



Clubroom Management Committee Meeting

Wednesday 7th January 2009

Present: Paul Milner Di Ellis Alan Dexter John Gaskin
 Val Sorrell Geoff Love Caroline Hope Liz Townson

Apologies: Carol Bassett Jo Hunter Julia Powell
 John Fieldsend

1. Minutes of previous meeting/Matters arising

- 1.1 Minutes of December meeting and EGM were agreed and signed as accurate.
- 1.2 Poster in Thrapston Town Hall building still to be checked. **JP**
- 1.3 Letter to Brian Tute at T James to be written. **GL**
- 1.4 Hire agreement to be amended to include TEN information where appropriate. **VS**
- 1.5 Information for updated welcome packs to be submitted to Sylvia Prestwich. Geoff has already sent her information to update village website. **GL**
- 1.6 'In case of fire...' signs to be produced. Paul has sent relevant information to Jo. **JF/JH**
- 1.6.1 Val to display copy of hiring agreement on noticeboard in the entrance hall. **VS**
- 1.7 Emergency lighting to be checked. **JF**
- 1.8 Julia is looking at any plays or pantomimes that could be performed this year. **JP**
- 1.9 Trustees annual report for the Charity Commission to be done. **DE/PM**
- 1.10 Paul has updated the Clubroom's Rules of Operation.
- 1.11 Caroline reported no further developments about hot meals at the Pre-School.
- 1.12 A complaints procedure for the Clubroom was discussed. It was agreed a complaint from a hirer should be brought to the keyholder's attention in the first instance. If no satisfactory outcome, the hirer should put their complaint in writing to the Chairman (John Gaskin). **JG/VS**

2. Correspondence

Newsletter from Active Aging has been received. Pam Wilton (ex-ACRE) is their facilitator. It includes information on a free event providing information, workshops and activities for the over 50's, at the Nene Centre on 10th February. Details of the event to be advertised at the Clubroom and forwarded to Melvyn Chapman who is organising a whist drive at the Pavilion. **PM**

3. Caretaker items

John F had reported to John Gaskin that all Health & Safety checks done and all OK.

4. Bookings/Clubroom Re-decoration

4.1 Outstanding booking fees have now been paid.

4.2 Val reported she had at last received the booking payment from the Tuesday keep-fit lady, outstanding since early November, after numerous requests. The instructor intends to continue her sessions and publicise them more widely. It was agreed the next booking payment due should again be requested before the end of next month.

5. Bouncy Castles

Geoff presented a detailed proposal outlining the costs and revenue if the Clubroom were to buy a bouncy castle. It could generate additional children's parties as well as additional revenue from those looking to use a bouncy castle at their party. The cost of a 12ft x 12ft bouncy castle (from Pineapple Leisure) would be £529.00. This includes fan, pegs, safety certificate, business starter pack and operating manual with customer hire templates. It would be beneficial to purchase a repair kit, sack truck and extension cable for £80.00, bringing the total budget to £610.00. All costs set to rise on 12th January by 15%.

The Clubroom's existing insurance policy does not include bouncy castle insurance cover. Hippo Insurance provides bouncy castle cover for £165.00 per year. There are no requirements (eg: supervisory requirements) as a condition of cover.

Most bouncy castles at the Clubroom are currently supplied by King Bounce Alot who charge £45.00. It was proposed the Clubroom charged £40.00, rising to £42.00 and £45.00 in years 2 and 3 respectively. The investment would pay for itself within the first 13 months and then provide a healthy profit for the Clubroom.

A bouncy castle can puncture but is easy to repair. It is stored in a bag about the size of a large kit bag. Caroline to check if the Pre-School could store it in their shed. **CH**

The operating manual includes a training DVD, which would show the caretakers how to operate the bouncy castle. This could in future form part of the duties of a paid caretaker.

A bouncy castle hire agreement could be drawn up, based on the customer hire template. **GL**

The Committee gave Geoff unanimous support to proceed with purchasing a bouncy castle for the Clubroom. Paul will promote it in the Titchmarsh Times and Caroline will let the Pre-School and FOTS know too. It was agreed that for the moment the bouncy castle should only be available for hire at children's parties in the Clubroom. **GL /PM /CH**

6. Treasurer's Report

6.1 Bank statement passed to chair and income/expenditure summary was circulated. Outstanding payments approved and cheques signed.

6.2 Diane reported total payments received £1,016.50 and total payments due £674.40. A dividend payment has been received from the Guaranteed Capital Account.

6.3 Funds have been transferred into the Community Account to pay for new gates and fencing bin area.

7. Outdoor Development Plans

7.1 New Gates

Caroline presented quotes from C N Spencer Ltd, Harvey Smith and Cannock Gates, for 4' high wooden gates for the Clubroom:

- Harvey Smith: £500
- Cannock Gates: £460
- C N Spencer Ltd: £378.12

Geoff also presented details of Cannock Gates' half price sale, ending 28th February. All gates come with a 5 year guarantee.

A unanimous decision was taken to order Bordeaux gates (4' high x 8' wide) reduced from £300 to £135 (plus £60 carriage) in the Cannock Gates' sale. Harvey Smith will be asked to order the gates on the Clubroom's behalf and fit them. As the gates come untreated, Geoff will find out how much treatment they require.

**CH/
GL**

The Committee agreed on a £500 budget for the new gates, to include fitting.

7.2 Fencing off bin area

Caroline will ask Harvey to go ahead with fencing off bin area, and additionally (at Pre-School's expense) erecting a small wooden gate, with corrugated plastic overhead, by the side of the shed. This was previously on hold, pending a decision about new gates.

CH

7.3 New Clubroom sign

Geoff presented the Committee with three examples of a new sign (all 1.8m in length):

- 3mm solid aluminium: £253
- 3mm solid aluminium with folded edges: £378
- 3mm fibre glass: £389

The sign would be fixed to the end of the store room, where the Titchmarsh Pre-School sign is also displayed.

It was agreed that Geoff should get a range of different styles designed so a final decision can be taken.

GL

8. AOB

John G has approached the donors of the piano to discuss its future.

JG

Date of next meeting: 7.30pm Wednesday 18th February 2009