

MINUTES OF THE ANNUAL GENERAL MEETING OF THE ESSA CLUB

HELD ON 9th of August 2021

PRESENT

Committee: Steve Brettell (Chairman), Russ Manley (Treasurer), Brian Johnson (Secretary), Gerald Dinnis and Darren Jones, Arthur Hearl, Jackie Butler.

Trustees: Arthur Hearl, Ken Martin

Members: Lynn Dinnis, Beryl Alden, Garth Alden, Alan Wells, Ray Mansell, George Davenport, Andy Hardings, Lyn Douglas, Ceri Critten and Sally Ingleby

1. APOLOGIES

Apologies had been received from Bob Monroe, Steve Jones, and Martin Fowler.

2. MINUTES OF THE PREVIOUS AGM

These were approved as a true record. (Proposed Darren Jones Seconded Sally Ingleby).

3. MATTERS ARISING From the 2018 AGM

There were no matters outstanding from the last meeting of 22nd of July 2019.

4. CHAIRMAN'S REPORT (Steve Brettell)

Steve thanked all those present for attending. Steve reminded the meeting that in the past 2 years that; Dave and Janet Warren, Ivor Grove, Ted Hackett, George Trotter, Mike Witts and Chris Evans have died.

Steve also highlighted the improvement that have been made to the club during the Covid shut down, which include; the redecoration of the club, installation of central heating which will improve the comfort and reduce the costs of heating the club, Installation of CCTV for increased security an entry and exit system which will support the Covid track and trace and increase the security of the club, provision of hand sanitiser and an improved till system which accepts contactless payments. Work is ongoing concentrating on improving the cellar and upgrading the gents down stairs WC.

He also thanked individually all the members of the committee, bar staff and all those who had carried out work for the club throughout the year. He thanked Maureen Manley for cleaning and Russ for the maintenance work and his duties as treasurer.

5. SECRETARY'S REPORT (Brian Johnson)

Brian report that there had not been much activity throughout the 2 years and the committees business was mainly associated with managing the Covid situation and putting measures in place to allow re-opening. During the lock down regular updates were provided to the members via e-mail and Brian thanked those who had passed on information to members who don't use e-mail. Brian thanked Steve and Russel for the work they have done to improve the Club and Jackie for organising and running the Thursday night quizzes on Zoom.

At the time of the meeting the club has 35 signed up members.

6. TREASURER'S REPORT (Russel Manley)

Russ produced a written report with supporting statistics and thanked Ken for auditing them. These are attached to these minutes at the end of this report.

7. BAR SECRETARY'S REPORT (Steve Jones)

Unfortunately for health reasons, Steve was unable to attend the meeting . However as the bar has been closed for most of the period since the last meeting he has nothing to report. He is willing to continue next year as bar Secretary.

8. SNOOKER REPORT (Darren Jones)

Darren reported that the snooker leagues look like starting on the 24th of September, and the remaining games from the last season will be on the 26th of August and 8th of September. He also informed the meeting that he does want to serve on the committee next year. The meeting thanked Darren for his service on the committee.

Ray Mansell volunteered to act as the snooker representative on the new committee; the meeting unanimously voted to accept Ray as the new snooker representative.

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9. ELECTION OF OFFICERS

Brian reported that Covid has highlighted the need for a health and Safety officer and proposed a motion to vote to change the club constitution and rules to include this position as an Officer of the club. A vote was taken and the amendment was unanimously approved. The new secretary will make the necessary amendment to the Rules and Constitution of the Club.

As required by the club rules the current committee all stood down, and the election of the 4 club officers was held, as there were no new candidates for the roles the following were re-elected by unanimous vote of the meeting:

Steve Brettell (Chairman)
Russ Manley (Treasurer)
Brian Johnson (Secretary)
Steve Jones (Bar Secretary)

The new committee will meet in early September and decide what other positions are needed on the committee and then seek nomination for other committee members.

10. POINTS OF INTEREST

Alan Wells ask about the CCTV, would signs warning of the CCTV cameras be added and who would be responsible for the data which was stored. Steve Brettell answered that signs would be posted and he was most likely to be responsible for the data. This will be discussed at the first meeting of the new committee.

No further business had been sent to the secretary prior to the meeting, hence the meeting was closed.

11. DATE OF NEXT AGM

In accordance with the club constitution the next AGM will be held 4th of July 2022 with due notice of the date and time being published.

Treasurer's Report: 2019 – 2021 COVID

As everyone realises this has been a strange period to report and will cover two years. However during those two years the Club has been closed for 14 months

Thanks to Ken Martin for his thorough auditing the accounts and for the committee's support.

Income and Expenditure

2019 - 2020

2019 -2020 Income was £33,235.71 and expenditure £23,235.71 The increase in income results mainly from the first COVID grant to small businesses of £10,000.

During the time that we were trading from May 2019 to mid March 2020 The income and expenditure report shows that we ended the year with a profit of £9852.38. Expenditure overall was lower than the previous year by £3300 with most of this made up from a reduced spend on Bar Purchase.

Bar takings were down by £724 compared with previous year.

Expenditure on Bar purchase was reduced to a little over 40% of sales and down by over £2200 due in main to the time spent by Steve Jones the Bar Steward seeking out the cheapest supplies in supermarkets across the land.

Repair and renew costs in 2019 -20 were £2000 less than the previous year at £3826 include replacing the seating in the lounge just over £2000 and the back door £680 the rest made up of minor costs including gas safety checks etc.

Utilities costs, which cover Electricity, Gas, Broadband, Telephone, waste collection, water, Alarm and window cleaning, were lower by just over £350 due I think to the club being closed for 6 weeks and using very little gas/electricity.

Cops and Robbers cards and Lottery Bingo have lost a little but both produced a profit. Lottery Bingo had to end suddenly and the Club owes a couple of members some cash as the were in advance when we ceased, this will be paid when the members return to the club.

Hopefully we can start again soon.

Events have cost us £947 to put on and we have taken £257 towards that cost however we also make profit on drinks sold as well as gaining some new members

As per the previous year the Christmas Draw was supported by the Club by adding £340 to the amount raised by ticket sales allowing us to spend £900 on prizes.

In addition to our drinks licence we have a licence to have 12 live performances each year in the club. In addition we added a licence to stream music on an electronic device, but not radio or TV so the total cost including our Club insurance has increased to £1700

The new licence and an increase in insurance cost makes up the extra £700 paid this year.

2020 -2021

Amazingly we did better financially closed than we probably would have being open. This was entirely due to the generous grants that have been given to small businesses during the COVID pandemic. In total we have received over 17 thousand pounds in COVID grants over 2019/20 year and we used this to carry out improvements 60% of which related directly to operating the Club when we were allowed under the COVID rules and the others to generally improve the Club. The Club decided to brighten Christmas a bit by having a free Christmas Draw planning for members to collect when we opened again in January but that didn't happen so there are prizes to be collected and there is a list on the notice board. Please collect your prize if you haven't already.

I will go through the expenditure in the general remarks

Utilities Suppliers

We have remained with OPUS Energy for our electricity supply but moved to British Gas Lite for our gas where we have a fixed price until November 2023. The change was because Opus started charging a standing charge while keeping their unit price higher than other suppliers.

Our contract with Devon Commercial Waste was been suspended during COVID and only reinstated recently. At present glass is only collected once a month until our sales increase

ASG remain our contractor for the Fire Alarm annual maintenance & safety checks, also our intruder alarm and CCTV

We renewed our contract with Daisy Communications who remain our supplier for our telephone and broadband services

Membership

WE had 64 members and 1 corporate member in 2019/20 but due to COVID no membership during 2020/21.

General

Club income has increased over the two years due to the grants this year covering last year's losses and we have continued to invest in making improvements to the building and assets.

We replaced our old till with a system capable of taking cashless payments although cash payments are still available.

We had an entry system fitted that will record members entry and leaving times providing COVID data if a member became infected so that those in contact could be notified. It also makes the Club more secure protecting staff and members from unwanted guests entering the club. To further increase security and reduce insurance costs we had a CCTV fitted which records 14 days of video in case of any problems.

To improve the comfort of the Club and reduce the cost of electricity we had central heating installed.

We replaced the kitchen sink in the bar with a hand wash only facility which is a legal requirement for a bar, also installing a hot water supply that will also feed the Ladies toilet sink with hot water.

We updated the electrical supply to the bar area allowing us to supply the till, the CCTV, Door entry system and hot water supply.

Bar

Steve Jones the Bar Secretary is to be congratulated on his endeavours to stock our bar at very competitive prices, visiting various supermarkets and outlets buying bargains wherever he can.

Allowing for the 6 weeks closure, sales overall they have remained much the same as previous years but the percentages per day have changed somewhat with Thursday and Saturdays gaining ground due to Jackie and Sally's hard work and thanks to Gerald's events.

Sales compared to previous years

Type	2016 - 17		2017 - 18		2018 - 19		2019 - 20	
		No per week		No per week		No per week		No per week
Draft lager	1098	22	598	12	774	15	420	8
Cider	681	13	788	15	764	15	563	11
Spirits	1285	25	1281	25	1434	28	1353	27
Bottled beer	1697	33	1710	34	1831	36	1833	36
Wine	1877	37	1730	34	1772	35	1454	29
Canned beer	81	2	20	0	21	0	169	3
Mixers	1333	26	1276	25	1424	28	508	10
Suindries	574	11	405	8	400	8	1174	23
Others	345	7	269	5	343	7	357	7

Totals **8971** **8077** **8077** **7831**

There is no comparison for 2020/21

9. Conclusion

Looking forward the club is in a sound financial position and can see no need to increase costs to the members at present.

Despite the slow increase in alcohol prices I believe that we can maintain our prices for another year.

The Committee if re-elected intend to continue improvements to the club again this year. These improvements are going to be in the gents toilets and cellar area. Work has already started and will progress through 2021.

Hopefully we can see a controlled end to the COVID pandemic and work towards treating the thing as we do Influenza so that the Club can return to it's old self.

The accounts are available tonight if any member would like to have a look through them.

One last thing, the treasurer would appreciate members paying using the cashless system as this reduces greatly the need to count, check and deposit cash each week, ensuring there is enough cash in the till for the forthcoming week.

Balance Sheet
Year ended 26th April 2020

	2019 - 20		2018 - 19		2017 - 18	
Fixed Assets						
Property at cost		£38,886.00		£38,886.00		£38,886.00
Fixtures & Fittings	£4,743.72		£3,078.40		£3,380.00	
Depreciation	£948.74		£615.68		£832.00	
		£3,794.98		£2,462.72		£3,078.40
		£42,680.98		£41,348.72		£41,964.40
Current Assets						
Stock	£1,300.00		£2,000.00		£1,200.00	
Cash at Bank	£2,625.28		£949.24		£2,077.45	
Cash in Hand	£0.00		£302.70		£212.30	
Prepayments	0		0		0	
		£3,925.28		£3,251.94		£3,489.75
Reserve						
Held in Savings Account	£17,002.49	£17,002.49	£8,523.45	£8,523.45	£8,713.68	£8,713.68
		£63,608.75		£52,631.57		£52,966.14
Current Liabilities						
Creditors	£ -		£ -		£ -	
Bank Loan	£0.00		£0.00		£0.00	
Internal Loans	£0.00		£0.00		£0.00	
		£0.00		£0.00		£0.00
Balance		£63,608.75		£52,631.57		£52,966.14

Section: ESSA CLUB**29/04/2019****to****26/04/2020****Receipts**

Bar Takings	£ 17,521.07
Membership	£ 898.00
Lottery Bingo	£ 745.00
Snooker	£ 661.20
Pool	£ 122.50
Fundraising, Xmas Draw	£ 762.00
Cops & Robbers	£ 2,164.50
Events	£ 256.90
Donations & Room Rental	£ 25.50
Sundries	£ 10,075.00
Interest	£ 4.04
Total receipts	£ 33,235.71

2018 to 2019

£ 18,245.27
£ 975.00
£ 897.80
£ 545.00
£ 172.50
£ 670.78
£ 2,723.30
£ 501.50
£ 179.00
£ -
£ 5.46

£ 24,915.61

Bar Purchase	£ 7,679.20
Cleaning	£ 1,235.24
Admin & Publicity	£ 218.10
Repair/Renew	£ 3,826.51
Rates, Licences, Insurance	£ 1,766.60
Utilities	£ 3,402.46
Cops & Robbers	£ 1,946.50
Bank charges	£ -
Snooker	£ 654.00
Prizes, Xmas Draw	£ 977.22
Lottery Bingo Winners	£ 614.25
Events	£ 947.55
Sundries	£ 40.70
Donations/Gifts	£ 75.00
Total Payments	£ 23,383.33
Surplus (Total Receipts - Total Payments)	£ 9,852.38

£ 9,972.58

£ 1,407.90

£ 293.35

£ 5,282.18

£ 1,061.34

£ 3,783.69

£ 2,187.00

£ -

£ -

£ 833.13

£ 618.75

£ 1,144.04

£ -

£ 64.00

£ 26,647.96**£ (1,732.35)****Balances at start of period**

Cash & cheques in hand	£ 102.70
Float	£ 200.00
Lloyds Bank	£ 949.24
Lloyds Bank Savings Acc	£ 8,523.45
Total at open	£ 9,775.39

Cash

Club	£102.70
Treasurer	£ -

Cheques

Treasurer	£ -
Total	£102.70

Balances at close of period

Cash & cheques in hand	£ -
Float	£ -
Lloyds Bank	£ 2,625.28

Cash

Club	£ -
Treasurer	£ -

Cheques

Lloyds Bank Savings Acc	£	17,002.49
Total at close	£	19,627.77
Increase (Total at close - total at open)	£	9,852.38

Treasurer	
Total	£ -

Balance check (should = zero)

£ 0.00

Note Essa Club due a refund of £23.99 when Screwfix accept returns after COVID19

	2020 - 21		2019 - 20		2018 - 19	
Fixed Assets						
Property at cost		£38,886.00		£38,886.00		£38,886.00
Fixtures & Fittings	£11,840.98		£4,743.72		£3,078.40	
Depreciation	£2,368.20		£948.74		£615.68	
		£9,472.78		£3,794.98		£2,462.72
		£48,358.78		£42,680.98		£41,348.72
Current Assets						
Stock	£800.00		£1,300.00		£2,000.00	
Cash at Bank	£1,296.80		£2,625.28		£949.24	
Cash in Hand	£0.00		£0.00		£302.70	
Prepayments	0		0		0	
		£2,096.80		£3,925.28		£3,251.94
Reserve						
Held in Savings Account		£23,505.97		£17,002.49		£8,523.45
		£73,961.55		£64,674.55		£52,631.57
Current Liabilities						
Creditors	£ -		£ -		£ -	
Bank Loan	£0.00		£0.00		£0.00	
Internal Loans	£0.00		£0.00		£0.00	
		£0.00		£0.00		£0.00

Balance	£73,961.55		£64,674.55		£52,631.57
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Section: ESSA CLUB

27/04/2020 to 02/05/2021

Receipts

		2019 to 2020
Bar Takings	£ 304.01	£ 17,521.07
Membership	£ -	£ 898.00
Lottery Bingo	£ -	£ 745.00
Snooker	£ -	£ 661.20
Pool	£ -	£ 122.50
Fundraising, Xmas Draw	£ -	£ 762.00
Cops & Robbers	£ -	£ 2,164.50
Events	£ -	£ 256.90
Donations & Room Rental	£ 20.00	£ 25.50
Sundries	£ 17,881.59	£ 10,075.00
Interest	£ 3.48	£ 4.04
Total receipts	£ 18,209.08	£ 33,235.71

Payments

Bar Purchase	£ 262.10	£ 7,679.20
Cleaning	£ -	£ 1,235.24
Admin & Publicity	£ -	£ 218.10
Repair/Renew	£ 9,212.11	£ 3,826.51
Rates, Licences, Insurance	£ 1,204.37	£ 1,766.60
Utilities	£ 2,035.29	£ 3,402.46
Cops & Robbers	£ -	£ 1,946.50
Bank charges	£ -	£ -
Snooker	£ -	£ 654.00
Prizes, Xmas Draw	£ 295.21	£ 977.22
Lottery Bingo Winners	£ -	£ 614.25
Events	£ -	£ 947.55
Sundries	£ -	£ 40.70
Donations/Gifts	£ 25.00	£ 75.00
Total Payments	£ 13,034.08	£ 23,383.33

Surplus (Total Receipts - Total Payments)

£ 5,175.00

£ 9,852.38

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

Balances at start of period

Cash & cheques in hand
Float

£ -
£ -

Cash

Club
Russ

Lloyds Bank	£	2,625.28	Cheques
Lloyds Bank Savings Acc	£	17,002.49	Russ
Total at open	£	19,627.77	Total

Balances at close of period			Cash
Cash & cheques in hand	£	-	Club
Float	£	-	Russ
Lloyds Bank	£	1,296.80	Cheques
Lloyds Bank Savings Acc	£	23,505.97	Russ
Total at close	£	24,802.77	Total

Increase (Total at close - total at open)	£	5,175.00
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