

The Teston Club

Minutes of the Committee Meeting

Held on: Tuesday 1 September 2020

At: 19:30 hours (7:30 pm)

Present: John Chappell (JC) (Chairman), Maxine Doe (MD) (Secretary), Pablo Olivares (PO) (Treasurer), Belinda Barnden-Peddle (BBP), Malcolm Peddle (MP), Kevin Wise (KW), Terry Smith (TS), Brian Golbourn (BG), Andrew Keenan (AK), Jonathan Flegg (JF)

Apologies for Absence: Steve Pascoe (SP)

1. **Minutes of Last Meetings**

The Minutes of the two previous meetings were reviewed and agreed for signing by the Chairman.

July Minutes: Proposed by MP, Seconded by BBP, passed by the Committee

August Minutes: Proposed by PO, Seconded by JF, passed by the Committee

2. **Matters Arising**

2.1 **Asset Risk Log**

JF presented an extract of the front page of a risk log for the club's physical assets using a traffic light system to highlight the items most likely to next need replacing. The Committee concurred that this was a good idea which would aid budgeting. The chiller cabinet was identified as the item most likely to be the next item requiring replacement.

Replacement of the furniture was discussed, previous quotes for reupholstering or replacing all the furniture at once were expensive. JF suggested replacing the furniture on a rolling basis, starting with the oldest, most worn items. KW raised the idea of potentially finding suitable furniture on e-bay, due to the number of hospitality sector business that had gone out of business due to the pandemic. BBF offered to pursue this suggestion

Action: BBF to research suitable furniture on e-bay

JF suggested the Committee that it could be useful to gain information about members' trades as a way of facilitating essential work to the club in a cost-effective manner.

KW thanked MP on behalf of the Committee for the lighting installation he had carried out in the cellar area, which was a great improvement.

2.2 **Recruitment**

The current bar worker will be leaving on 12 September to return to university. Committee considered that it would be worth offering her a zero hours contract on a continuing basis, which would enable her to work during academic holidays if she wished to do so and the bar needed cover.

The recruitment process for two new staff for 12 hours each is about to commence. BBP reminded the Committee that staff will need suitable knowledge and skills for

the role. The Steward knows of 4 potential candidates through his contacts in the bar industry.

The benefits of zero hours versus contracted hours for new staff were discussed, i.e. having someone working fixed hours and days or someone who can flexible to readily adapt their working times to suit both personal circumstances and the needs of the Club. PO suggested offering one contracted and one zero hours post and consider further depending on the candidates for the posts. The Committee concurred that interviews should be carried out by members of the bar sub-committee.

It was discussed that all Committee members should get up to date with basic skills to be able to run the bar in the case of staff absence.

Action: All Committee meetings

2.3 Complaint

The resignation of a former bar employee had been formally accepted. The resignation letter contained allegations. The Committee has acknowledged the concerns raised and offered to follow these up according to appropriate procedures but no response from the former employee has been forthcoming.

3. Agenda Items

3.1 Correspondence

AK reported on e-mails received. One e-mail requested later opening on a Friday evening. This item will be covered under item 3.4.1 of the Minutes.

The second e-mail was from the Wednesday afternoon club, who would like to re-start using the back bar in a similar way to the Wednesday night club, 3:00-5:00 pm would potentially be a suitable time. Areas related to the club being able to meet this request will be covered in points 3.4.1 and 3.5.1 of the minutes.

3.2 New Members

3.2.1 Applications from the following new and lapsed members were read out by AK and accepted:

Glenys Haylett Albert Flanagan Gary Haffenden (still to pay)
John Hilden Louise Rensch (lapsed member)

AK is still working on reconciling the membership records and has identified that there are currently 200 active members.

3.2.1 Strategy for recruiting new members with action plan

JF raised the need to actively pursue increasing membership as the Covid 19 restrictions are eased. He suggested members with useful skills could be approached to help with this, including asking the Camera Club to produce photos for inclusion in a leaflet. Another member has offered to update the Club's website. KW identified that he had a good relationship with a local printing firm who could be approached to produce a large banner for outside the club.

Action: JF to produce draft action plan

Customers sitting on the outside tables under the parasols during the recent warm weather created an inviting image of the Club which had raised local awareness of its existence. Consideration was given as to how to maximise use of the tables as Autumn and Winter approach. Being able to continue to drink outside in a sheltered manner would benefit smokers and members who may feel nervous about sitting inside the club whilst the pandemic continues. BBP reported a neighbour had offered to sell her a new gazebo for £25 which had proved to be too large for their available space. Committee agreed that this purchase should go ahead.

Action: BBP to purchase gazebo

3.3 Finance

3.3.1 Revenue Plans for ongoing success of the club

JF initiated discussion around ideas to enhance the club's revenue. The Committee acknowledged it would not be possible to implement some ideas whilst Covid 19 restrictions remained in place but that others could be safely put into effect.

Suggestions included a regular Happy Hour and reinstating quiz nights. JC raised a suggestion around letting out the club during the day for business training/meetings. How to promote this was considered as it would be necessary to reach the right potential customers such as local councils. KW reported he had been approached by a local delicatessen van to sell from the car park whilst the Club is closed. KW also reported he is hoping to organise monthly events at the club.

PO pointed out that all additional income raised would need to be properly recorded to enable VAT returns to be accurately completed.

3.3.2 Treasurer's Financial Report

PO provided a printed report to the Committee and summarised the Club's current financial position. PO explained that this is currently a draft balance sheet due to the incorrect figures for 2019. PO will produce a year end report with his findings for the auditors around the past financial discrepancies. The Club is now making a profit, even without the additional income from the Government Covid 19 Grant. The Club is now buying better, wasting less, and turning over stock more efficiently. PO reported that VAT returns for the last two quarters are ready for filing and will need paying. PO has also taken over the role of doing Quick Books entries. The Club is currently paying £50 a month for payroll.

Insert financial summary from PO here

PO highlighted the Club currently does not need to apply for a Bounce Back Loan and that the interest would become a liability the Club would need to repay in the future. TS expressed the view that the Club should not apply unless necessary, whilst KW considered it would give the Club additional financial security in the event of a second lockdown. PO explained the loan does not have to be applied for until next May. KW asked PO what the Club could currently realistically afford to spend

if necessary, PO reported around £5000. It was agreed to review the Club's situation and likely need for a Bounce Back loan at each Committee meeting.

Action: MD to add Bounce Back loan to monthly agenda

Clarification was given around wages. Wages costs are currently around £3000 per month. Overtime/expenses need to be claimed for payment in arrears the following month. Salaries should be paid monthly on the same date each month.

The Committee thanked PO for the work he had put in to producing the report.

3.4 Bar

3.4.1 Opening Hours

KW distributed the proposed hours he had requested from the Steward. JF proposed moving from 40 hours to 48 hours and with standardised opening times to make them to remember. JF and TS recommended opening 3:00-10:00 pm with an hourly sales printout from the till to monitor custom. This equated to less hours than pre-Covid but better suited to member demand. TS proposed Bank Holidays should be the same as Sunday hours except for Good Friday, Christmas Day (12:00-2:00 pm), and Boxing Day (12:00-8:00 pm).

Opening hours as below were subsequently proposed by JF, seconded by TS, and passed by the Committee

3:00-10:00 p.m. weekdays

12:00-10:00 Saturday

12:00-8:00 Sunday

The new hours will commence once staff are in post and discussion held with the Steward.

Action: KW/JF to meeting with Steward

3.5 House

3.5.1 Covid-19 Infection Control Measures

Opening the back bar safely and making it more inviting for customers was considered. A portable Perspex screen costs around £25. JF identified some pubs are placing tables in front of the bars to maintain safe distances. AK raised the issue that this could potentially lead to customers leaning across and getting their faces too close to staff. A combination of the two options was considered the best solution, using a Perspex screen as the serving point with access to the rest of the bar restricted by tables. It was agreed to purchase a screen and progress opening the back bar.

Proposed by KW, Seconded by PO, Passed by the Committee

Action: JC/KW to order perspex

TS initiated discussion around reopening the card machines as these provide a good source of income. It might not be possible to give customers large pay-outs immediately as less cash is now kept in house by the Club. It was decided the machine by the bar serving area could not be safely opened but the machine in the

back bar could be. Disinfectant wipes and sanitiser with a notice requesting their use to be placed by the machine. The machine would be managed as previously with the Steward emptying and checking takings. PO pointed out he will need to see the machine reports for accounting purposes.

Proposed by TS, Seconded by BBP, Passed by the Committee

JC raised adding an additional table to spread out customers, taking some chairs out of the long run of tables opposite the bar was also suggested. It was hoped opening the back bar will encourage customers to use that area more and help further with maintaining social distancing. Options for moving the stacked-up furniture to free up more space were considered but the Club does not have a suitable dry storage area. MD suggested that as the darts area cannot currently be used for darts a sofa and table could be located there.

3.6 Entertainments

KW reported on planned entertainments. Kevin Jones, a solo guitarist is booked for 19 September. KW is looking at this being a lunch time event with a barbecue/hog roast. Hudson proved to be popular with members and have been re-booked for 21 November. KW has not yet booked anything for October or December but is trying to rebook a singer cancelled due to Covid 19 for December. JF reported that he had recently hired a 3-man rock band who cost around £200 per gig and will forward details to KW. KW is trying to book a solo singer/DJ to provide entertainment for New Year's Eve. Entertainers are currently paid out of petty cash. PO pointed out contact details and records of payments made need to be kept for accounting.

Action: KW to progress bookings of suitable acts

TS asked if the Christmas draw would be going ahead, KW suggested this could take place at the same time as the December entertainment. The Christmas draw has historically been run as a non-profit making event, but the Committee agreed that it should be run to make a small profit in future and to be put through the Club's books. BBP suggested the Committee could request donations for the draw.

3.7 Any Other Business

3.7.1 Purchase of Laptop

PO reported on his research into a suitable laptop and provided details of a sturdily built laptop for £349 with good specifications. It was agreed to go ahead with the purchase.

Proposed by PO, Seconded by TS, Passed by the Committee.

3.7.2 Security of Club documentation

MD raised how best to maintain documents such as minutes and agendas within confidentiality requirements, as she was having to use her own laptop for producing these. If the Committee goes ahead with the purchase of Office 365 this will resolve the issue in the longer term. In the meantime, MD suggested keeping two

memory stick copies of documentation, rather than a hard drive copy as these can then be kept in a locked tin which will meet GDPR requirements. JF identified that he has some suitable memory sticks.

Action: JF to provide MD with memory sticks

3.7.3 Ullage

PO reported duty cannot be claimed back on ullage but that wastage can be accounted for and reclaimed if not exceeding 3% of turnover. PO explained that the Steward will need to log wastage in pints.

3.7.4 Sports Coverage on Television

JF had been approached by members over rugby no longer being broadcast. KW explained that the TV package had been cut back due to the high cost of sports channel subscriptions, for example BT Sports costs nearly £200 per month. The possibility of legal streaming options was considered as well as other possibilities such as short-term subscriptions.

Action: KW to investigate cost effective options

3.7.4 Honorariums for former Treasurer and Secretary

TF asked again whether the Honorariums had been paid. Committee revisited the discussion as detailed in the Minutes of the August meeting. The payments have been suspended not cancelled, due to the accounting discrepancies which were only made available after members had voted to pay the Honorariums. The club was also then found to be in a very precarious financial position. As previously agreed, the members will be given the opportunity to vote on whether to go ahead with the payments at an Extraordinary General Meeting, or the next Annual General meeting. However, it is likely that due to Covid 19 it will not be possible to hold either meeting until next year.

Action: Members to be given opportunity to vote

on payment of Honorariums at EGM or AGM

TS wanted confirmation the former Secretary and Treasurer had been contacted about the situation. JC responded he had sent e-mails but received no reply, TS asked for proof of the e-mails having been sent, as the former Treasurer had approached him about the issue.

Action: JC to share e-mails with TS

PO raised the issue that the former Secretary's money was showing as having been paid in the accounts. It was discussed that the cash had been put behind the bar but never collected. PO requested clarification of whether this cash had subsequently been banked or put back through the Club's books.

3.7.5 Green Waste Bin

TS asked whether the bill for the brown wheelie bin provided by the Council and used for the Club's green waste had been paid. It was identified this bill is still

outstanding. PO suggested this bill is paid online by the simplest method. Steward to be approached to pay the bill.

Action: ? who is going to ask Damien to do this

Date of Next Meeting: Monday 5 October 2020 at 19:30 (7:30 p.m.)

Signed:

**John Chappell
Chairman**