

## HMSC Committee Minutes of Meeting 14/01/2020

**Attendees:** Martin Kent, Lorraine Baxter, Peter Baxter, Di Watson, Kerry Bentley and Ralph Hutchings

**Apologies:** Trevor Bentley

**Approval of minutes from last meeting** - 17/12/2019 proposed by Ralph Hutchings seconded by Kerry Bentley

**Treasurer's Report** - Not available as Trevor Bentley not attending meeting. Chairman had query regarding bar float was £190 on last count now only £180. Kerry informed chairman should only be £180 therefore treasurer took £10 from float in tin.

**Maintenance update** - Peter advised not going ahead currently, as awaiting bankcards before purchasing materials, and certification from electrician.

Martin has been in communications with electrician. The electrician has been advised we do not require a surge protector and certification is needed by the end of the month.

Peter advised once electrical certificate received kitchen can be completed.

This will include:- 1) purchase and fit new water heater 2) purchase and fit new kitchen door. Martin then can complete decorating/touching up. Once completed Health and hygiene can come to inspect. Martin advised Charlie happy to install new water heater (all agreed).

Additional works to be carried out next month 1) bar shelving 2) connect fan in conservatory. Storage shed to be sorted in spring as currently too wet.

Ralph – spoke to Ben regarding flooring behind bar ?next week.

Two more quotes needed for new roof (Peter to arrange)

Martin – Decking to area outside back gate (materials to be supplied by Tingdene) discussed (all agreed ground unsuitable).

**Events Update** – Kerry has posted January Event flyers around marina and on display on club noticeboard. February dates pool every Wednesday, Ricky solo singer 14/2/20 valentines day. 27/3/20 Bondi. 17/4/20 MJ's. Kerry asked to let Di know in good time of any special events so bar staff can be arranged/confirmed. Kerry requested funds for valentine's themed purchases.

Martin has requested an audit on events nights, to ascertain if they are financially viable, for the future.

**Business rates** – Martin has received correspondence from HMRC regarding business rates, Martin to investigate.

**Purchasing** - Martin proposed any purchase over £100 to be approved by all committee members, all agreed.

**Club hire agreement** – Martin has sourced hire agreements from local community centres. Lorraine to use as guidance for composing HMSC's own hire agreement T&C's.

**Insurance for club** – Due 13/2/20. Last year's insurance £1700. Lorraine awaiting quotes.

**Responsibly for bar** – DI - general bar management, staffing, completing stock order form. Kerry agreed to continue to purchase until new bankcard arranged for DI.

**AOB**

Ralph/Martin

A full member has requested hire of club in September all day on a Sunday and closed to members. It was agreed by all of the committee that the club should not be closed to members. Martin to inform member the club would not be closed to members on that day.

Lorraine

1) A copy of Club rules produced and handed out for all committee members to check. To add no dogs allowed on music/events nights.

2) On checking minutes from previous meetings noticed items not actioned – Marko's son (fire Officer) to advise on evacuation plan – Martin agreed to chase up.

3) Julia (yoga teacher) can we have a copy of her insurance certificate – Martin to sort out.

4) Renewals of club membership dates/names for DI to keep behind bar, to prompt members when due.

5) Lorraine to compile all club related policies into one file.

6) Sign to go on noticeboard to remind individuals to collect new membership cards.

7) New sign on order (no serving alcohol to under 18).

Martin

Tammy would like to purchase changeable open-time sign for front of club £20. All agreed Tammy could purchase sign.

**DONIM. 18/2/20**