



MINUTES OF MEETING

Anmer Village & Social Club

22nd July 2020

1. The Chairman, Dorothy Pulsford-Harris opened the meeting by welcoming the newly-appointed members of the Holding Committee, as follows:

President:	Nick Coleman
Chairman:	Dorothy Pulsford-Harris
Secretary:	Teresa Hollingsworth
Treasurer:	Peter Harris
Membership & Webmaster:	Michael Williamson
Cellar & Bar Manager:	Martin Chomistek
WI Rep:	Jackie Meikle
Bowls Club Rep:	Karen Williamson
Village Rep:	Lee Suckling
Committee Member:	David Prior
Committee Member:	Richard le Fevre
Trustees:	Izzy Coleman Robert Fox

Karen Melhado also joined the Committee this evening

2. Message from Kensington Palace

The President, Nick Coleman read an email he had received via Kensington Palace from HRH Duke of Cambridge expressing his best wishes for the re-opening of Anmer Social Club after lockdown.

3. Risk Assessment

Dorothy Pulsford-Harris advised the Committee that a full Risk Assessment regarding Covid-19 had been carried out and will be updated as and when required by Government guidelines.

The following remedial works need to be carried out:

- Notices regarding entry and exit points to the Club will be produced and put up.
- "Wash Your Hands" signage for the toilet areas are also required.

4. Membership

Michael Williamson reported 87 members have paid their membership fees this year.

Michael reported that once a date for the opening of the Club is agreed he will write to those members on the list to chase those that have not paid their membership fees.

Outstanding membership fees for this year will be collected as of 1st August 2020 and it was agreed that a fee of £2.50 would be charged. This would take them to January 2021 when the 2021 membership fees are due.

Visitors book to be located and guests are to be signed in.

5. Treasurer

Peter Harris reported that he had received more forms from Barclays Bank regarding signatories for the Club account.

David Prior agreed to remain as a Club signatory.

3 signatories are required for the bank account and it was proposed that Martin Chomistek should be third signatory, alongside Peter Harris and David Prior. This was agreed.

A discussion was held regarding looking into changing the bank account, maybe to a building society to see if we could get a better deal.

Peter Harris reported that a large sum of money was sitting in the Trust account.

Izzy Coleman advised that following a discussion with Robert Fox, they had agreed that in the interim any expenditure required by the Club would be met by the Trust, this to include any bills that are outstanding.

Should there be any remaining funds then it will be used for important works to be carried out at the Club, i.e. the gable end which requires urgent attention and any surplus funds will be put into the Club's coffers.

Peter Harris also reported that the rent is to be waived from March 2020 until the Club is up and running.

Nick Coleman asked the Treasurer to report on the state of the finances regarding the social club.

David Prior advised he believed there was approximately £1600 - £1800 in the bank account and roughly £200 or £300 in the safe.

Now the safe key had been located Nick Coleman proposed that Peter Harris and David Prior verify and advise the Committee on the financial status of the Club.

6. Bar

Martin Chomistek reported that he had a look at the bar stock and advised that it was not recommended we purchase keg or cask beers at the moment.

Martin advised that with regard to the current stock about half had passed its "Best Before" date.

Dorothy advised that we would have to be upfront with customers regarding the "Best Before" date as we cannot take the risk of somebody becoming ill. If anybody wishes to purchase the passed "Best Before" items these will be offered at half price but it was to be made very clear they were purchasing at their own risk.

Martin advised that the cellar temperature needs to be attended to.

Michael Williamson advised that he had approached the Fox & Hounds regarding prices for their bottled beers and the prices were discussed at the meeting.

It was agreed that we go forward for the time being and sell bottled and canned beer / lager. It was also discussed that Peter Harris would speak to the bank about the viability of using a swipe machine at the bar.

7. Keys

Fred's keys were handed to Izzy Coleman and passed on to Dorothy Pulsford-Harris. A discussion was held with regard to who is currently holding keys.

- Jackie Meikle has front and back door keys
- Dorothy Pulsford Harris has a full set of keys.
- David Prior has a full set of keys.
- Michael Williamson has a back door key.
- Martin Chomistek was handed a full set of keys at the meeting

Karen Williamson to advise whether her husband, Phil Williamson has a set of keys.

Within the Toilet for the Disabled there is a coded box which contains 3 keys; cellar, bar door key, front door key.

All bar staff will be given a back door key and shown access to the coded box within the toilet for the disabled.

David Brown will remain a keyholder with regard to the alarm. David is also to advise the Committee what other keys he holds for the Club.

Sheridan will need to be given a back door key for cleaning.

8. Preparation of clubhouse and bar to ensure social distancing

In accordance with Government guidelines, the following procedures will need to be adhered to:

Only one person to be at the Bar at any one time. People are to wait outside until it is their turn.

Wearing a face mask is not compulsory in the Clubhouse unless a member feels they would prefer to use one, which is their decision.

As mentioned previously, there will be a one-way system - one entrance and one exit only and notices will be put up to this effect.

1.5m social distancing must be observed.

Dorothy Pulsford-Harris advised that from 1 August 2020 we are allowed to have a maximum of 30 people outside.

9. Opening of Clubhouse and Date for Grand Opening

It was agreed that to test the market the Club should be opened on Friday nights and Saturday lunchtimes throughout August.

The Club will re-open on:

Friday, 7 August at 19:30hrs – 22:30hrs

Saturday, 8th August from 12:30hrs – 14:30hrs.

A poster board outside the Club was suggested and perhaps Kevin to design and produce this for us.

We will look again at the Friday evening and Saturday lunchtime opening during the next meeting in September.

A Grand Re-Opening to be put on the back burner for the time being. Perhaps "Wills" will draw the first pint!

10. AGM

As there has been no AGM since 2018, Dorothy Pulsford-Harris suggested the next AGM is held on October.

It was agreed that the next AGM will be held on Wednesday, 14 October – 19:00hrs Trust meeting followed by 19:30hrs AGM

11. AOB

Chimney Sweep

Chimneys x 2 need to be swept and cowls fitted. Karen Melhado to contact Neil Andrews to obtain price to carry out the work. Price received £40.00 per chimney to be swept. Cowls price to be advised.

Film Nights

Michael Williamson advised he proposes to book 2 film nights, 20 November 2020 and 11 December 2020.

A discussion was held regarding advance booking.

Due to restriction in numbers due to government guidelines, it will be a maximum of 24 people to attend and only by pre-booking.

Pool Tables

Dorothy Pulsford-Harris advised that she had investigated the possibility of purchasing pool tables to attract more young people to use the Club.

5' pool table would cost £159.95 which comes complete with accessories

6' pool table would cost £199.95 which comes complete with accessories

Minutes

It was agreed to have the Minutes of Meetings displayed on the website.

Post

The Treasurer, Peter Harris has a key to the post box. Karen Melhado also offered to help with checking the post box as needed.

Purchasing

A discussion was held concerning purchasing of stock and David Prior suggested Farm Foods/supermarkets/Bookers cash and carry. Prices to be checked.

If dealing with Fox & Hounds, Michael Williamson advised that they would open an account for the Club.

Volunteers

At 20:00hrs volunteers joined the meeting.

A rota was discussed for the opening of the bar

Next Meeting: 9 September at 19:00hrs