

# WARGRAVE & DISTRICT SNOOKER CLUB

## Minutes of Committee Meeting held on Thursday 7 May 2020 at 7pm (by video/phone conference)

<b>Present:</b>	Darren Cabbage (DC)	Chairman
	Dom Matthews (DM)	Treasurer
	Steve Wallace (SW)	Secretary
	Graeme Blythe (GB)	Committee
	Steve Barton (SB)	Committee
	Glene Sandom (GS)	Committee
	Dustin Handcock (DH)	Committee
	Tim Wilson (TW)	Committee

### Apologies:

The meeting was initially hosted by Dom Matthews as a video conference. We switched to a voice-only conference when the video and sound quality deteriorated.

This meeting was focused on a restricted agenda, given current circumstances:

- Financial position currently and potential mitigating actions if lockdown is extended considerably
- Annual renewals and whether to proceed, and what potential rebates to consider, finances permitting
- Insurance position and checking of the club's condition
- AGM and the position if we can't hold this for a while

### Previous Minutes

To expedite the upload of approved minutes to our web site, the minutes from 16 March had already been discussed and approved via email, subject to one amendment, and SW had uploaded them to be available to members. All actions had been completed, except for the discussion with trustees, which is discussed below.

### Financial Position

The Treasurer explained that income was now zero, unsurprisingly. On the cost side, we are not now stocking bar items, or paying for cleaning, and we would expect utility bills to be low. That leaves insurance, maintenance and rent as the remaining costs, with rent being the largest by far.

One action already taken by Officers was to move the reserve monies from Saffron Building Society (where interest was in any case minimal) into our Barclays account, so that it is more accessible.

Under the terms of our lease, we are committed to paying rent for several years yet, and of course we fully intend to pay, albeit by eating into our reserves. However, if a rent holiday or waiver could be arranged, then this would give us more breathing space. SW believes that the rent is used mainly to

build the fund for repair and maintenance, rather than for immediate outgoings, and that there may be scope to help us. We have a good working relationship with the Trustees, who have always been very reasonable and helpful in the past, recognising our mutual interest in the premises. It was agreed, therefore, that Dom would approach the Trustees to explain our current situation and enquire whether they would have any scope to offer us a reduction or waiver of rent if the situation continues beyond a few more weeks.

**Action: DM**

GB provided information on Sport England's community emergency fund, which may be able to provide a grant between £300 and £10,000 via [fundingforall.org.uk](http://fundingforall.org.uk). DM will investigate.

**Action: DM**

As per usual, Dom will need to complete the year-end financial processes, including stock-taking. Please ensure that any remaining receipts are sent to him promptly, so these can be settled in the current financial year. (SW found a couple in his wallet which are now in the post.)

**Action: All**

## **Membership Renewals**

Constitutionally, there would be challenges if we postponed the renewal process, which is tightly aligned with the Club's financial year. There are, however, several alternative approaches to renewals that could be adopted, which were discussed at length.

The preferred option is one that offers what we believe to be fairness, simplicity, and flexibility. The essential features of this are as follows:

- All current members will be offered an automatic renewal.
- No form will need to be submitted at this point.
- No renewal fee payment will be required at this point.
- No membership cards will be produced at this point.
- When we know the date at which we can reopen, then we can complete the administration of the renewals, by asking for forms to be completed and payment of a fee, of an amount to be determined by committee at that point.
- The fee requested will depend on factors such as the length of "outage" and our financial circumstances. The likely approach will be to include a discount whilst offering the option to pay the full fee as a gesture of support to the Club, for those members financially able to do so. (The committee all expressed their intention to renew at full fee.) We need to be careful not to promise a pro-rata discount yet, until we know that this can be afforded.
- Cards will then be issued to complete the process.

## **Insurance**

We continue to be covered, despite not using the club. Some of the committee have in any case been visiting the club on an occasional basis, to check its condition. It might become necessary to do this on a more formal basis, depending on the length of the lockdown. SW will continue to liaise with the insurers regarding any checks that might be stipulated if the lack of use continues beyond 90 days.

**Action: SW**

## **AGM, Chairman's letter, etc.**

Towards the end of the year, as part of the renewal process, we normally send out:

- Chairman's letter
- Renewal notice
- AGM invitation
- Information about signing up for committee duties

Regarding the AGM, there is no strict requirement to hold this in July, although that has been the norm. It was decided that it would be sensible to wait another couple of months, to see how the gradual removal of restrictions unfolds. We may, for example, be able to hold the AGM as a meeting in the autumn, either at the Club or at another venue, or perhaps by conference. For the time being, we will simply inform members that no decision has yet been taken and that the options for an AGM will be reviewed at our next meeting.

Therefore, the "pack" to go out to members this year will comprise:

- Chairman's letter (SW to provide DC with snippets of what we've done in the past year)
- A letter that explains the proposed "auto-renewal" as described above. This will also explain that we are postponing a decision regarding the approach to the AGM for another couple of months and to expect a further communication on this in due course.

### **Action SW/GS**

- We will also include a request that those interested in signing up for committee should make themselves known to us by email to our club email address, as there obviously cannot be a physical sign-up sheet available in the Club.
- Finally, mention will be made of our intention to facilitate the playing of remaining matches in the competitions, perhaps via a special weekend opening. Glene will arrange this when circumstances permit.

## **Next Meeting**

This is set for 7pm on Tuesday 7<sup>th</sup> July, again by remote conference. (This is on the assumption that we have not yet reopened. Should circumstances change, we may need to revisit the start time.)

Steve Wallace, Club Secretary