it a more viable option they have asked the Pre-School if they would be interested in joining forces in this. The outside caterer would just bring in the food ready to serve to the children. Both the School and Pre-School have sent questionnaires to all parents to gauge levels of support. This proposal was fully supported by the Committee. Caroline will advise of any further developments at the next meeting. CH
- 8.2 John G reported that there was no heating in the Clubroom on Monday as the boiler broke down over the weekend. Corvee could not come out until Tuesday and the new part that was needed could not be delivered until Wednesday. Consequently the Pre-School were forced to close on Tuesday and Wednesday as it was too cold for the children. It was agreed the Pre-School would not be charged rent for the two days they had to close.
- 8.3 Geoff has further investigated the idea of the Clubroom purchasing a bouncy castle. It would cost £500-700, possibly cheaper in the current financial climate, guaranteed to last for 5 years, not too bulky to store and cost £150 pa to insure. Bouncy castles are hired for events at the Clubroom about 10 times a month, so it would pay for itself, and could be hired out for village events too. As the Clubroom has premises licence authority, its insurance premium would automatically increase, although most bouncy castles are insured under the hirer's household insurance. Geoff will put a detailed proposal together for the next meeting. GL
- 8.4.1 As Clubroom's income last year was over £10k, the Charity Commission requires:
a) independent examiner's report – Jackie Rowe will do this
b) receipts and payments account
c) Trustee's annual report
d) annual return DE/ PM
- 8.4.2 Di reported the Clubroom's Rules of Operation need to be amended, as they should refer to an 'independent examiner' not 'independent auditor'. PM
- 8.5 John G suggested the Clubroom should have a formal complaints procedure. This will be discussed at the next meeting. JG
- 8.6 John G has spoken to the new contact at ACRE, Glen Marriott.

Date of next meeting: 7.30pm Wednesday 7th January 2009