

The Teston Club
Minutes of the Committee Meeting

Held on: Monday 5 October 2020 **At:** 19:30 hours (7:30 pm)

Present: John Chappell (JC) (Chairman), Maxine Doe (MD) (Secretary),
Belinda Barnden-Peddle (BBP), Steve Pascoe (SP)
Malcolm Peddle (MP), Kevin Wise (KW), Brian Golbourn (BG),
Jonathan Flegg (JF)

Apologies for Absence: Pablo Olivares (PO) (Treasurer), Andrew Keenan (AK),
Terry Smith (TS)

1. Minutes of Last Meeting

The Minutes of the September meeting were reviewed by the Committee members present and agreed for signing by the Chairman.

2. Matters Arising

2.1 Staffing Issues/Complaints

Some verbal complaints had been received about the attitude of staff. It was discussed the importance of staff taking 2 days of each week to maintaining wellbeing. MD raised the idea of offering regular staff supervision to offer opportunity for mutual sharing of concerns and what had gone well. JF was in support of the idea. It was agreed that the Bar Sub-Committee would meet with the Steward to share issues and agree a main point of contact with the Committee.

Action: Bar Sub-Committee to meet with Steward

2.2 Pension Plan for Steward

Discussion held around the whether the Committee has a legal duty to provide pensions for contracted staff. BG reported having a contact who could offer information on this.

Action: BG to look into legal requirement for pension provision

2.3 Use of WhatsApp to improve communication with Committee

Committee agreed with the suggestion of using WhatsApp to improve communication between Committee members.

Action: Committee members to download WhatsApp
JF to set up group

2.4 Members' Grievances

A discussion was held around how best to enable members to air any grievances. It was decided that rather than a regular slot at each meeting, members putting in complaints will be invited to discuss these at Committee meetings individually.

2.5 Staff Duties

Discussion identified that cleaning behind the bar area is the Steward's responsibility and that confirmation should be sought as to whether the current cleaning contractor will be resuming work. If not, a new contractor will be needed to clean three times a week, three quotes need to be obtained for this.

Action: KW to find out if existing contractor will be returning to work

Overtime procedure was considered and it was clarified that overtime needs to be logged and submitted by staff, signed off by Bar Sub-Committee, then passed to PO for payment processing.

3. Agenda Items

3.1 Correspondence

MD read out a suggestion submitted by a new member regarding the top bar toilet. This suggestion was that adaptations be made to make the toilet accessible for wheelchair users. Due to the age of the building wheelchair accessibility is not a legal requirement but MP offered to adapt the toilet access as much as is possible.

Action: MP to adapt top bar toilet to improve wheelchair access.

3.2 New Members

MD read out the following list of new and lapsed members passed on by AK in his absence:

Jay Lee Saunders	Greig Hills	Aneurin Shorne
Dennis O'Donnell	Richard Homewood	Christopher John Coppen
David Goulding	Paul Brian Wratten	Barry Yeomans
Mark Woodroffe-Hill	Andrew Bruce	Dean Embleton
Gary Derek Gore	Robert Kinlian	Larry Tuson

Action: MD to return applications to AK for processing

3.3 Finance

3.3.1 Need to apply for Business Bounce Back Loan

Kw raised for discussion that with the ongoing nature of the pandemic and the possibility of a second lockdown at some point requiring a further closure of the club for a period of time that it is appropriate to apply for this loan. PO to be asked to complete application.

Proposed: MP, Seconded: SP, passed by the Committee.

Action: PO to prepare application for loan

3.3.2 Payroll to be Managed by Treasurer

JC had identified that purchasing software to enable the payroll to be produced in house would cost £160, considerably less than the Club's current costs for the payroll. The payroll could then be run by the Treasurer.

Proposed: KW, Seconded: BBP, passed by the Committee

Action: JC to purchase payroll software

3.3.3 Treasurer's Financial Report

PO has produced a profit and loss summary for January-August for displaying in bars for members to read. The club is currently still making a profit but needs to continue to monitor expenditure, especially given the possibility of a temporary shutdown of the hospitality sector if the pandemic situation continues to deteriorate.

3.4 Bar

3.4.1 Need for Committee Members to help with table service

JC raised the issue of all Committee members are required to contribute physical help with the running of the club. With the current Covid-19 restrictions, helping with table service is an area where help from Committee members is particularly needed. Most of the Committee present indicated they would be able to help in this respect. MD explained that at present her work commitments preclude being able to offer help with table service, but that her husband was willing to help with this and had already done so.

Action: All Committee members to help with running the bar as necessary

3.4.2 Recruitment

JF raised the need to recruit further bar staff to cover a total of 12 hours. JF already several potential applicants and it was agreed to go ahead with interviewing.

Action: JF/KW/JC/BBP

3.5 House

3.5.1 Purchase of replacement furniture

JF confirmed that reupholstering existing chairs would cost more than buying new ones. A discussion was held around that in the current climate there are lots of good second-hand chairs available to purchase online. BBP suggested purchasing more colourful furniture to brighten the look of the club. Committee members also agreed that furniture did not all have to be one matching type. There was also a consensus within the Committee to sell the existing sofas where possible for a price of £50 each. This would make it easier to keep the club's current seating within Covid-19 requirements, whilst at the same time raising funds towards replacement furniture. It was decided to start replacing damaged chairs with second-hand ones, starting with the most severely damaged items.

3.5.2 Asbestos Survey

JC explained that Coors require an asbestos survey before commencing a contract to supply the club, which will cost £365.00. The Committee agreed that this is an essential item of expenditure.

Proposed: KW, Seconded: JF, passed by the Committee

3.6 Entertainments

KW reported on planned entertainments. Covid-19 restrictions still allow for live KW had a booking for a duo on hold. It was agreed to go ahead with this booking from 6:00 pm on Saturday 17 October. Consideration was given as to how to offer food, potentially bacon rolls in line with government guidelines.

Action: KW to progress bookings of suitable acts

3.7 Any Other Business

3.7.1 Christmas meal

JC confirmed that this would need to be postponed until social distancing measures were lifted and large groups could socialise again.

3.7.2 Purchase of additional security camera

The Committee agreed to purchase a further camera to improve coverage in the back bar

3.7.3 Outsourcing Rolls

It was agreed that Steward should continue to make the rolls as current demand does not make outsourcing of these financially viable. KW confirmed that the club and Steward hold the necessary food hygiene certificates for this. JF identified that it would cost around £300 to purchase a chilled display cabinet or a hot food unit with a shelf life of around 4 hours, which would enable the sale of alternative food items. Further discussion deferred to next meeting due to the need to close the club by 10:00 p.m. in line with pandemic restrictions.

3.7.4 Meat Raffle

The meat raffle is now up and running and the first one since re-opening took £120.00. BBP agreed to put up the sheets for the next raffle.

Action: BBP to put up raffle sheets.

3.7.5 Office/Shed Areas

These areas need of clearing out and tidying. JW stated he has a printer with scanner he can donate for the office. JC agreed to send out and e-mail to organise the clear out.

Action: JC

Discussion of further AOB items deferred until next meeting due to the need to conclude the meeting in a timely manner.

Date of Next Meeting: Monday 2 November 2020 at 19:30 (7:30 p.m.)

Signed:

**John Chappell
Chairman**