

Minutes of Meeting

Finance Meeting 17th June 2023

1. Apologies – None

Attendance: Vicki Serna, Judith Holme, Christine Leith, Nicki Lunny, Richard Marks, Pauline O'Reilly.

2. Minutes from last meeting checked and approved.

3. Where we are at the moment.

AGM complete and financial report ready to go into the Charities Commission asap. JH&CL to double check before posting. 6K in profit this year. Good, but no room for complacency.

4. Total monthly outgoings/costs (including annual charges.)

JH & CL to create a report for next meeting on regular outgoings and income to see where we are struggling and ensure essential costs are covered. Including, Bar GP to be looked at by NL once JH has done a stock take, Café, Hire totals. Hire is down due to losing Footloose. Also, needs to be raised and non-paying groups revenue streams

5. Grants, MCBF, PROTOS, WESMINSTER, TESCO – All received. MCBF, PROTOS towards the Toilets. Westminster is being used on Childrens activities still ongoing.

6. Toilets

VS explained the situation with the contractors for the Toilets. Suggested possibility to get the two sets done in stages. Plumbing (Quote received for circa £7K, Electrics quote next week and then building/carpentry and

finally flooring in stages. To put to full committee on 20/06/2023. Will need a small team to manage.

Roof – Suzanne has managed to get a number of roofers out. 2 different options and one quote in already. To be reviewed at the full meeting and then look at funding streams to match. Circa £50-112K VS&SH

7. Procedures for collection and recording (& Floats)

- a. Café – All good.
- b. Bar – Slips to be created by NL to complete when cashing up Bar to support CL.
- c. Single Hire & Deposits – systems working.
- d. Regular Hire (who pays what?) Looking at groups that need to start paying room Hire, as no viable revenue stream being created. To look at agreements at the Full Meeting.
- e. Kids Clubs – Youth Hub is starting to grow, Saturday Club is due a revamp and has some revenue. New Party's will add a new positive revenue and Westminster Grant is supporting growth. HAF is on for summer and will bring in revenue, wages and hopefully extra business. To agree the method of SP invoicing ECC for the extras for Parties over and above the ECC package.
- f. Fundraisers – Look at maximising fundraising opportunities at all events. Raffles etc...

8. Price increases

- a. Bar – Prices have been increased – similar to the Pub NL
- b. Café – Prices are up – some moans, but NL will see how goes.
- c. Hire – Prices are to be raised in September to give time to notify hirers and change website etc...CL/VS
- d. Driving Revenue – Look at all options for raising revenues and advertising. New Hirers and business packages NL. Afternoon Teas for summer period. SP already booking in new Kids Parties.

9. Banking Access & Sum up.

NM has the banking details now. To remove SG & SG, Ensure RM is added as a user. LW volunteered to be a signatory. All good CL

10.AOB.

Hiring out of equipment. Chaffers and Slow Cookers. PA Equipment. To have Richard take a PAT testing course and purchase a PAT tester.

Appendix 1

New Hire Charges to be agreed in Committee Meeting

Main Hall – Community - £15

Business - £30

Meeting Rooms & Bar – Community - £12

Business - £20

Party Booking - £100 (Hall & Bar)

All other requests by arrangement with the Manager and Committee.

