

## **HMSC Committee Minutes of Meeting 11/06/2020**

**Attendees:** Martin Kent, Lorraine Baxter, Lawrence Maguire, Di Watson, Viv Maguire and Mark Olivia

**Apologies:** All committee members attended

### **Approval of minutes from last meeting 18/02/20:**

Proposed by Lorraine Baxter and seconded by Di Watson.

### **Date for opening the club:**

It was agreed, by all committee members, in line with government advice on the re-opening of clubs/pubs from 4/7/20. That RA (Medexpress) will be given notice to vacate the club by close of business on 30/6/20, and that a newsletter informing members of this, will be sent at the same time.

It was agreed that although the occupancy of the club will be from 30/6/20, the actual opening of the club to members should be later in July. This will allow the committee time to procure PPE, hand sanitizer and prepare it, so social distancing can be achieved and keep it members safe.

### **Letter informing Medexpress of the date for vacating club premises, and terms for handing over of club:**

MK to contact RA regarding notice for vacating club, at end of business on 30/6/20. Terms to include: removal of medexpress's supplies/property, deep clean of club, return of stock moved to marina office and removal of alterations.

### **Medexpress continued use of club ie. Key cupboard?**

All members of the committee agreed, due to the behavior of RA during occupancy of club premises. Medexpress will not be

permitted to hold their keys on the premises in future. A payment of £900 (for 12 months), was made by RA, for the use of a key box on the premises. Repayment will be made, but only after the club has been handed over by Medexpress and the condition of the club can be ascertained.

### **Membership renewals:**

LM suggested an annual renewal date for all members in October. LB agreed having renewals spread throughout the year was challenging and suggested 1<sup>st</sup> August would be more appropriate. It was agreed by all, that a new renewal date for annual membership would be 1<sup>st</sup> August. LM agreed to look at a pro rata arrangement for those few members who have recently paid for membership. LB asked if MO could include the new renewal date in the club newsletter.

Issues remain with members not been signing in and paying £2 per person for visitors. LB to arrange for new visitors book and laminate members only club licensing requirements.

### **Deep clean:**

RA to provide deep clean on exit of club as agreed. Committee to arrange, further deep clean, once club handed over, prior to opening to members.

### **PPE, hand sanitizer and social distancing measures needed to open club within government guidelines:**

MK has received information on government guidance for pubs which he we email to committee members. LB will investigate, the purchase of hand sanitizer, relevant PPE and suitable cleaning materials. Due to the expected change from the government, regarding the reduction of social distancing. All agreed that this should be discussed and planned when RA has handed over

occupancy and the committee has access to the club.

### **Renewing bar stock**

MK to include in email for RA to return stock he removed from club. DW and LM to complete stock take once stock returned and access to club gained. Out of date stock to be disposed of and documented for treasurers report. Monies kept in bar cellar safe to be checked and counted during stock take.

### **Treasurer's report**

(spreadsheets X 4 attached)

LM informed committee that their continues to be issues with getting visa/debit cards for Natwest bank account that was set up for HMSC in February 2019. There are no bankcards to purchase stock or items for the club. Purchasing has only been possible by committee members paying via their personal visa/debit cards or cash. Refunds have been given on proof of purchase (receipt) and repayment given via bar takings in cash.

LM has completed mandate and given Natwest relevant signatures, (4 weeks ago). LM has received confirmation message to say information received and Natwest will contact if any queries (no contact by Natwest regarding queries received). MO contacted Natwest via secure messaging and was informed that they have no record of any signatories. LM informed committee that this was followed up by Natwest message to say letter sent out on 6/6/20 but to person unknown. LM has searched post room but no letter found. MO has been on the phone to Natwest for 1 hour prior to tonights meeting but was on hold only.

As LM is not a signatory he has not got the authority to access bank account or make changes to the account.

Currently there are four signatories: Mark Olivier, Kerry Bentley,

Trevor Bentley, and Paul Sharman, only Mark Olivier remains a committee member but is not required to be a signatory for the current committee. LM proposes that all four signatories be removed and Lawrence Maguire (Treasurer) and Dianne Watson (Committee member) to be new signatories for HMSC. This was seconded by Martin Kent (Chairman).

LM suggested using quickbooks or similar for running clubs accounts and will investigate cost etc.

All Committee members agreed that we should consider looking at another bank as Natwest has given a very poor service. LM will investigate other bank accounts that would suit our needs.

AOB

MO proposed that the committee needs to revisit having payment card facility/contactless at the club, to reduce risk of spread of covid 19. LB highlighted that WIFI would be needed. MO suggested speaking to the IT office on marina regarding best options for WIFI. Proposal was seconded by MK.

MK suggested that in light of RA's behavior during his occupancy of the club, and the consensus from the members that they would not use club if RA were there. RA should have a 12-month membership ban. All other members of the committee agreed with the banning of Richard Allan.

DONM

29<sup>th</sup> June 2020 @ 19.00