



Clubroom Management Committee Meeting

Thursday 23rd October 2008

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

Apologies: Carol Bassett

1. Minutes of previous meeting/Matters arising

- 1.1 Minutes of September meeting were agreed and signed as accurate.
- 1.2 Poster in Thrapston Town Hall building still to be checked. **JP**
- 1.3 T James have fixed spot lighting and will fix strip light in the kitchen next Tuesday (28th) and test circuits too. **JG**
- 1.4 Fire extinguisher check has been carried out. The fire risk assessment has some implications for the hire agreement. John F will produce a list of actions necessary to comply with the fire risk assessment. Jo volunteered to produce any necessary signs. **JFJH**
- 1.5 Alan and John G attended the opening of the Pre-School's outdoor play area on 9th October. Caroline presented the Committee with a thank you card from the Pre-School.
- 1.6 John G has completed the survey from Phil Hope MP.
- 1.7 Caroline confirmed that the Pre-School carry out regular fire drills.
- 1.8 No bin was purchased for dirty tea towels, but Alan has ensured there is a ready supply of clean ones in the kitchen.
- 1.9 Invoice received from Neil Robinson for new soap dispensers, fitted in the kitchen and toilets.
- 1.10 Caroline has asked the Pre-School to ensure all lights are switched off after each session. She will remind them and Titchmarsh Babes on a regular basis. **CH**
- 1.11 John G has ordered the paint for the re-decoration: conker (gloss) for dado rail and skirting board, cream (eggshell) for wood panelling, brilliant white for the beams. The re-decoration will be completed by 3rd November. **JG**
- 1.12 Geoff reported that the Parish Council have yet to make a decision about moving their meetings to the Pavilion.
- 1.13 Caroline contacted Playground Markings, who came to improve the non-slip surface of the markings on 8th October. She confirmed the Pre-School website now has a link to the Clubroom's page on www.titchmarsh.info.

1.14 A new sign for the Clubroom to be discussed at next month's meeting. PM

2. Correspondence

2.1 Letter from Phil Hope MP enclosing information from NEA and DEFRA about grants for energy efficiency.

2.2 Letter from Phil Hope MP with information on a free website designed by BT.

3. Caretaker items

John F reported all Health & Safety checks done and all OK.

4. Bookings/Clubroom Re-decoration

There is the possibility of 3 classes running each week: keep-fit on Tuesdays, keep-fit (45 min class) on Wednesdays w.e.f 19th November, circuits on Thursdays. The circuits instructor has not yet committed; she has asked to have a look round the Clubroom. Val reported that the numbers attending keep-fit on Tuesdays has dropped off, but hopefully only a temporarily.

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 Alan volunteered to continue overseeing the caretaker float and will continue as a bank signatory.

6.3 The bill for the re-decoration will need to be paid imminently.

7. Pre-school Development Plans (including new gates/fencing off bins)

7.1 Caroline showed the Committee some drawings to supplement the earlier quotes from Harvey Smith. It was suggested replacement gates could be purchased from Cannock Gates and fitted by Harvey Smith. Jo recommended Spencers of Brigstock too. A maximum budget of £500 was agreed for fitting new gates. Caroline and Geoff will investigate all the options and report back at the next meeting. CH/
GL

7.2 It was agreed the Pre-School should go ahead with their plans for a small wooden gate, with corrugated plastic overhead, by the side of the shed. The work will be carried out by Harvey Smith. The Pre-School will ensure the plastic roofing is sufficiently pitched to ensure no water leakage into the neighbouring garden. CH

7.3 It was agreed the Clubroom should fence off the bin area. The work will be carried out by Harvey Smith.

7.3 The door closure in the ladies toilet has been removed. It was agreed the Pre-School could put it back, for health & safety reasons.

8. Redecoration

John G has negotiated a £50 discount off the decorator's bill, reducing the total to £2,230 + VAT.

9. AOB

9.1 There was further discussion about recruiting a paid Secretary for the Committee. John G proposed approaching certain candidates, but no final agreement was reached.

Following this discussion, it was agreed to put the paid Secretary recruitment on hold and the following tasks would be undertaken for a trial period of 3 months:

Caroline – minute taking
Geoff – correspondence
Paul – Titchmarsh Times communication
Val – ad hoc computer work

9.2 Geoff reported that bouncy castles are not covered under the Clubroom's current insurance policy; it would cost an extra £150 pa to add one to the cover. Most hirers assume it is covered by their household insurance. Geoff will contact some local bouncy castle companies for further information and report back at next month's meeting.

GL

9.3 Val highlighted that when the Harvest Lunch was moved at the last minute from the marquee to the Clubroom because of the wet weather, the TEN was not transferred too. The TEN should either have been transferred to the Clubroom, or alcohol should have been sold in the marquee for consumption at the Clubroom. Val suggested that in future a copy of the appropriate TEN should be displayed at the Clubroom before an event takes place, and will highlight any TENS on the monthly schedule. She will amend the hire agreement to state that the appropriate TEN for an event must be shown to whomever unlocks the Clubroom.

VS

Date of next meeting: 8.30pm Thursday 27th November