

Minutes of the Committee Meeting held 17th August 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 7th July 2020 available.

David S-L reported that the balance on the Barclays bank account is £7,239.29. The Heineken account has a credit balance of £4,760.77 from retrospective discounts and refunding the value of the beer that was disposed of after the enforced shutdown. This will be available to use when we want to re-order stock. There are outstanding credits for Furlough payments of £6,239.52 and outstanding liabilities for VAT, PAYE, club insurance and Duncan and Toplis of £6,930.36.

There was a discussion about the action required to re-open the club. It was agreed that the social club plays a vital role as a community hub and it would be desirable to open it but only if it was safe to do so. It was noted that the government has stated it was considering closing bars in favour of re-opening schools. David S-L said while there is money to reopen the club now, if it was forced to close again (even temporarily) it is unlikely that the club would re-open again. The issues identified at the last meeting remain the focus of immediate action

1. The redecoration should take approximately two weeks. It was agreed that all other action points should be started when the redecoration was complete. This would allow for any slippage and then deep cleaning without raising expectations. Davey S said the floor is to be varnished, and five wall lights are to be purchased and then installed at a cost of £200. The hallway will be painted, and the lady's toilets will be tiled.
2. When the redecoration is finished then the risk assessments can be undertaken which will then identify how many seats we will have. This will enable a budget for income and expenditure based on the trading hours to be calculated.
3. It had already been agreed that the club would initially open on three days. Three options for employed staff were considered. Daniel P asked if staff could be asked if they wished to take unpaid leave. Davey S replied this has already be put to staff and it was rejected by most of them. David S-L said even if staff agreed to be laid off they would be entitled to redundancy pay if it lasted for 4 weeks. Making all staff redundant was considered. This would enable the club to re-open with new staff contracts, job descriptions and work schedules in place. David S-L stated if the club was re-opening in a few weeks on a revised timetable making all staff redundant was unnecessary. Some staff would be redundant while others would have their working patterns changed because of the revised timetable. It was agreed that David S-L would discuss the staffing issues with Duncan & Toplis and advise the committee by email of the way forward.
4. David S-L said the minimum order for Heineken is 5 barrels. It has to be decided what combination of draught beers we start with. If demand is not high, we could end up with spoilt beer. We should also limit the bottled range and build it up over time.
5. David S-L stated that he was unhappy with the accounting services from Duncan & Toplis. He was having to audit the data they hold before the annual accounts could be produced. This was very time consuming. Davey S proposed that a new role be established to bring the payroll and VAT management in house with a payment being made to the Treasurer. This had been the past practice in the club. David S-L said he would not consider himself a candidate for this and he had been looking for alternative external service providers as part of his evaluation of club management.
6. Davey S asked if there was sufficient money to replace the curtains with blinds. David said the club had £7,500 to meet its statutory obligations to the staff including taking advice on the redundancies and pay for any redecoration items. If a quotation were obtained this could be considered alongside all other spending.
7. Davey S reported that the Parish Council have drawn up a lease agreement. David S-L said the written terms reflected the custom and practice of the current situation. The only contentious item is the termination clause and David said he will speak to the Council about this.

Date of Next meeting Tuesday 1st September

The meeting closed at 9.05pm

Signed _____ (Chairman) date 01/09/2020