

623 Club

Committee Meeting

2nd August 2018, The Devonshire Arms Baslow

MINUTES

1. In attendance:

Karen Esposito	Chair	KE
John Reece	Treasurer	JR
Charlotte Hanson	Secretary	CH
Sally Christian	Club Co-ordinator	SC
Zoe Wareham	Invoices Clerk	ZW
Apologies Dan Esposito		DE

2. Matters Arising:

- Non arising.

3. Financial Matters:

- Account is currently running low at less than £10,000 with wages still to be drawn. Reasons being that members are not paying as promptly as before and there appears to be confusion by many members as to what they owe. As there were not many leavers at the end of the school year it will be easier to follow up.
- There are some substantial outstanding debts which will be followed up individually via e-mail to the parties concerned.
- Invoicing for after school club has been completed for the last half term (May – July). Adjustments and breakfast club for this period are still to do.
- Users of the breakfast club are still booking places at the last moment which does not help with invoicing.
- Accounts have not yet been completed and forwarded to the accountant so the date of the AGM may need to be pushed back.

4. Operational/ 623 Co-ordinator's Update:

- Kate Upcraft has decided to leave the after school club, however, she will continue with a few sessions for the holiday club which she had previously planned. The committee would like to thank her for her commitment and effort towards the running of the club. SC to confirm with KU whether she would like to remain on the books to be available for sessions in the future on an ad hoc basis.

- Club is running ok with current staffing levels as only a few new starters in September and Jasmine will continue to be available as she has delayed her studies.
- Kate Upcraft has lead the children in completing the RSPB gold award, well done to all those involved in this achievement.
- Breakfast club is to continue running in September and current staffing levels are sufficient. The club is run in a slightly more structured format than the after school club so that children are ready to start the school day.
- . There are still no transport fees required due to Angie and Selina having large cars.

5. Curbar Liason

- No meeting scheduled with Mr Beahan currently. KE to follow up at the beginning of the new school term.
- School need to be informed of the wall crack found in the kitchen and landing of Old School House.

6. GDPR Implications and Actions Required

- For invoicing ZW is currently using a password protected Notepad file containing the child's name and the parents address.
- Committee decided that a new laptop is required for club as currently it needs to be used by both ZW and SC at the same time which can lead to a delay in invoicing. New laptop is to be used by ZW, SC can continue to use the old one in club for research and printing materials required by the children. DE to liase with SC and Selina to determine requirements for the new laptop. Committee agreed a budget of £400 - £500.

7. Marketing

- CH to continue to update the website with upcoming dates, policies and other information as required.

8. Onward Planning

- Succession Planning : As per the previous minutes JR and KE have put in notice to leave their respective roles of Treasurer and Chair. CH is happy to continue as Secretary for the next 12 to 18 months. No volunteers have yet come forward.
- JR to e-mail individuals to indicate that the treasurer and chair are due to retire and replacements are required for club to continue to run.

9. Any Other Business.

- Further to the discussion at the previous meeting Selina is to be formally offered the position of Deputy Manager. A new pay band will need to be created to accommodate

this position, rate should be between current position rate and that of the manager rate. KE and JR to put together a formal letter.

- Committee agreed it would be good for staff to have a photo badge on a lanyard so they can be easily identified particularly by new members to the club. This would give a more professional appearance. KE to research.
- Committee agreed it would also be good practice for there to be a sign on the wall indicating which members of staff were on duty for that particular shift.
- AGM date to be scheduled for October, exact date to be confirmed when club accounts are ready.