



Clubroom Management Committee Meeting

Thursday 25th September 2008

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

Apologies: Jo Hunter Carol Bassett Libby Bowness

1. Minutes of previous meeting/Matters arising

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

1.2 T James have fitted spot lighting and fixed emergency lighting. They will order a new strip light for the kitchen and fit it for us. John G to produce a checklist for light maintenance. **JG**

1.3 Annual check on Smith Fire extinguishers to be carried out on either 8th or 10th October. John G to confirm the date to John F. **JG/JF**

1.4 Alan has purchased more black bin bags, to be stored in cleaning cupboard. He will ask Katie to leave out a couple in the kitchen each week. **AD**

2. Correspondence

2.1 Invitation from Pre-School to the opening of their outdoor play area on 9th October passed to John G. **JG**

2.2 Letter from Phil Hope MP, with a survey on Third Sector charity organisations. John G to complete this. **JG**

2.3 Village Hall newsletter, including articles on bouncy castles and In Kind Direct. This organisation (www.inkindirect.org) re-distributes new goods donated by well-known manufacturers to voluntary organisations. Paul has registered the Clubroom, reference no: CH242538.

2.4 Letter from Pam Wilton to advise she is leaving on 30th September since her full-time role is being made redundant.

2.5 Government consultation paper from Northants CC regarding adults with social care needs.

3. Caretaker items

3.1 Health & Safety checks done and all OK.

3.2 Paul has replaced batteries in two smoke alarms.

3.3 John F asked Paul to countersign the Folk Dancing accident book following an accident reported at the group's last meeting.

- 3.4 Caroline to check whether the Pre-School carries out regular fire drills. CH
- 3.5 Tea towels keep disappearing from the kitchen. A bin will be purchased and hirers asked to put all dirty tea towels in there, so that Katie can wash them once a week. AD
- 3.6 Alan will ask Neil Robinson about the cost of soap dispensers. AD
- 3.7 John G reported a new key for the noticeboard will cost £15. It was agreed this was unnecessary at present.
- 3.8 Caroline was asked to ensure that Pre-School turn off the lights after each session. CH
- 4. Bookings/Clubroom Re-decoration**
- 4.1 Val asked whether the re-decoration is still planned for half-term week as the decorator may have to work round Folk Dancing and Keep-fit groups. John G presented a summary of the quotes received, ranging from £2,300-£2,900. The re-decoration will be carried out during half-term week (w/c 27th September). It was agreed to book Rob Hines. A suggested colour scheme was coffee and cream. Caroline will buy some tester paints so a final decision can be made. JG/CH
- 4.2 Stitchmarsh have continued their bookings until June.
- 4.3 No decision as yet from Parish Council about whether they will be moving to Pavilion.
- 4.4 Keep-fit class up and running for 3 weeks. Val has also received an enquiry from a circuits instructor. Some debate as to whether to run keep-fit and circuits classes now, or delay the circuits class until the New Year so the keep-fit class has time to establish itself first. Decision taken to offer the circuits instructor a weekly session now, on the same basis as the keep-fit class. Val has received a further enquiry from another keep-fit instructor. John G will check with Stitchmarsh and Flower Arranging groups to see if it is possible to accommodate the keep-fit class on the same evening. VS
JG
- 4.5 Caroline confirmed the Pre-School would like to increase to 2 sessions on a Friday (8.45 to 3.15) from November. CH/VS
- 5. Treasurer's Report**
- 5.1 Bank statement passed to chair and income/expenditure summary was circulated. Outstanding payments approved and cheques signed. DE
- 5.2 Di sent out copy of accounts to the committee in advance of the meeting. Accounts to be signed off by Jackie Rowe. Di reported we are almost £800 over the Charity Commission's £10,000 threshold so will need to prepare an on-line annual return. Bookings income is greater than total expenditure; the excess income over expenditure is £4,035.03. Paul proposed that the accounts, having been read, should be signed off before the AGM in October. DE
Di suggested giving a bottle of wine to Jackie as thanks for auditing the accounts. DE
- 5.3 The bill from Harvey Smith for drainage work has been received, totalling £1,527.50. The payment proposed and seconded by Paul and John G respectively and passed unanimously.
- 6. Outdoor Developments**
- 6.1 Paul had received only one negative comment about the outdoor play area, specifically that some of the markings were slippery. Other comments were all positive. John G had received a couple of negative comments.
- 6.2 Caroline to contact Playground Markings and ask them to make the markings more CH

non-slip.

- 6.3** Paul suggested having a proper Clubroom sign made. Caroline to forward him details of signage companies. **CH**
- 6.4** Wooden pergola with seating and sand/water trays to be delivered on 3rd October and the outdoor play area officially opened on 9th October. The event will be covered by The Evening Telegraph and Village Connect. The Pre-School will ask that their articles mention the Clubroom's facilities and will also arrange a link from the Pre-School's website to the Clubroom's web-page. **CH**
- 6.5** Pre-School have ordered a new sign to replace their existing one. They would like to fix a plain blackboard and a 'Welcome' board on either side of shed doors. The blackboard could be used by other Clubroom users.
- 6.6** Caroline asked if the Pre-School could hang some information about their committee in the entrance hall. It was agreed they could fix another noticeboard to the wall for this purpose. Pre-School will be responsible for doing this. **CH**
- 6.7** The Pre-School have asked Harvey Smith to quote for a small wooden gate on the side of the shed, with corrugated plastic overhead. This would provide storage for the trikes. The Clubroom approved this in principle, pending further details from Harvey. **CH**
- 6.8** Quotes from Harvey Smith: a) £500 +VAT to replace iron gate and posts with a solid wooden gate and posts, complete with bolt and latch, b) £150 + VAT to erect a wooden fence with gate and latch around the bin area. Caroline to ask Harvey for more details on these quotes.
Michael Alderman kindly put the existing gate and posts back after the tarmac was laid.
Geoff has received quotes from Cannock Gates: a) £280 + VAT for basic iron gates, b) £590 + VAT for high quality metal gates, c) £391 + VAT for wooden gates. (All 4ft high). It was suggested the gate posts are positioned inside of the wall.
Agreed the gate would be purchased and maintained by the Clubroom.
- 7. AGM Preparation**
Paul advised he does not intend to stand as Chair again but will remain on the committee and assist the in-coming Chair. John G offered to stand as Vice-Chair and take on bulk of the workload. Agreed the committee needs a Secretary; Caroline to ask Pre-School for any willing volunteers. **CH**
- 8. AOB**
- 8.1** Geoff Love suggested the Clubroom could purchase a bouncy castle to hire out. He will investigate the insurance implications first, before any decision made. **GL**
- 8.2** John G suggested charging for tables and chairs used outside the Clubroom at village events. Decision deferred until after AGM.

Date of next meeting: 7.30pm Thursday 23rd October (AGM)