

HMSC Committee Minutes of Meeting 17/12/2019

Attendees: Martin Kent, Lorraine Baxter, Peter Baxter, Di Watson, and Kerry Bentley, Julia (yoga Instructor)

Apologies: Trevor Bentley, Ralph Hutchings.

Approval of minutes from last meeting 26/11/19

Julia (Yoga Instructor attended for half an hour to discuss proposal)

Discussed proposal for using club for yoga sessions.

Taster day (free) agreed – Monday 13th Jan, 1st session 1-2pm, 2nd session 6-7pm. Maximum capacity:-12 people. Individuals to provide own yoga mats and complete health declaration for sessions. Julia is fully insured, copy of certificate needed.

Committee - discussed terms of club hire:- Agreed £10 ph. Julia to be given key code to access club and set up sessions.

Christmas opening times – Kerry confirmed opening times agreed and will be published in what's on newsletter via email.

Surge protector – Chairman put it to a vote. Result 4/4 committee members voted against having surge protector. All agreed to sign disclaimer.

CCTV Monitor- chairman proposed having monitor behind the bar for barperson to monitor club. Generally felt invasion of privacy and all agreed monitor to be left in current location. Monitor to be reviewed only in case of incident at club.

Club documents - Chairman has been unable to obtain documentation from previous secretary Siobhan Weaver. Despite sending many emails and requesting documentation in person. Di volunteered to ask Siobhan face to face for missing paperwork e.g. Insurances, Eon, and Licence.

Privacy Statement – Lorraine to arrange and display on noticeboard.

Christmas Party 21/12/19 arrangements – Kerry advised bar fully stocked. Di covering the bar. Jaz has confirmed arranging food.

Licence Officer – Chairman asked if committee would like to invite officer to club to discuss new terms of licence. To include new decking area to be included in licence. All agreed.

Tingdene -Painting front of club and rear decking - Production of list of materials needed for painting of front of club. Chairmen informed committee he was halfway through producing list. Still need to complete list of materials needed for rear decking area.

AOB

Lorraine – discussed with committee the constitution states there are policies for:-

- 1) GDPR policy available on club noticeboard
- 2) HMSC code of conduct displayed on noticeboard.
- 3) HMSC conflict of interest policy
- 4) HMSC conflict of interest form.
- 5) HMSC complaints policy
- 6) HMSC club hiring terms agreement.

Do these policies actually exist? Chairman and Kerry felt this was part of the old constitution and had been changed. Lorraine to investigate.

Kerry- Bar manager role will be taken over by Di on 27/12/19. Di to be solely in charge of bar other than ordering stock. Kerry to take charge of kitchen and prepare for inspection, by councils food safety officer.

Stock check to be completed by Kerry or Trevor Thurs /Fri.

Meat raffle/roasties on Sundays stopped due to lack of participation.

Dentist Dave - handed £15 to Kerry for club membership.

Di- Cover for the bar – Tammy has offered occasional Saturdays and Sundays. Sharon have offered to cover Thursdays if club open.

Pete – CCTV notices now on display. Pool table to be re-covered on 9/1/19.

Roofer visited club to price up new roof- awaiting quotes. Pete to arrange for two more quotes in New Year. Water heater and door to be completed once electric certificate obtained.

DONM: 14/01/20