

KINETON SPORTS AND SOCIAL CLUB

Honorary Secretary Mel Codd, Cornerways, Norton Grange Little Kineton, Warwick CV35 0DP,
Tel 01926 640121

Minutes of Committee Meeting held on December 7th, 2016.

Present: Clive Rickman (Chair and KMF), Mel Codd (Secretary), Dave Skelding (Treasurer), Roy Harris (Minutes), Helen Baker (Social and Bookings), Steve Cadd (Bowls), Huw Rees (Social), **Graham Steer** (Football), Haydn Dunant (Cricket).

Apologies: Alan Hill (Chairman), Debbie Johnson (Social) Brian Lloyd (Membership).

Treasurers Report (Dave): Quiet November, income from Bar similar to November 2015; income from games machine very good; donations boosted by £3200 from KMF and £510 FIT. Purchase of a new printer, subscription for fruit machine and water bill raised expenditure but cash flow was a healthy £1628 in the black (£6386 over the quarter). Current account £5,500, Savings £16,000, FIT £9800. Acceptance of the Treasurer's report proposed by Huw, seconded by Haydn.

Meeting agree that as Alan had sight of the Bank accounts and he was independent of the Treasurer then it would be sufficient for Alan to do a check and balance and confirm their status back to Committee each month. **Action Alan**

Brian has resolved issues with the Network connection of the cash M/C. **Action Brian** to produce a user friendly guide for the Bar Staff

Minutes of Previous Minutes: Accepted as a true record, Proposed Dave, Seconded Helen

Focus Topic: Increasing Bar Revenue (RH)

Roy fed back issues raised by members about the inconsistent way we apply Bar closing times and the differing ways bar staff dealt with closing the Bar. Roy also raised the issue of how and when the closing times for Friday and Saturday evening had moved from 23:30hrs to 23:00hrs without Committee approval. The discussions also covered what actions we could/should take to encourage members to use the Club socially, the following actions were agreed:

- **Action Mel** to ask Kevin to remind staff that members are entitled to request a drink up to approved closing times, not to start closing the Club while members are entitled to be present and to apply flexibility when sufficient members are present and purchasing drinks, we would stay open longer IF the Bar Staff are willing to continue working beyond their agree hours.
- Committee agreed to reinstate the 23:30 closing time for Friday and Saturday evenings but to monitor. **Action Mel** to inform Kevin about the decision to stay open until 23:30 on Friday and Saturday evenings and to update the Opening Hours information.
- Meeting agree that there had to be guidance given to Staff to allow them to close early if there was no Bar activity. **Action Mel and Kevin** to discuss and propose a way to address this.
- **Action Haydn** to propose and then implement how we get a quality paid for Coffee/Tea facility installed that members could use without Staff involvement.

Review Of previous Minutes

- **Action Roy** to check with Andrew Cartledge if an line water flow monitor has been installed.
- Key issue is the way the Club checks for non-members being served alcohol without first complying with Club rules for Guests. Agreed that for all events held in the Top Bar a Committee member would be present to check membership.
- **Action Brian and Roy** to review Constitution and recommend changes.
- Toilet Plans – awaiting quote from another builder.
- Awaiting quote from Bill Stiles for Caravan electric connection points but meeting queried the benefits of the cost of installation vs usage. **Action Roy** to speak to Bill
- Haydn has identified a course that will provide staff with training on how to deal with accidents. Cost will be £8 per head for the Course and Staff would also be paid their hourly rate for attending. **Action Haydn** to follow up and check certification.
- Haydn has identified 3 possible grants that could fund modernisation of the football/cricket changing rooms. Bowls are looking for grants/funds to resurface the Bowling Green, the Club are looking for grants to modernise the toilets, KMF are looking for Grants for KMF2017. The KSSC priority is to get Grants to help fund the new toilets and this has already been fed back to the Parish Council and Stratford District Council. Discussion on how we manage Grant applications to make good use of existing skills and resources, it was agreed that main Committee be informed of all Grant requests.
 - Committee agreed we should purchase a defibrillator, **Graham** to get quotes, Sue Skelding is trained in their use.

Correspondence: E Mail from David Pajak requesting an update on his previous observation that he thought we were being overcharged by ADT for our contract. Action had been taken at the time to reduce our costs and we had been expecting Dave to provide details of a possible alternative supplier, Roy has fed this back to Dave. We would be keen to explore an alternative supplier who could provide the same or higher level of service at a reduced cost. Dave Skelding reported that ADT were due to visit the Club this week to review the contract and he would be looking for further reductions in costs.

Hallam had asked if his friend could sell Xmas Trees from the Club Car park but this was refused.

Stewards Items: None. **Action Mel** to ask Kevin what progress is being made to recruit more Staff to work behind the Bar.

New Memberships : Following memberships were approved : Kevin Robinson, Merrick Forsyth, Julie and Graham Powers, Richard Bennett, Lauren Bradley, Roger Daniel, Joshua Daniel. **Action Brian, Dave and Alan** to discuss feasibility of allowing membership fees to be paid by BACS.

Bookings : Helen and Huw reported that the new Online hall booking process was working very well, we were still tidying up some loose ends with some older bookings and we needed to look at how the Bar Staff dealt with requests. All bookings now feed through Helen and without a form they do not get processed. Bookings approved for Merrick Forsythe, Mick Ives, Kevin Robins, and Halen Baker. Booking request from Julie and Graham Powers approved with the proviso they gave a list of guests 3 months before the booking date. There would be no charge applied for the wake of Frank Briggs.

Agenda Items:

Bowls had E Mailed saying they could not get anyone to be their representative on Main Committee and would it be acceptable that different members of the Bowls Committee attended each meeting . General agreement that as a senior section within the Club and for reasons of continuity it was important Bowls had a single representative. Meeting agreed to hold all future Meetings on a Monday, this would allow Steve to continue in his role as Bowls Representative. **Action Steve** to feed this back

We had a Fire Audit - 3 findings and actions : **Action Roy** to ask Andrew to carry out weekly fire alarm tests; **Action Roy** to ask Bill Stiles to resolve the problems with emergency lighting in the toilets and put a new emergency light above the main entrance but on the inside; **Action Graham** to get his contact to carry out a Risk assessment and suggest how we could do this ourselves on a regular basis.

Roy unable to organise this year's Christmas Eve Cracker Draw, without volunteers this will not happen. **Action All** to look for volunteers.

Action Mel to agree with Kevin opening hours over the Xmas/New Year Holiday, **Action Mel/Huw/Roy** to publicise them at the Club, on the Website and via E Mail Update.

Next meeting 19:30 Monday January 9th at 19:30