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| **Meeting**  | Full Committee Meeting |
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| **Date/Time** | Thursday 14th December 2017 – 7.30pm  |
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| Location | Woodpeckers Sports and Social |
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| **Attendees** |  |  |
|  | Rupert Barnes | Lou Beer - Apologies |
| Robert Stevens  | Tony Eardley |
| Simon Sugarman | Sheldon Witney - Apologies |
| Dave Phelps | Mike Fellows - Apologies |
| Amy Williamson |  |
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| **Purpose of meetings** |
| Monthly Committee Meeting – key objectives are review of accounts and membership system. |
| Item No | Description |
| 1.0 | **Apologies –** shown above |
| 2.0 | **Approval of Minutes from Previous meeting** **–** 9th November 2017Confirm minutes from meeting are correct and cover actions that are not on agenda. * Skittle incident – now closed. Bin has been returned and letter sent to Skittle Captains via Frank B. RB to ensure Hanna also has copy of the letter.
* Christmas Tree update – now closed. Tree was on display in church – thanks to Lou for sorting.
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| 3.0 | **Finance Report*** Review of accounts for 2016/17 – it was discovered that there had been a miscalculation in the GP calculation and whilst the GP% had fallen it was not as great a drop in the accounts that RAS had produced. RAS to re issue accounts! It was however agreed to implement a price increase in line with cost of sale increases over the last 12 months. Action LB and Hanna.
* Confirm proposal that the 100 Club balance should be included within the club balance sheet – agreed by all.
* Pool table money in leg update – added to working party list of jobs
* Agree deadline for membership system to allow development of improved accounts system – no update but aim to have a way forward agreed before the March meeting
* It was noted Hanna was now receiving an additional allowance per month to assist LB with running the bar. For certain tasks she needs to make sure she has Business use on her car, requested Hanna confirms she has it.
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| 4.0 | **Membership & Marketing*** Review of current membership – new members / lost members. Agreed going forward this would be reviewed at every meeting. Currently 68 (ish) families.
* Any update on membership system – Sheldon was not present at meeting but had agreed to look into our options.
* Feedback on recent leaflet drop promoting the club – good results so far – several comments have been received on the questions asked and some memberships have recently come in but hard to say if a direct result of the leaflet. The error on the 100 Club prizes had been noted.
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| 5.0 | **Facilities update*** Review maintenance list and update. A working party was agreed the best way to close of on some of the jobs. RB to sort out a date and let committee members know. DP to keep list up to date. dated at time of meeting.
* Bar top – on list – no update
* Boiler service – LB has had a quote to service and bring up to spec, agreed for RB to get a second quote.
* Large screen TV – earlier email had been sent to all committee members by RAS to update on progress. Still hoped to be installed by Saturday in time for Strictly. Most kit had now arrived but still waiting for screen. RAS was out of country on Saturday so AW agreed to liaise with installers. Equipment was £1,350 and hoped to get installed for a few hundred pounds.
* Balcony Sign and new Directional Sign – no update
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| 6.0 | **General Admin & Health and Safety*** Risk Assessments and H & S update – ongoing. To be kept on agenda.
* Review of AGM, approval of draft minutes – confirm committee responsibilities. Minutes had previously been approved by MF who chaired the AGM – all others present approved them. Copy to be put up on club notice board with updated accounts.
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| 7.0 | **Fundraising and Development Committee Update*** Meeting had been held and minutes issues. Currently in progress of drawing up master plan for whole site to then allow RAS to update. Will incur some costs but aim to keep as low as possible.
* Agree date for next meeting – until master plan had been drafted no need for next meeting.
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| 8.0 | **Events / Dates for diary*** BT Sport – very expensive. On hold.
* Strictly Dancing 16th December – all preparations in hand.
* Christmas Carols 22nd December – all preparations in hand. RB to sort words for Fairy-tale of New York.
* Derek Finch Skittles Match – proposed date 27th December.
* Golf Society – SS confirmed we currently have about 12 interested members.
* 6 Nations – planned to hold courses between the two matches. Tickets about to go on sale.
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| 9.0 | **Date of next meeting – Thursday 11th January 2018 –** consider moving on one week**.** |