Date: Monday 3rd July 2017 Time: 19:30

Attendees: Position:

John Wright\* [JW] President (Governance)

Robin Thomas [RT] Secretary (Governance)

Lynn Hart [LH] Treasurer (Governance)

Mandy Bodenham [AB] Club Manager

Tony Amey [TA] Committee (Communication & Entertainment)

Martin Athey [MA] Committee (Sections Coordination)

Joan Bradley [JB] Committee (Lotto, Tote, Bingo, Raffle)

Ron Carpenter\* [RC] Committee (Financial Support)

Sue Clements [SC] Committee (Minutes)

Susie Davies [SD] Committee (Entertainment, Membership & Welfare)

Carol Duffy [CD] Committee (Membership & Welfare)

Michael Finch [MF] Committee (Building)

Clive Johns [CJ] Committee (Sections Coordination)

Val Peacock\* [VP] Committee (Sections Coordinator)

Mike Peate\* [MP] Committee (Financial Support)

Ray Powis [RP] Committee (Communications)

Apologies: \*JW,\* RC,\*VP,\* MP

Purpose of Meeting: Monthly Committee Meeting.

Location: Committee Room

Meeting Closed: 21.30

| **Item** | **Minute** | **Action** | **Decision/**  **Completion** |
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| **1** | **Secretary Report:**  RT clarified that the President is not required to be present at all monthly Committee meetings under terms previously proposed and agreed prior to the AGM; this change was confirmed by the previous President at the AGM following the setting up of ‘Governance’ with quarterly meetings.  RT welcomed SC to the Committee and confirmed she would take the Minutes.  RT confirmed the rules state that any Committee member may Chair meetings in the absence of the President, Vice President, and he invited us all to take our turn if we wish to do so; rule books can be made available.  RT acknowledged that with the Vice President stepping down that the Committee would like the President to attend committee meetings.  **Proposed: JB Seconded: SC** | **RT to speak with JW and request his attendance.** |  |
| **2** | **Minutes from previous Meeting:**  Not referred to**.** |  |  |
| **3**  **4** | **Finance Report:**  **3.1 AB** **Monthly stats £:**  Current Account: 10.446  Deposit: 85,050  Takings: 22,099  Catering: 697.75  AB confirmed bar takings are slightly down to be expected at this time of year though slightly up on the Tribute Act night,  David Bowie Tribute Act: Saturday 17th June.  Ticket sales £320, Loss £175  Cost Tribute Act £450 plus DJ = £600  ‘Father’s day’ on the 18th was not thought to have impacted on sales.  AB outlined the following club expenditure purchases/considerations:  **3.2 Wall mounted Cigarette disposal units:** Now ordered they will replace the present cigarette tubs; CCTV confirms they are being upturned for the ‘butts’ as a result of non-member anti-social behaviour.  **3.3 Flooring replacement**: Matt (member) has provided a quote to replace the carpet using Karndean flooring. Quote given is £4,900.  Committee felt 2 more quotes should be obtained from other providers.  SC suggested Polyflor as a competitor in this market at reasonable price with appropriate ‘wear layer’.  SD drew attention to ladies heels causing damage and to consider in relation to flooring choice.  LH agreed flooring replacement is considered, and that it be revisited in 6 months due to this large expenditure cost.  AB said that discussions are being had with Heineken who may replace the club flooring; these conversations ongoing,  **3.4 Coffee machine replacement**: AB confirms an ongoing dispute and 5 year contract in place; she would like to replace existing with a new coffee making machine and 3 year contract;  Costs: £39 a week for 3 year contract inclusive maintenance cp with current coffee machine costing £18 week.  CJ said that the current machine takes too long; customers cannot buy coffees in the club at certain times as noise when making cappuccinos is restrictive ie Bingo nights.  Committee agree the current price for coffee at £1.25 a cup is competitive and consideration for coffee price increase should be given with proposed new machine.  AB assured us that the coffee quality would continue with new machine, and will give thought to an acceptable coffee price increase for members who can purchase direct from machine.  **3.5 Hand drier**: Thought was given for purchasing additional hand drier for ladies toilets. Ladies currently have one hand drier plus hand towels dispenser, Committee agree this is adequate when considering item cost without charity status.  **3.6 Bar stools:** AB reports that all bar stalls are in place with a favourable reaction from members.  **Proposed: MF Seconded: JB**  **Treasurer Report:**  **4.1 Licence Clarity**: LH wished to clarify and confirm to the Committee that the club does not hold a personal licence as the ‘Ex Servicemen’s’ Club, and therefore is not subject to police inspection.  The club is governed by its members who elect a representative Committee and the Committee is held responsible and accountable by its members. If we breach our licence, then we/the Committee are accountable and risk the loss of our ‘grandfather’ rights,  LH apologised to AB for any previous misunderstandings, she stated that AB is responsible for her role only, and is accountable to the Governance/Committee. Within her role. AB can present and make recommendations to the Committee for decision making agreement; she has no responsibility or accountability outside of her agreed role as specified.  LH asked that as a newly appointed Committee we continue with understanding, positive attitude and work together as a team in respect of our ‘Grandfathers ‘ rights bestowed.  **Proposed: CD Seconded: RP** | **Building section to present with 3 quotes and flooring types for Informed considerations.**  **AB to clarify if Heineken will support with flooring replacement.**  **AB to update on coffee machine contract and recommend acceptable price increase for coffee purchase in support of increased costs subject to a new contract accepted.**  **.** | **Cigarette disposal units to be placed either side of main entrance and around the side**  **Replacement flooring to be considered again in 6 months.**  **No purchase for additional ladies hand drier.** |
| **5** | **Building Report**  Please refer to Finance Report given by AB  See above for cigarette tubs replaced and alternative flooring action |  |  |
| **5** | **Entertainment:**  **5.1 New Entertainment Developments:** TA said that a number of ideas were being followed up as follows:  **Quiz nights**: SD said there was interest expressed by a few people to host including Peter Paul for Thursday nights.  **Coastal Comedy**: TA is waiting to confirm if we can invite non-members and door entry price if agreed.  **Psychic evening**: TA said subject to sufficient member interest.  **Sunday Lunch/ ‘Miss Annie’** SC suggested Act with agreed pre booked Sunday roast/lunches. Her relaxed light uplifting happy singing style, vintage1940s/50s style jazz war time songs etc. are a nice accompaniment.  **5.2 Door entry Policy:** SC asked for clarification for ticketed events, the Committee voted there were no concessions given to staff volunteers/committee members and acknowledged this hadn’t changed. Governance agreed to speak with JW to clarify in respect of his visit recently when he declined to pay for a ticket later in the evening.  **5.3** ‘**half price’ ticket entry prices:**  given for members arriving ‘later’ on the evening, SC suggests it’s up to members if they wish to arrive later of leave earlier with a set ticket entry price in place. ‘Half-price’ ticket offers could be made available/communicated to members in advance as appropriate, however this may devalue ticket price sales for future events.  **5.4** **Dockyard Trip**: Cancelled due to lack of interest. Lost £50 deposit. SD said deposit can be returned as cancellation notice was given within deadline period.  **5.5 Saturday Raffle:** JB asked why the raffle didn’t take place, no one had been informed of this; AB said this was due to holiday leave.  **Proposed: JB Seconded: CD** |  |  |
| **6** | **Membership & Welfare**  **6.1 Members/Non Active:** Identified as 800 members**.** Committee would like to send out letters and invite them back. TA will source this list for mail out.  **6.2 New Members/ Leaflet Promotions**: RP suggests the immediate area is made up of 2500 homes and that he could produce club promotion leaflets at reasonable cost for distribution in the locality.  Committee agreed that Club leaflet promotion is the right way forward to increase awareness/membership. Committee agreed to help with targeted delivery and to distribute leaflets to households in selected allocated roads.  **6.3 Members Active/Non Active /Heineken**: AB confirmed the Heineken rep has agreed to offer a free pint to all members with refurb,  **6.4 Licensing practice**: LH confirmed that ‘non-members’ booking site is up on line and ‘non-members’ must book and pay 48 hours in advance of the event they wish to attend.  As an incentive to increase new membership for non-members, LH proposed that the fee of £10 paid for the event at time of booking could permit non-members to become a ‘temporary member’ for 6 months and benefit with member’s entry price for ticket event bookings in this period. They can then be approached for full membership inclusion at start of the year and required to pay £20 for annual membership.  Committee have not voted on this, thought’s being given to implementation with non-members initially attending a ticketed event for free and how this might affect ticket paying members.  **6.5 Staff Grievance**: A bar staff employee was reported as visibly distressed following an incident involving member/members inappropriate communications whilst in her role. This was reported to CD who supported her at the time, action was agreed and taken and a letter was sent by RT to the member identified in relation to his conduct.  This incident is to be re-investigated as this member disputes wording used in his letter and has asked for an apology,  RT agreed to speak with the member and a decision will be taken if an apology letter should be sent.  **6.6 ‘Turf Accountant’:** There is concern about this illegal activity taking place in the club, CJ highlights this issue needs attention and any member conducting illegal practices are identified with appropriate action taken immediately.  **6.7 Letter/Survey:** TA confirmed he had written a letter and survey for committee to view and approve, following this the letter/survey can be sent out to all members.  **Proposed: JB Seconded: SC** | **TA will send letters to 800 members.**  **RP to confirm costs quantities and deadlines for leaflet/’distribution**  **Distribution dates tbc.**  **RT to report back on outcome of investigations and proposed action.**  **Committee to view/approve.** |  |
| **7** | **Sections Coordination**  CJ and MA expressed concern that the President is not at the meeting, they feel he should be for the process of decision making agreement and sections coordination. Governance said they will speak to JW as actioned above, |  |  |
| **8** | **Other Business**  **8.1** **Fire Restrictions:** state the club can accommodate 250 people inside at any time. TA is to send out a letter to inform the members of this safety requirement and it will be put up on Facebook/Website.  **8.2 ‘What’s On’ Posters:** AB is concerned that there are no posters on the board for activities/events happening July/August; she apologises for her temporary posters for this purpose.  **8.3 Building Satellite:** AB confirmed that this is to be put up on the external wall.  **8.4** ‘**Member/process:** SC outlined a process to identify likes, dislikes, identify change and new business ideas to help create clarity for planning strategy as part of change and wider picture, She suggested it be done with Committee ‘members’ as representative of certain demographic membership groups and identify quota shortfalls for process continuation. LH confirmed that the Business Plan had a clear vision in place. TA confirmed that a survey has been done for all members’ participation. SC is happy to revisit/carry out this process if felt helpful at a later stage.  **8.5 Committee Members**: MF asked for clarification for new committee members joining committee. RT stated that SC is invited to join as next in line following her votes received at the recent election. RT said that members can come forward and join with support if they would like to do so; this is welcomed where we lack certain demographic committee member representation.  **8.6 Chair:** MF was voted to chair the next Committee meeting | **TA to send letter/update website/Facebook**  **‘What’s on Posters’**  **required for Members board** | **Satellite placed on wall** |
|  | **Next Meeting: 18th July 2017**  **Place: Meeting room**  **Time: 19.30** |  |  |