



Management Committee Meeting Minutes – Wednesday 8th May 2024, 7.30 pm – 9 pm

In attendance:

Richard Jones, chair (RJ)
Steve Bridgeman, secretary (SBr)
John Phillips, treasurer (JP)
Elissa Seddon (ES)
Stan Ball (SBa)
John Shepherd (JS)

- 1. Apologies for absence** **RJ**
 - a. Peter Buckland has stepped down from the MC.
- 2. Minutes of previous meeting, 10th April 2024** **SBr**
 - a. Approved unanimously.
- 3. Matters arising** **SBr**
 - a. Phil Atherton's contract was not renewed, following agreement by all MC members on WhatsApp. RJ has let Phil know.
 - b. Xero accounting software is being tested. Going ahead as expected
 - c. Bank account: RJ is now the IC (person in charge) of the bank account. James has requested that ES become the primary user.
 - d. **Action: ES** to reschedule grant meeting.
 - e. Roof repair – **ACTION: ES/RJ** to seek two further quotes.
- 4. Treasurer's report** **JP**
 - a. JP has circulated his Treasurer's report for May 2024.
 - b. Subscriptions are now done on a rolling basis. Unanimously agreed by MC members.
- 5. AGM** **SBr**
 - a. Notice of AGM went out on 2nd May, thereby giving the two weeks' notice required by the Constitution.
 - b. With this, a proposal on membership fees, put together by SBr, RJ and Nick Cochrane and taking into account comments from other

MC members over a two week period, was sent to members. The proposal has the support of the members of the MC.

- c. No further resolutions have been received from members.
- d. Nominations have been received for the MC for all existing members except JP and for Peter Horne and Guy Mines.
- e. We will allow postal votes on the resolutions and these will be by email to the Club or the Secretary or by hard copy delivered by hand or by post. 4 members so far have exercised this right.
ACTION: SBr to provide form to ES for circulation.
- f. Chairman's report has been written by RJ.
- g. Treasurer's report – will be ready for the AGM.
- h. Accounts to August 2023 have been prepared by Mary and James.
ACTION: SBr to send the electronic copy to JP so that he can change it to read 'prepared for the Treasurer'. **ACTION: ES** to produce 20 copies of the report for the AGM.
- i. Accounts September 2023 – April 2024. More or less on budget.
- j. Letter to LBSC Ltd Trustees re. AGM along with invoice for £60 will be drafted by ES, signed by SBr and JP and sent.

6. Facilities and maintenance

RJ

- a. No further report.

7. Appointment of Elissa Seddon as Manager

SBr

(ES will absent herself for this part of the meeting)

- a. Job description has been drawn up by RJ
- b. It is proposed by RJ, seconded by SBr, that we appoint ES as Club Manager on a salary equivalent to £16.50 an hour.
- c. Agreed unanimously by MC members.
- d. **ACTION: RJ** to draw up contract for the post of Club Manager.

Date for next meeting Wednesday 12th June 2024, 7.30 pm – 9 pm