

Minutes of the Committee Meeting held 19<sup>th</sup> October 2020 at 7.00pm in the Social Club

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

Apologies; D Pye

Davey S read the minutes of the previous meeting held 1<sup>st</sup> September 2020. Agreed unanimously as a true record.

Matters arising; None

David S-L had produced a PowerPoint presentation but because of social distancing it was not practicable to display the information to the committee on the laptop. David stated that at 16<sup>th</sup> October the club had £6.5K in the bank. There was just over £4,000 in credit with the brewery to pay for stock; we are owed £3,600 for Furlough and we still owe £4,200 for VAT, tax and NI, annual accounts, and public liability insurance. Several suppliers had restarted charging because direct debits had not been cancelled as it had been stated that the re-decoration of the club would be completed in a shorter period of time than notice period for cancellation of the contracts. David said he was contacting Sky Tv, BT Sport, BOC and XE payments to try to get full or partial refunds. Heineken have agreed to amend the agreement for the Smart Dispense system. David S-L asked Davey S to log on to the club's email account to sign the change of contract letter that is in the inbox. Davey S said he would contact Coin-It Leisure to remove the gaming machine and David S-L said he would cancel the Gaming License with Peterborough City Council.

Davey S stated that it was imperative we open the club as soon as possible. If we don't the committee can be accused of failing to manage the club. If we open the club and other circumstances lead to its closure, then that cannot be attributed to the committee. Henry G stated that in his opinion there are a great many issues with ensuring compliance with controls we might identify. Davey S said that as we have few members on the committee it is not possible to guarantee a committee member will be in attendance during opening times. David S-L said as previously notified he will not be part of the continuing management of the club for personal reasons.

David S-L said that the Government Furlough scheme ends in two weeks and we have no income to cover staff wages. David stated in his opinion we would have to pay someone to finish the decorating. Two local companies had been approached. One said they would not do the work. The second said they could get the work done within the timescales we require. David read out the details of the work quoted which included a) installing bolts on the external toilet doors to make them single use b) tiling the back bar c) varnish the bar top d) finish painting bar woodwork and decorate entrance hall e) varnish all painted woodwork and tables totalling £2,089.00 plus £417 VAT. When asked about alternative quotes David said, given the deadline for re-opening the club he did not have the time to get further quotes and put them to another committee meeting as well as all the statutory financial tasks he was doing. Davey S stated that having the work completed by a contractor meant that it would have a guarantee. As no-one had responded to his appeals for help, this was the best solution to achieve an earliest date for re-opening. Mandy K said she had responded to the request for help to clean the club but had not been taken up on it. Davey S apologised for this. The committee unanimously agreed to accept the quotations.

David S-L said he also had a quote for vinyl flooring which totalled £2,465 plus VAT. However, the flooring cannot be laid before the end of November. Davey S said we would have to make a statement to the members about the conditions under which we will re-open. This will include the fact that some work will be completed later. Only existing members can be allowed initially and all existing bans will remain in place. David S-L said he had drafted a statement which included some of his views on what control measures might be needed based upon the risk assessments he had undertaken for his own business. It was agreed that entrance to the club should be via the patio doors and exit through the car park exit. Table booking and timed slots was discussed but it was decided to make entry 'First Come First Served'. The toilets will be single person use so will have a lock attached to the external door.

It was agreed that the serving times would be Friday 3pm to 9.30pm, Saturday 12pm to 9.30pm Sunday 12pm to 8pm. These times reflect the current government guidelines and previous demand. It was agreed that we would stock Fosters Guinness and a British IPA on draught. There would also be a limited number of bottled beers and cider to offer alternatives to the draught range. It was also agreed to stock a limited number of snacks.

It was agreed that another meeting would be needed including a training session for staff to understand their role in carrying out the controls identified by the risk assessments. David S-L reminded the committee that he had previously sent out a set of risk assessments produced by the brewery. If members have not already done so can they please read these and apply them to our situation.

The meeting closed at 8.25pm

Signed \_\_\_\_\_ (Chairman) date \_\_\_\_/\_\_\_\_/\_\_\_\_

Quarterly Bank Account Reconciliation  
Financial Year 2020 / 2021

	Opening Balance at 01/04/2020	14,095.19
Income	HMRC Furlough	21,430.96
	Loyalty Reward	34.11
		21,465.07
Expenditure	Bank Charges	202.47
	Barclaycard	15.76
	BOC	139.80
	Booker	46.27
	BT	334.09
	BT Sport	338.74
	BG Business	105.69
	Coin-It Leisure	208.00
	Duncan & Toplis	4,146.00
	EVO	468.00
	Repairs & Maintenance	459.99
	TV Licence	157.50
	Wages	18,470.00
	Sundry Cash Payments	380.00
	HMRC PAYE / NI	3,611.21
	HMRC VAT	- 404.04
	HMRC MGD	524.22
	Nest Pensions	111.05
	Wall Lights	75.00
	Hand Sanitiser station	31.98
		29,421.73
Closing Balance at 16/10/2020		6,138.53
WSSC Charities Account		879.58