



## Management Committee Meeting – Wednesday 10<sup>th</sup> January 2024 at 7.30 pm

### Minutes.

**In attendance: Richard Jones (RJ), Elissa Seddon (ES), Stan Ball (SBa), John Phillips (JP), Peter Buckland (PB), John Shepherd (JS), Steve Bridgeman (SBr)**

### PART 1

1. Apologies for absence Kerry Ringer has asked to stand down from the Management Committee.	RJ
2. Matters arising from previous MC meetings, 8 <sup>th</sup> November 2023 and 20 <sup>th</sup> December 2023. <b>ACTION:</b> ES to circulate previous minutes <b>ACTION:</b> RJ to organize contract for Phil Atherton John Haggis not interested in regular paid maintenance work RJ purchased new intercom from Amazon RJ purchased new thermostat, just under £100 British Heart Foundation – run an extra quiz night in February, donate entry fee and any raffle income to BHF. LBSC keeps bar takings. New energy contract organized and set in place Meter price increase agreed at December meeting, now need to discuss amount. Agreed at this meeting to increase to £5 an hour from 4 <sup>th</sup> March. <b>ACTION:</b> RJ to implement change to meters <b>ACTION:</b> ES to announce on Noticeboard and put up a poster Xmas bonuses were agreed and have been given.	SBr/All  ES
3. Update on Phil Atherton Phil has produced reports and notes on accounts. RJ circulated these to Committee members ES has spent time working with Phil and in the process taken some time away from day to day activities <b>ACTION:</b> Read the papers circulated and come to next MC meeting with questions <b>ACTION:</b> Invite Phil to next MC meeting	RJ   ALL  RJ
4. Treasurer's report	JP

<p>JP has spent far more time than he had anticipated on the role of Treasurer. He is happy to continue with basic book-keeping tasks, but not as Treasurer. He is happy to remain on the Committee. The book-keeping system 'Money Manager' is hampering our operations and it is proposed by JP that we use Xero. It costs about £30 a month.</p> <p>The club has been paying too much VAT on our energy and we may be due a refund.</p> <p>£713.30 was paid by RJ to GoFundMe for 'Knock around the clock' charity fundraiser. LBSC paid the money back to RJ in the next financial year. There is a paper trail.</p> <p>The office space in which JP has been working is in need of updating and more space being made.</p> <p>Overall, we are on budget.</p> <p><b>ACTION:</b> RJ to look into Xero and bring a formal proposal to the next MC meeting.</p> <p><b>ACTION:</b> advertise to the membership the need for a Treasurer.</p> <p><b>ACTION:</b> cancel the club credit card in the name of the previous administrator and provide a new one for the office to use in ES's name. James needs to do this.</p>	<p>RJ</p> <p>ES</p> <p>ES</p>
<p>5. Opening and closing at weekends rota</p> <p>RJ suggested that we keep an emergency set of opening keys in a keysafe by the rear fire exit.</p> <p><b>ACTION:</b> ES to contact people and put together a rota.</p>	<p>ES/SBr</p> <p>ES</p>
<p>6. Update on focus group</p> <p><b>ACTION:</b> RJ to discuss with John Chard and report to MC next meeting or earlier by email.</p>	<p>RJ</p>
<p>7. Strengthening the Management Committee</p> <p><b>ACTION:</b> Send out an appeal to the membership for more Committee members.</p>	<p>SBr</p>
<p>8. Club update</p> <p>317 members. Everyone paying monthly is now being put into eBooking every month, so it is possible to check on this. Guest fees have increased now that ES is on site more often. Looking to advertise the venue on places like Facebook marketplace for £200. Lots more functions and events are being explored. All agreed to support Es in pushing this forward.</p>	<p>ES</p>

## **PART 2**

### **Confidential Business**


**Date for next meeting Wednesday 21<sup>st</sup> February 2024, 7.30 pm**