

## Minutes of the Committee Meeting held 7<sup>th</sup> July 2020 at 7.30pm in the Social Club

Present D Smith (Chairman) M Kirkman (Secretary) D Standish-Leigh (Treasurer) S Brown L Petruczok D Pye

Apologies H Gordon

There were no copies of the minutes of the previous meeting held 10<sup>th</sup> February 2020 available. David S-L said he had a couple of issues with accuracy, one being that he had said the club had lost £82,000 in the last TEN years not in the last financial year.

David S-L produced a PowerPoint presentation of the data he had to show because the current COVID-19 advice was not to hand out pieces of paper at meetings. All the figures were subject to the final accounts being produced by Duncan and Toplis as David only took office on September 18<sup>th</sup> 2019 and there were no computerised records available for the first half of the year. The total income received in 2019/20 was £206,831 and how this was broken down between cash receipts and card payments as well as bar sales and gaming machine income. These annualised figures were broken down into Monthly Receipts and then analysed by day of the week. David then showed the expenditure by type and a breakdown of the Petty Cash payments. The bank account reconciliation for the period 1<sup>st</sup> April to 30<sup>th</sup> June 2020 showed the current balance for accounts is £11,024.11. There were outstanding credits from Heineken for the beer lost because of the abrupt closure and the Furlough Grant for June. There were also outstanding debits for the fourth quarter VAT of £2,271.16 as well as Payroll costs for Duncan and Toplis and PAYE for May. David reminded committee that although the club was not trading there were on-going costs which he had highlighted to committee in an email dated 7<sup>th</sup> May 2020.

David reported that he had not renewed the club's Public Liability insurance due on June 20<sup>th</sup> as he had not received the renewal notice until after it had expired and the cost of around £1,400 would not be necessary until the club opened.

A discussion took place on the steps to be taken before the club could be opened. These included

- Completing the decorating
- Undertaking risk assessments to meet the standards outlined in the latest Government Advice 'Keeping Workers and customers Safe during COVID-19' published on 3<sup>rd</sup> July 2020
- Implementing the controls identified for mitigating the risks identified.
- Opening club membership including advice to members on the controls in place for their safety. After a discussion on membership cards Mandy K said cardboard membership cards were available.
- Identifying the opening times for the club – AGREED that opening would be restricted to Friday, Saturday and Sunday in the first instance.
- Identifying the implications for employed staff of revised opening times. M Kirkman asked how this could be done. Several options are available. If six half day shifts were available nine staff could work in rotation; another option would be to offer short term layoff or voluntary redundancy. Four staff do not qualify for Statutory Redundancy as they have worked for the club for less than two years. They would be entitled to one week's notice with pay which could be offset in part by the furlough scheme.
- The floor needs to be made safe after the removal of the carpet. Davey S said he had to advise the flooring supplier of the size of flooring required and replace the gripper strip. Davey also said he would like to see the curtains replaced by blinds.

The meeting closed at 9.05pm

Signed \_\_\_\_\_ (Chairman)      date 17/08/2020