

## Minutes from the meeting of the General Committee

Date: Monday, 09 March 2020



Committee members  
attended:

David Senior (Chair), Brian Gray (Vice-chair),  
Laurence Rickard, Rebecca Naegeli, Glyn Evans, Andy Coates,  
Chris Kirschner, Dave Moate, , Gary Oliver, Gerry Aylott, Liz  
Adams, Mick Gunney, Mike Sutherland, Paul Watson, Robin  
Smith, Steve Mobius, Steven White, Zoey Arnold, Roland Amft,  
Dominic Lawford

Members attended: None

### 1. Membership Questions / Concerns?

Member Name	Issue   Comments	Actions
Mike Sutherland	<p>Raised concern that bar staff may be left to clear up after events. This is usually done by Committee members but was not done after the last event.</p> <p>Clarification of responsibility: Private member events – bar staff Club function – Committee &amp; helpers</p>	<p>Ensure that enough people stay to help clear up following Club events</p>
Robin Smith	<p>Requested clarification of the benefits of being a member. ASSC is a Members Club &amp; the Club Premises Certificate states that anyone attending should be a Member, a signed-in guest of a Member or hiring the sport facilities. Non-members should be restricted to 4 events p.a. Visiting teams are permitted to use the facilities.</p> <p>Current benefits: Discounted alcoholic drinks – 2-tier pricing for Members &amp; Non-members. Ability to hire the facilities Free admission to view sport on Sky &amp; BT Discounted entry to events</p> <p>Consensus was that we need to promote &amp; improve certain benefits to attract more Members.</p> <p>It was felt that we needed to be more stringent in applying the rules, to ensure the Member benefits are both seen and felt. There have been occasions where non-Members are being charged the same price as Members.</p>	<p>Additional information sheet attached at the end of Minutes</p> <p>Promote ASSC at the Village Affair</p> <p>Investigate discounts for Members with local businesses</p> <p>Promote ASSC to The Weald</p>

	<p>Membership renewal is 1<sup>st</sup> March. Members are given 4 weeks grace to renew Membership.</p> <p>Membership can be renewed online.</p> <p>Start to enforce No card – No discount policy.</p> <p>Soft drinks are kept at a low price and cannot be discounted further, but to give the benefit to Members, a slight increase for non-Members was proposed.</p>	Bar Committee to discuss & review
Laurence Rickard	<p>Licensing Authority have forgotten to send through the renewal for the gaming machines – this has now been followed up.</p> <p>The question was raised on negotiating a change to the rules of our Premises License. This would be complicated, and Laurence is concerned that we may not get back the visiting teams' concession.</p>	

## Committee Meeting

2. Apologies received:	Actions
<p>Annie Adams Diane Martin Hannah Roe Jonny Watkin John Clary</p> <p>James Mackrell – no apologies</p>	<p>RN attempting to contact James via other means</p>

### Minutes from previous meeting and any matters arising?

3. Matters arising	Actions
<p>Mick Gunney asked to clarify from the previous minutes that the monies raised at the Christmas Party will be added to sums already ringfenced for future children's events.</p> <p>Minutes of previous meeting agreed and signed off. Gerry Aylott proposed, Liz Adams seconded.</p> <p>Adoption of Communications Policy. Correction made from 'short mat' to 'Indoor' bowls. Mick Gunney proposed, Brian Gray seconded.</p>	<p>Agreed minutes &amp; policy to be sent to Andy to update from 'Draft' on website</p>

4.Communications: Sub-group reports	Actions
<p><b>Parish Council</b> Ducks Nest. It was agreed that ARFC/ASSC would trim the hedge. Gordon has done this, but unable to do height until Mr Smith returns &amp; confirms preferred height. Dead tree removal is being arranged by Tracey.</p> <p>Environment Agency – need to access the brook adjacent to Ducks Nest as part of their remit to clear the brook of overgrowth. This is the first time that this has been done and some trees may need to be cleared to give access to heavy machinery. Laurence has advised them that they will need to drive around the outside of the field for safety and to minimize damage.</p>	
<p><b>Social and Events</b> Zoey Arnold has joined the sub-Committee. A lively programme of events to the end of the year has been planned by the Social and Events sub-Committee, to include 70's and Soul night at the end of April, family events and music events. Please see minutes from their meeting for full details. Brian will do the next Quiz Night as John Evans unable to do so. Mick has 34 children signed up for the Easter Party so far &amp; has the packs ready to be put together. Brian suggested 'Parties in the Park' style event could replace the Norma Major Cricket match. Rockfest proposed 27<sup>th</sup> June 1pm – 9pm. Robin can get a lights &amp; sound and PA system for £250 from Mark Owen. Once there is an outline plan, Laurence will need this to advise insurers. Meeting again in a couple of weeks and will bring any help requirements to General Committee</p>	<p>Mike – circulate minutes from their meeting. Copy onto noticeboard in Club &amp; Andy to upload.</p> <p>Laurence – list of 'event helpers' to allow sub-Committee to recruit help for events</p>
<p><b>Bar and hospitality</b> Dominic Lawford has joined the sub-Committee. There will be a cross-over between certain items on the Events &amp; Bar sub-Committees and they will liaise with each other to ensure no clashes or duplicate events. Extended opening hours will come into force when the clocks go forward at the end of this month. Opening hours will be – Monday – Thursday 1900 – 2300 Friday 1700 – 2330 Saturday 1200 – 2330 Sunday 1000 – 2200</p> <p>Re-organisation of the Sports Bar TV by the toilets will be moved diagonally across to the opposite corner. Pool table will be moved to where the bench seats are currently. Bench seats will be moved to where the pool table is and 'Poser' tables &amp; chairs sourced to give more options for those watching sport and to help keep access to the bar area clearer.</p>	<p>Liz &amp; Dom to liaise</p> <p>Andy – advertise new opening hours</p> <p>Sub-committee to source &amp; arrange a suitable time to move furniture. Advise at General Meeting of any help required.</p>

<p>Drinks promotions – decision to leave until after Easter. Gin night – ask local distilleries to provide promotional samples / attend. Rum seen as the next upcoming drink. Look at running rum nights</p> <p>June – Football Euros. Planning in place for food &amp; drink promotions – pie &amp; pint suggested. Good quality frozen pies can be bought from Jan Johnson; pre-order and serve at half time with a few extra cooked for any last-minute requests?</p> <p>Need to look at who holds Food Hygiene Certificates and who needs to complete. Basic course cost is £12.</p> <p>Pricing – under review. Wages are increasing by 50p per hour and drinks prices are increasing along with running costs.</p>	<p>All General Committee members to advise if they hold Food Safety, to allow for planning.</p> <p>Advise Members why prices have increased, once review has taken place as part of the ‘transparency’ improvements.</p>
<p><b>Carpet Bowls</b> 19 members with 15-16 playing regularly. All going well &amp; recently attended a Short Mat Bowls evening in Sawtry. AGM is Wednesday 18<sup>th</sup> March 7.30pm and Secretary &amp; Treasurer will be resigning. Mike has offer to take on Treasurer role. Expect 15-16 to sign up for the coming year, but if they can attract 20 members, they can consider running 2 sessions per night. Hoping to do a promotional ‘open event’.</p> <p><b>Zumba</b> All going well. 20 members signed up with 10-12 (nice number) attending regularly.</p> <p><b>Pool</b> Their league has finished with Ryan as the winner. New league will start on 31<sup>st</sup> March - new members and teams are welcome. Pool table due to be moved tomorrow as part of bar re-organisation.</p>	<p>Andy to upload AGM details</p> <p>Steve to give blurb to Andy for website</p>
<p><b>Football</b> <b>Colts</b> – Laurence is still arranging everything for them – parking instructions, fixtures, etc and is doing this on his day off. Managers are emailed every Tuesday. James is currently Chair of Colts but is stepping down and not is not currently getting involved. AGM is in May &amp; an Operational Committee needs to be elected. It was felt that the Colts need more guidance – managers &amp; parents – but that they also need to fill their own positions and not rely solely on Laurence. David advised, as a parent, that communication about what needs to be done is not feeding down. Various meetings are to be arranged, but important to support the Colts as part of the Charity ethos and for the rental income earned. Parking on the main road is a big safety issue and volunteers are often subject to rudeness when asking people not to park there. Perhaps ask PCSO to visit if this continues.</p> <p><b>Senior</b> – everything is going well. 1<sup>st</sup> team has a good win against Chatteris, but some games have currently been called off. FIFA night – only 8 interested, so decided not to organize &amp; look at a ‘Race Night with a Twist’ instead.</p>	<p>Laurence to send Managers details to Brian.</p> <p>Make next week’s meeting compulsory &amp; Brian to attend.</p>

<p>Would like to run a Vets Tournament at the end of the season or beginning of next season. Walking Football – Annie is in contact with the Weald and Chris has expressed an interest in becoming involved.</p> <p>Cleaner is putting ‘No Entry’ signs to the toilets, resulting in ladies using the toilets in the changing rooms. This is not acceptable with children changing. Laurence advised that this is sometimes done when there is an event later in the day, to try to keep the toilets clean.</p>	<p>Laurence to speak to the cleaner about positioning of ‘No Entry’ signs.</p>
<p><b>Cricket</b> Junior – fixtures not yet released, but will be mostly Sunday morning, with some Wednesday fixtures. There is a new U13 team for the first time in several years. Now have U9, U11 &amp; U13. Training will begin at the end of April / beginning of May. Friday 6.30pm – 7.30pm U9 &amp; U11 and potentially Wednesday 6.30pm – 7.30pm for the U13 team. Indoor nets have been sourced. Several players come from Yaxley, so parents will be pleased that the Club will be open. Neil is running some promotional sessions in school, along with Cricket East.</p> <p>Senior – Laurence has been given the fixtures list.</p> <p>Roland would like to arrange a tidy up in the shed soon but will need access. Mick advised that Pip Carter is the only keyholder.</p>	<p>Roland to send information to Andy for the website.</p> <p>Laurence asked for a list of people who need shed keys.</p>
<p><b>Trustees</b> Have not met since last meeting, as establishing contact with relative sub-groups.</p>	

5. Maintenance   Field Issues	Actions
<p>Steve Mobius, Chris &amp; Laurence have met to review outstanding issues. Strip lights have been received from Chris, but the fitting on one of the lights in the Sports Bar has broken, so will trial a warm white single replacement panel. Goals need some attention Hoping to complete the Security Training in the next couple of weeks. Lawnmower – blades are being repaired and the grass can then be cut. Laurence advised that this will be the last year that Pip Carter will be doing any maintenance. This needs to be reviewed for next year. RoSPA inspection is due on the playground next month. MUGA : Light still needs replacing but trying to establish the most cost-effective way of getting this done. (Cost of servicing lights is £1,235 / Lamp £350 / Cherry picker hire £900). Robin has offered to get the lamp &amp; Brian will investigate borrowing a 12m tower. ‘D’ needs repainting – cost £500 Laurence still looking at grants from Hunts FA &amp; Sport Development Grant for the carpet.</p>	<p>Sub-committee to continue to meet &amp; advise General Committee of any items / help.</p>

6. Treasurers report:	Actions
<p>The Club is slightly ahead on sales, boosted by the Quiz night, 100 Club, Membership renewals &amp; Sunday Lunch.</p> <p>March has started very quietly; there has been no Senior football for 2 weeks and the rugby has been cancelled. Unsure of the effect that Coronavirus will have on sales.</p> <p>Following requests for food to be offered, we are trialling a burger van on a Friday evening (approx. 5.30 pm – 8.30 pm) and Saturday afternoon. Proved popular in the first week and she will still come once the season has finished. A donation is being made to the Club, but a more formal agreement needs to be put in place once both sides are happy with the arrangement. David will come and have a chat with Michelle Rice on Friday; we need to ensure a fair donation at the same time as being careful not to drive Michelle away.</p> <p>Licensing queried; Laurence confirmed that she has Food Safety, Public Liability Insurance, etc. Also confirmed that there is no impact on the Club insurance. Risk Assessment may be prudent.</p> <p>Suggested negotiating a Member Discount with Michelle.</p> <p>Michelle also has access to 'fairground' style activities and equipment, should we need to source in future.</p>	<p>David to speak to Michelle</p>

7. New members   Discipline:	Actions
<p>Mostly renewals at this stage. 120 – 130 Members have renewed.</p> <p>Re-application for Membership by a previously banned member will be referred to John Clary to review with a panel, upon his return.</p>	<p>Laurence / John Clary</p>

8. Any other business:	Actions
<p>Club Affiliation Policy – discussed previously under Membership concerns.</p> <p>Entertainment Licenses – both the Events sub-Committee and the Youth Night are interested in screening films. Steve Mobius &amp; Rebecca Naegeli have looked at various options and will liaise to find the most cost-effective way of doing this. Question was raised as to whether this is covered under the Club Premises Certificate, so needs more investigation.</p> <p>Youth Nights – information sheet circulated prior to the meeting with a basic plan and ideas.</p> <p>Hoping to start the Youth Nights after Easter but need to organise DBS checks. We have 2 new volunteers (Nicole Wheatley &amp; Arran Spalding) who will run one of the nights a month.</p> <p>Paul has spoken to Pat about pizzas &amp; he is happy to sort something out.</p> <p>Laurence advised attendees do not need to be Members.</p>	<p>Steve / Rebecca</p> <p>Rebecca to firm up details on paperwork &amp; contact James re DBS and Welfare.</p>

<p>Currently working on Code of Conduct, Parent Information and Contact Form. Children will use a sign in – sign out sheet. David thinks he can acquire a table tennis table – Robin has agreed to do any repairs. Planning to start with music, gaming &amp; table tennis and then build up as required, but with an awareness of storage!</p>	<p>David to advise re table tennis table.</p>
<p>Refurbishment of Lounge Bar – David asked for another person to join him &amp; Liz in looking at this. Rebecca Naegeli offered.</p>	<p>David to set up meeting</p>
<p>Online calendar &amp; information – reminder to send any updates or details to Andy for uploading into calendar or onto website. It is not his responsibility to chase up.</p>	<p>All</p>
<p>Coronavirus – we do not yet know the full impact of this. There is the potential to affect income related to sporting fixtures and the footfall for the screening of sporting fixtures. The situation needs monitoring &amp; we need to follow Government advice and instructions. Also need to consider the impact of staff becoming ill.</p>	<p>Hand sanitiser at the Club entrance if available. Ensure plenty of soap in the toilets.</p> <p>Laurence to advise as &amp; when help is needed.</p>

Date of next meeting: Monday, 06 April 2020  
7.30pm

**Basic information pertaining to a Club Premises Certificate ([www.gov.uk](http://www.gov.uk))**  
**Local Councils may give further guidance/ regulations**

### **Overview**

You may need to apply for a club premises certificate through your council if you're a social, sporting or political members club (like a working men's club or British Legion).

You need a certificate to:

- sell or supply alcohol to members or guests
- provide regulated entertainment, like musical performances or film screenings to members or guests

### **What the certificate allows**

If your club holds a club premises certificate:

- it may be able to supply alcohol to members and sell it to guests without the need for any member or employee to hold a personal licence - depending on what the certificate allows
- it doesn't need to specify a Designated Premises Supervisor
- police and licensing officers have more limited rights of entry because the premises are private

### **Conditions**

To qualify for a certificate, your club must make sure that:

- it has premises that are occupied and used regularly for club purposes
- alcohol and entertainment is only provided to members and their guests
- only someone 18 or older who is nominated by the club can serve alcohol or buy it for the club
- there is no arrangement for anyone to benefit financially from buying or selling alcohol
- new members wait two days from their application before getting membership privileges
- it is established and conducted in good faith
- it has at least 25 members