

# MINUTES OF A MEETING OF THE ESSA CLUB COMMITTEE

HELD ON 21<sup>st</sup> of June 2021

Committee		Present
Steve Brettell	Chairman	✓
Russ Manley	Treasurer	Apologies
Brian Johnson	Secretary	✓
Steve Jones	Bar Secretary	Apologies
Gerald Dinnis	Entertainment	✓
Darren Jones	Snooker	X
Nigel Williamson		X
Don Berry		X
Jackie Butler		✓
Jim Virgo		✓
Trustees		
Ken Martin		X
Arthur Hearl (Committee)		✓
Ken Wasley		✓

**Chairman's opening remarks** – Steve B Thanked the Committee member sfor attending.

**Minutes of the previous meeting** – Approved

## **Matters arising from previous meeting**

- a) Jim Virgo to visit the club on Thursday to complete risk assessment and check on the extra precautions for Covid. **Complete** Jim has conducted the health and safety assessment and only needs to agree some signage with Steve Brettell.
- b) Steve and Russ to provide Steve Jones with Shopping list to restock the bar **Complete**
- c) Brian will send a note to all members advising the re-opening of the Club **Complete**
- d) Brian will arrange a meeting of bar staff at the club on the 17<sup>th</sup> of May to remind them of the rules and operation of the new till. **Complete**
- e) All to provide Nominations for the following Committee roles before the next meeting
  - a. Chairman
  - b. Treasurer
  - c. Secretary
  - d. Bar Secretary

No nominations have been made . Russell and Ken will explore jointly covering the treasurers job for the coming year.

**Treasurer's report** – As Russel was not available Steve B reported that the accounts were healthy with a current balance of approx. £24,000 this included a refund from HSCB for some charges they had made in error.(Russell's full report is attached to these minutes)

**Secretary's report** – Given the changes to the date for the end of Covid restriction the AGM date will be changed to the 9<sup>th</sup> of August and we agreed to give a free drink to the members that attend. We also discussed opening the club for other clubs to use ie the Lions and Modelling club we agreed that we would not do this until the club was fully open. Due to the uncertainty of numbers attending we agreed that Saturday opening would be by request and members would be advised to contact Steve B in advance if they want the club opened on a Saturday evening. Brian send out a note to advise members of this.

**Bar Secretary's report** – Nothing to report

**Snooker** – The re-opening of the Snooker room was discussed, and the Committee agreed that the room can be re-opened on a Thursday and Friday night when the bar is open. The numbers should be limited to 5 people and the user will need to sanitise the room after use and leave the club by 11pm.

**Events** – Gerald has booked a schedule of entertainment The web site has been updated to publicise. Jackie ask what budget do we have for entertainment as she know some people who might be interested in performing. A figure of about £100 was suggested.

**Maintenance** –Steve has a snag list for the items that need completion.

**Health & Safety** – We discussed the need for the area outside of the club between the snug and the cellar being a non-smoking area. Brian took an action to look up the regulations related to this. Post meeting note....The regulation say that if a smoking area has a roof the sides must be substantially open. Substantially open is interpreted as 50% of the area must be open and that any open sides must not be close to any other walls. Also this area is the through fare for the toilets and cellar so others using the toilets or cellar would be subject to second-hand smoke. Based on this we should not allow smoking in this area.

I also looked up the rules for CCTV cameras, for the ones looking outside of the club we need a sign to say who operates the camera and who to contact. These signs are readily available from Screwfix.We also need to register with the Information Commissioners Office ICP [Data protection and your business: Using CCTV - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/data-protection-and-your-business-using-cctv)

**Any other business:** None

**Matters Arising at this Meeting**

- a) Brian to send out note to all members with updates to opening, snooker and AGM

**Date of next meeting – 26th of July2021 at 8:00pm In the Club**

Agreed.....  
Steve Brettell  
Chairman

**Section: ESSA CLUB**

**27/04/2020 to 02/05/2021**

**Receipts**

Bar Takings

£304.01

Membership	£-
Lottery Bingo	£-
Snooker	£-
Pool	£-
Fundraising, Xmas Draw	£-
Cops & Robbers	£-
Events	£-
Donations & Room Rental	£20.00
Sundries	£17,881.59
Interest	£3.48
<b>Total receipts</b>	<b>£18,209.08</b>

### Payments

Bar Purchase	£262.10
Cleaning	£-
Admin & Publicity	£-
Repair/Renew	£9,212.11
Rates, Licences, Insurance	£1,204.37
Utilities	£2,035.29
Cops & Robbers	£-
Bank charges	£-
Snooker	£-
Prizes, Xmas Draw	£295.21
Lottery Bingo Winners	£-
Events	£-
Sundries	£-
Donations/Gifts	£25.00
<b>Total Payments</b>	<b>£13,034.08</b>

**Surplus (Total Receipts - Total Payments)**

**£5,175.00**

iZettle charges paid at source (for info only) £1.51

### Balances at start of period

Cash & cheques in hand	£-
Float	£-
Lloyds Bank	£2,625.28
Lloyds Bank Savings Acc	£17,002.49
<b>Total at open</b>	<b>£19,627.77</b>

### Cash

Club  
Russ  
**Cheques**  
Russ  
**Total**

### Balances at close of period

Cash & cheques in hand	£-
Float	£-
Lloyds Bank	£1,296.80
Lloyds Bank Savings Acc	£23,505.97

### Cash

Club  
Russ  
**Cheques**  
Russ

<b>Total at close</b>	£24,802.77	<b>Total</b>
<b>Increase (Total at close - total at open)</b>	<u>£5,175.00</u>	
Balance check (should = zero)	<b>£(0.00)</b>	