

HMSC Committee Minutes of Meeting 18/02/2020

Attendees: Martin Kent, Lorraine Baxter, Peter Baxter, Di Watson, and Ralph Hutchings.

Apologies: Trevor Bentley.

Approval of minutes from last meeting 17/12/19 : proposed by Ralph Hutchings and seconded by Peter Baxter

Resignation of committee member – Kerry Bentley has resigned as committee member. Martin to arrange for advertisement for new committee member via HMSC website. Peter asked what had happened to Kerry's keys to club premises and bankcard. Martin informed committee that keys had been handed over to Trevor. Martin will ask her to cut up Bankcard and inform bank she is no longer a committee member and get her name removed from bank account.

Treasurers report – Trevor called to work last minute and unable to attend. Lorraine suggested to Martin that Trevor should email a monthly treasurers report before meetings in future.

Bankcard update – Martin to chase up with Trevor

Business rates update – Letter received from council for £100 fine for non-payment of business rates. Trevor sent last years business rates statement showing exemption, awaiting response.

Maintenance update: –

a) Peter and Martin have re-arranged bar area to accommodate new cooler. All agreed new cooler could be ordered.

- b) Martin to make good in the kitchen, then council can inspect for H&H certificate.
- c) Water heater now installed. Hot water label needed.
- d) New club roof, awaiting quote. Lucy (Tingdene) due to replace lean to attached to club roof early summer. Club roof to be renewed after lean to roof replaced as club roof overlaps lean to.

Bar manager's report – Di, awaiting bankcard so she can order stock and arrange Tesco's club card. Lorraine -San Miguel selling well since added to stock list but price not on pricelist. Di will finish compiling new pricelist

Tables for bar – Martin to speak to Richard Allen

Club licence – Martin spoke to licensing today asking for a visit to club, informed unable to visit due to shortage of staff. An appointment on Monday 24/2/20 at 14.00 has been arranged at Pathfinder House. Martin is unable to make appointment and suggested Di attend as she is bar manager. Agreed Di to re-arrange appointment and attend with Lorraine or Peter. Club opening hours currently 11.00 - 23.00hrs to change on new licence.

Fire report – Marko took video to give to his son to complete fire report. Lorraine noticed tag missing from one of the fire extinguishers, will need replacing. Peter highlighted extinguishers need to be fixed in place i.e. brackets, as currently members moving. Lorraine suggested making up health and safety folder to include monthly checklist for fire extinguishers to show in green and tagged. Fire extinguishers yearly inspection due in July.

Curtains – All agreed to ask members if they want blinds or curtains for windows X2 and door. Lorraine: to produce form for members to sign.

AOB – Ralph taking over club cleaning from Peter. Peter gave Ralph shed key to access cleaning materials.

Martin - CCTV needs to arrange licence

Lorraine – Trevor is the only one who was shown how to use CCTV. Can we all arrange to meet up to go through how to access CCTV footage.

Lorraine – Some issues with membership forms. No receipts in the book for 3 members an email was sent to those individuals and confirmation of payment received. Membership cards have now been issued. Can we ensure that in future receipts and completed fully with name of member included. Forms need to be given out and completed to include receipt No. Currently we have 66 members and 18 associate members.

Peter – Friday night highlighted that friends and family of members have not been signing visitors book or paying £2. Martin clarified that friends and family of members can visit 3 times in a year and pay £2 per visit. All agreed this had not been enforced. Lorraine will get new visitors book. All committee members agreed that this would be actioned in future.

DONM – 17/03/20