

## **Minutes of HMSC Committee Meeting 22/7/2020**

**Venue:** Hartford Marina Social Club

**Attendees:** Martin Kent, Lorraine Baxter, Mac McGuire, Viv McGuire and Mark Olivia

**Apologies:** Di Watson

### **Approval of minutes from last meeting 29/06/20**

Proposed by Mac McGuire and seconded by Viv McGuire.

### **Music Licence:**

LB rang PPL PRS Ltd yesterday, regarding music licence. The club has been credited for the period of closure from 18/3/20 – 08/7/20 due to the covid 19 pandemic. A new invoice has been sent via email and forwarded to MM for payment.

### **Electric supplier:**

The club's current electricity supplier e.on, have been in contact to inform us that our current plan ends on 11<sup>th</sup> September 2020. If we don't agree with a new fixed price plan by 12<sup>th</sup> August, (currently Fixed Business Electricity Plan – 1 year baserate) we will automatically be moved to the variable price plan. LB has agreed to get some comparable quotes.

### **Membership:**

It was agreed by all that membership should start from 1<sup>st</sup> August 2020 until 31<sup>st</sup> July 2021. Members who renewed at the beginning of the year should not pay again in August but be issued with a new yearly membership card and update personal details on their forms. MO to update current membership forms on HMSC website.

For any individuals who join as new members after 1<sup>st</sup> August payment would be £3.75 per quarter.

### **Projects previously agreed:**

MM will ensure a reserve fund of £6000 will be set aside for the following works.

- a) Roof – 2 further quotes needed (LB to sort out).
- b) Cills to conservatory

- c) Purchase of new cooler – socket needed
- d) Re-connect fan in conservatory
- e) Fit outside light to side of club (wall behind TV)
- f) New kitchen door

LB to write list of small remedial and cleaning jobs that need doing for members to volunteer for, in time for opening day in October.

MK discussed round tables from Trent furniture to purchase in time for open day approx. £650. It was agreed that the roof would take priority and if funds were available afterwards tables could be purchased.

### **Bar:**

New pricelist completed and on display. Feedback from members is that the club's new regime in line with government guidelines for pubs and clubs is working well, but continued feedback is appreciated.

### **CCTV licence:**

MK has researched CCTV licence criteria and the club does not need a licence. LB to attempt installer's instructions for playback, if unsuccessful MK to contact installer. LB suggested monitor should be moved to wall behind bar next to door. All Committee members agreed. MK agreed to contact installer (Ben) and ask him how much it would cost to relocate CCTV monitor.

### **Kitchen:**

Preparing the kitchen for the environmental health inspection has been on-going for over a year. A list of recommendations from the visit made in June 2019 has nearly been completed. VM agreed to be responsible for ensuring kitchen is ready for inspection and meeting FSA requirements.

### **Co-opting new committee member:**

MO to put vacancy on the HMSC newsletter, closing date in 2 weeks . Replies to be sent to Club secretary. MO to set up email for secretary.

### **Treasurers Report:**

(see attached spreadsheet)

Bank account - MM has completed mandate and MO to visit branch to attempt to change signatories.

Fire extinguishers checked and payment sent.

**AOB:**

**LB**

- 1) Monthly fire extinguisher checklist form compiled. LB to complete form once a month, to be kept in folder behind the bar.
- 2) Can LB purchase ink for printer, diary, new visitors book and laminating sheets. MM agreed purchases and will give LB expenses forms.

**MO**

- 1) Informed committee his son (fire Officer) will be completing fire plan next month.
- 2) Informed MM payment of approx. £25.00 needed to pay for HMSC website.
- 3) MO asked for key for club. MK will arrange.
- 4) Asked if AGM still going ahead. All agreed that currently AGM to go ahead in November, pending covid guidance nearer the time.

**MM**

MM will look at purchases/receipts pre taking over as treasurer in April 2020, after his holiday

**VM**

How should we inform RA that we are no longer pursuing debt? All agreed that no further correspondence with RA is necessary.

**MK**

MK asked MM (treasurer) for £100 for garden plants. Agreed by MM

**DONM:** 18<sup>th</sup> August 2020 @ 16.30

## Banking & Cash Reconciliation Nov 2019 – Oct 2020

Current status as known at: 23 Jul 2020

### Monies paid into Bank

Date	Slip Number	Paid-in cash	Paid-in by Cheque/BACS	Totals Paid In
6 Jan 2020	00009	£1,120.00		£1,120.00
27 Jan 2020	00010	£500.00		£500.00
11 Feb 2020	00011	£900.00		£900.00
5 Mar 2020	00012	£910.00		£910.00
17 May 2020	MedExpress		£177.85	£177.85
8 Jun 2020	MedExpress		£131.83	£131.83
<b>Totals paid in</b>		<b>£3,430.00</b>	<b>£309.68</b>	<b>£3,739.68</b>

### Monies paid out from Bank Account

Date	By	Amount	Notes
7 Jan 2020	DD	£30.90	Tv Licence
9 Jan 2020	DD	£158.57	E.ON
3 Feb 2020	DD	£30.90	Tv Licence
5 Feb 2020	DD	£166.12	E.on
13 Feb 2020	DD	£60.19	Premium Credit Ltd
2 Mar 2020	DD	£12.93	Tv Licence
6 Mar 2020	ATM Trans	£130.00	HSBC ATM Transaction?
9 Mar 2020	DD	£193.00	E.ON
12 Mar 2020	Card Trans	£98.66	2610 Project Distributional ?
1 Apr 2020	DD	£12.87	Tv Licence
6 Apr 2020	DD	£100.88	E.ON
14 Apr 2020	DD	£60.19	Premium Credit Ltd
1 May 2020	DD	£12.87	Tv Licence
6 May 2020	DD	£177.85	E.ON
13 May 2020	DD	£60.19	Premium Credit Ltd
16 May 2020	Chq 000014	£70.00	HDC Licence 5/10/19-4/10/20
1 Jun 2020	DD	£12.87	Tv Licence
6 Jun 2020	DD	£131.83	E.ON
15 Jun 2020	DD	£60.19	Premium Credit Ltd
<b>Totals</b>		<b>£1,641.20</b>	

### Cash in Hand

Date	Bar Float & Change Box	Held in Wall safe	Other	Notes	Totals
16/06/20		£90.00		Cash rec'd from Medexpress	£90.00
02/07/20	£120.00			held in float safe	£120.00
03/07/20			£684.50	M Kent loan	£684.50
03/07/20	£180.00			held in float safe	£180.00
01/07/20			-£184.50	Lundry re persprox, etc.	£184.50
07/07/20			-£396.09	Expf 2020/2	-£396.09
08/07/20			-£100.00	M Kent Loan repayment	-£100.00
08/07/20			£128.80	Bar \$gs 8/7/2020	£128.80
10/07/20			£71.80	Bar \$gs 10/7/2020	£71.80
12/07/20			£26.40	Bar \$gs 12/7/2020	£26.40
13/07/20		£16.00		Pool table money from MedExpress	£16.00
13/07/20			£30.90	Tip Jar money	£30.90
14/07/20			-£300.00	Expf 2020/7 Disn re Bar stock	-£300.00
14/07/20		£18.00		Pool table money 14/7	£18.00
22/07/20		£26.67		Expf 2020/7 Bal returned	£26.67
22/07/20		£338.20		Tkgs 15/7, 17/7, 19/7	£338.20
<b>Totals</b>	<b>300</b>	<b>£488.87</b>	<b>-38.19</b>		<b>£750.68</b>
<b>Total Cash in Hand</b>					<b>£385.81</b>

Notes: (1) Bank Account In & Out based on Statement for Period 01/01/2020 to 22/04/2020

Bank Balance at: 22/04/20	£7,900.00	See Note (1)
Cash in Hand at: 23/07/20	£385.81	
Total current assets	£8,285.81	

23/07/2020

Banking & Cash Recon, v1