

Minutes from the meeting of the General Committee

Date: Monday, 10 February 2020



Committee members attended: David Senior (Chair), Brian Gray (Vice-chair), Laurence Rickard, Rebecca Naegeli, Andy Coates, Ann Adams, Chris Kirschner, Dave Moate, Diane Martin, Gary Oliver, Gerry Aylott, Glyn Evans, Hannah Roe, James Mackrell, Jonny Watkin, Liz Adams, Mick Gunney, Mike Sutherland, Paul Watson, Robin Smith, Steve Mobius, Steven White

Members attended: Tish & John Evans

1. Membership Questions / Concerns?

Member Name	Issue Comments	Actions
Dave Moate	Representative for Alconbury Parish Council	To be added to Committee communications
Mike Sutherland	Representative for the Carpet Bowls Club	To be added to Committee communications
Roland Amft	Representative for the Cricket Club	To be added to Committee communications
Chris Kirschner	Will continue as representative for the Seniors Football	To be added to Committee communications
Laurence Rickard	Representative for Colts Football	To be added to Committee communications
James Mackrell	Will continue as Welfare Officer	To be added to Committee communications

Committee Meeting

2. Apologies received:	Actions
Zoey Arnold Dom Lawford Roland Amft John Clary	n/a

Minutes from previous meeting and any matters arising?

3. Matters arising	Actions
Minutes of previous meeting agreed and signed off. No matters arising.	n/a

4. Communications: Events Activities Performance	Actions
<p>Communication and transparency were raised as a concern at the EGM and Brian Gray has produced a Communications Policy to address this concern. A draft copy was distributed to the Committee for review, with the aim of adopting it at the next meeting. Many of the agreed actions during the meeting stem from this policy and a copy is attached for information.</p> <p>The monthly Committee meeting will provide the opportunity to touch base on requirements / actions from the sub-committees, reports from the User Groups and Sports groups to give an overview of how the Users, Club and Charity are running. Members will have the opportunity to raise queries in an open forum at the beginning of the meeting.</p> <p>Minutes from the Committee, Sub-Committee and User group meetings will be displayed / available for all to view.</p> <p>A monthly 'What's on' will be circulated & displayed.</p> <p>David Senior would also like to see a quarterly pie chart displayed to show the income and expenditure. This allows for both transparency and planning.</p>	
<p>Events already planned:</p> <p>15th February – 80's night with disco. Pool & darts night for Glyn's Fund</p> <p>28th February – Brian Gray has organized a Quiz night with fish & chip supper.</p> <p>1st March Tish's Sunday Lunch</p> <p>27th March: John Evans is organizing a Music Quiz night with food</p> <p>Easter bingo TBC</p> <p>11th April: Children's Easter Party. Advertised in Parish Pump. Mick Gunney is organizing activity packs and entertainer; Mike Sutherland offered to help.</p> <p>Additional bookings and queries in the diary.</p>	<p>Social & Events Committee to meet, book and organize events. Summary along with help required to be brought to next main meeting. Promotion via SM&M</p> <p>Laurence to pass information to committee</p>

<p>Laurence has received several queries for business lunches. Tish has offered to donate her time.</p>	<p>Tish & Laurence to discuss.</p>
<p>Games afternoon/evening – Mike Sutherland suggested a board games afternoon/evening. He will explore this with a view to organizing. Sunday afternoon suggested. Mike to come back with more information/plan at the next meeting.</p>	<p>Mike Sutherland</p>
<p>Gaming night – Chris Kirschner advised that the Seniors are hoping to organize as games night (X-box, Play Station) before the end of the season in April. Various competitions with the final being screened through the projector. Tish offered John & his pizza oven for the event. Asked to consider extending to younger ages session earlier on. If popular, suggested that it could become a regular event.</p>	<p>Chris to advise once set up & promote through SM&M.</p>
<p>Food / Refreshments– Query was raised regarding ASSC offering refreshments at Colts football. This used to be done, but the Colts teams were reluctant to assist and wanted to fundraise pitch side and this facility stopped. Hannah Conquest was invited to offer tea & toast and gives a donation to the club. Tish suggested asking 'Franks' and she thinks that they offer a donation of 15-20% of takings. Offering food was raised as parents have commented that they would like to stay for a drink & socialize after football training but need to go home as the children are hungry. Suggestions were made to offer food. Tish offered to batch cook & freeze. Steve Mobius has a Level 1 in Food Hygiene.</p>	<p>Tish to check Committee to revisit</p>
<p>Youth nights – It was felt that ASSC could fill a gap for the 13-16 age group within the community; they have outgrown many of the clubs but are still too young to go off alone. Rebecca Naegeli suggested an evening where they could meet, have a drink & pizza (say £5), hang out without being too organized. Andy Coates suggested Friday evenings, but concerns raised over 'blocking' a Friday night, so will look at all options. Paul Watson offered to help with planning & researching.</p>	<p>Rebecca & Paul to bring a plan to next meeting.</p>
<p>Baby Groups – Robin Smith suggested trying to encourage more baby/toddler sessions, however this idea has been pursued before and deemed unworkable due to lack of storage for toys and equipment</p>	

5. General Operations:	Actions
<p>In line with the proposed Communications Policy, new sub-committees/groups were established to share the burden of work and improve communication.</p> <p>Building Maintenance Operations Group – Robin Smith, Steve Mobius & Laurence Rickard.</p> <p>Security – Robin Smith & Steve Mobius will join Laurence Rickard as keyholders with the Alarm and Keyholding companies. (ADT & Securitas. Monthly fee approx. £120 covering servicing, monitoring (standard insurance requirement) & keyholding in the event of a call out - single activation reset if alarm tripped and 2nd activation if sensors tripped/glass broken, police liaison).</p> <p>Bar & Hospitality Committee – Laurence Rickard, Gary Oliver, Jonny Watkin & Steve White will oversee various aspects of running the bar.</p> <p>Bar volunteers – to provide cover when needed. Training will be given. Gary Oliver, Steve White, Hannah Roe, Ann Adams, Liz Adams, David Senior, Paul Watson, Diane Martin, Steve Mobius, Robin Smith, Mike Sutherland. Imogen Naegeli (once back from travels).</p> <p>Sports Clubs and User Group Liaison – Brian Gray & Ann Adams. Ann is already in contact with Alconbury Weald as their sports facilities are still several years from development. This will hopefully bring more income / facilities to ASSC</p> <p>Social Media & Marketing (SM&M) – Andy Coates & Ann Adams. Please email any posters / information to them for distribution via the website, Facebook, NextDoor, etc.</p> <p>Social and Events Committee – Robin Smith, Steve Mobius, Mike Sutherland, Hannah Roe. Liz Adams & Mick Gunney will join with them to form just one group.</p>	<p>Sub-committees to meet independently and bring back a summary of action/needs to the main committee meeting.</p> <p>Laurence to provide Brian with a list of User groups with contacts.</p> <p>*Laurence to arrange a bar training day</p>

* Post meeting note – Laurence has arranged training nights on 13th, 19th & 26th February

6. Treasurers report:	Actions
<p>Liz Adams & Chris Kirschner will be helping Laurence with the accounts. Chris will assist with the accounting software.</p> <p>Finances are not brilliant and various cost-cutting measures were discussed at the November meeting. The December brewery bill and quarterly VAT bill have been paid from funds held on account. All January invoices have been issued, but accounts not yet reconciled.</p> <p>Bank accounts (3) – Business, Club and Charity. Laurence has view only access – he is not a signatory.</p> <p>Bruce Staines and Simon Watkin have been removed as signatories; Brian Gray and David Senior will be added, alongside existing signatories Liz Adams and Mick Gunney.</p>	<p>Liz, Laurence & Chris to meet as required.</p> <p>David & Brian to complete banking forms.</p>

7. Field Issues Maintenance:	Actions
<p>Cricket Sight Screen - Mick Gunney has applied for a grant from Living Sports Huntingdon (up to £1500) to cover the full cost of replacing the sight screen damaged in storms last year, thereby allowing the cricket field to be hired out to more clubs.</p>	

<p>MUGA – lamp needs replacing but cost would be £300 for the lamp + £200 call-out. Lamp is situated 30ft/10m high.</p> <p>MUGA carpet was recently inspected & will need replacing within 3 years. It has had 10-12 years use and is beyond it's expected life. Approximate cost £15'000 - £20'000. Original contract was to set up a sinking fund with £3'000 pa but monies have not been sufficient to do this. Laurence advised that Grassroots Funding should help cover this.</p> <p>Car Park lighting – needs reviewing.</p> <p>Tree work – Laurence needed to call in a company to deal with a tree brought down by Saturday's storm. Club was closed as the area was deemed unsafe.</p> <p>Other lighting – 5 neon tubes offered by Chris as his company has changed to LED and no longer need them</p>	<p>Chris Kirschner will source lamp & Steve Mobius will help with access tower</p> <p>Chris Kirschner</p>
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8. Sub-group reports:	Actions
<p>Trustees – Focus has been on money and sustainability. Trustees would like to set up a working party to look at rental charges as part of the bigger picture for ASSC & Field Charity (rental charges go to the Charity, bar takings to the Club). Grants applied for, Urban and Civic continue to support the fireworks and other events; Mick George grants have never been successful. Donations for the Christmas Party were received from Glyn's Fund, The Manor and Alconbury and District Show; thank you letters have been sent.</p> <p>Entertainments – 69 children attended the Christmas Party. £481.74 profit + additional £200 to come from Urban & Civic which Mick would ideally like to ringfence to support future children/youth events. £960 was taken in the Christmas draw, with the legal amount given out as prizes. Tish's Thai Lunch was well attended and successful.</p> <p>Parish Council – Ongoing issue with the fence and tree in the corner by Duck's Nest. The Parish Council are dealing with this; it is not the responsibility of ASSC/ARFC.</p> <p>Alconbury Cricket Club – Regular fixtures booked for AK on Sundays, Kings Keys on Saturdays; Falcon and Huntingdon Indians will ad-hoc book when the field is available, thereby generating income for the Charity. A membership cost will be discussed to allow cricket teams use of facilities & bar.</p> <p>Zumba – Wednesday 6pm – 7pm. 15 currently on the books (near to capacity), but not all attend every week. Ann is hoping to expand the number of classes on offer.</p> <p>Carpet Bowls – Wednesday 7pm onwards. Approximately 20 members with 12-16 playing regularly on 2 mats. As there is only space for 2 mats, a maximum of 16 players at any one time is best, otherwise players are sitting around for much of the time. Equipment is stored in the large black box in the Function Room. Members pay a regular amount each week and use the bar during friendly games played at home and</p>	<p>Mick to give dates to Laurence</p> <p>Mike Sutherland to provide promotional poster &</p>

