

WARGRAVE & DISTRICT SNOOKER CLUB

Minutes of Committee Meeting held on Monday 20 July at 9pm (by video/phone conference)

Present:	Darren Cabbage (DC)	Chairman
	Dom Matthews (DM)	Treasurer
	Steve Wallace (SW)	Secretary
	Graeme Blythe (GB)	Committee
	Dustin Handcock (DH)	Committee
	Glene Sandom (GS)	Committee
Apologies:	Steve Barton (SB)	Committee

The meeting was hosted by Dom Matthews as a video conference.

Tim Wilson indicated recently that he needed to stand down from the committee. We thank him for his many contributions to the club, behind the bar, organising the 6 Nations opening, TLC days, etc.

Previous Minutes and Actions

The minutes of the previous meeting (on 8th July) were approved unanimously.

Financial Update

Dom has approached the Trustees in relation to our financial situation. He initiated the debate by indicating that we might have an issue if things don't improve, but no specific request has yet been made in relation to a payment holiday. When we have re-opened, we should be clearer on whether relief of some sort will be required.

Action: DM

Dom will approach Richard Arnold with the accounts, which are nearly finished. There is no great urgency for this, however, as AGM still to be scheduled. C/F.

Action: DM

Insurance

We continue to be covered, despite not using the club. SW continues to liaise with the insurers, who have advised that we should be checking the club weekly. This has been happening (more frequently, in fact) and we are due to open soon.

SB wasn't able to attend the meeting, so we carry forward the action to keep a log of visits. Please let Steve B know when you have been to the club, and whether any issues arise.

Action: SB

When Graeme was last in the Club, he noticed that the side door was open to the corridor. We may need to have the lock changed. Meantime, Graeme will ask for keys back from barmen who have dropped off the rota. C/F.

Action: GB

Membership Renewals

We agreed that members now need to confirm the auto-renewal by paying subs (at full rate) when they make their first table booking. We cannot really afford to offer any discount. Dom will send a link with the confirmation email, so that members can pay their membership subscription.

Action: DM

Requirements for Opening

We have disposable gloves and face masks. Masks will be available to be worn by the barmen. The sanitiser foam cartridges are still on back order. However, Graeme found another two on Amazon, which have arrived. Therefore, the view is that we have enough supplies and when the original order arrives, we will have some spares. GB will monitor the order.

Action: GB

The broadband is not yet installed. This was due to be done on 1st July. Our experience with BT has been very poor, but we are committed to them now. Installation has been rescheduled yet again, this time for 24th July. Card payment facilities are installed. The iPad is ordered. Given that this is a hard pre-requisite for opening (we won't use cash) Dom has created a backup paper log on which the barman can write what's owed, in case broadband isn't available and phone signal is poor.

Action: DM

Signage is all in place.

Dustin confirmed that we come within the requirements for social clubs. This means that we fall into the guidelines for pubs, bars, and restaurants. SW has been working on our risk assessment, changes to procedures, and updates to data protection policy, which will be circulated. (See comms action below).

Bar Rota. Graeme has issued an initial rota for the first few weeks, putting only committee members on the rota for the first two weeks.

Graeme has bought a suitable book to record names for track-and-trace. Steve has updated the data protection policy.

The dart board will not be in use. This has now been (temporarily) taken down and stored.

Cleaners. C&M Cleaning will be re-employed to do a deep clean once per week. SW has organised for the cleaners to start again on Thursday 23rd July.

The inter-session cleaning will include the following: balls, rests, table edge and any other equipment they have used (by members). Anti-bacterial wipes will be provided. The barmen will clean the bar area and door handles.

Opening Date. The “soft opening” happened on 16th July. We agreed to shoot for 28th July full opening, provided we can issue suitable communications to members.

Communications. Steve will send out his risk assessment, draft procedures, and revised data policy for review by the committee.

Action SW

Glene will draft a message to members to announce the opening. Steve will review.

Action: GS/SW

AOB

Out-of-stock items. Some of the bottles are also approaching end of life. Food items have gone. We decided against restocking snacks at this time.

Glene is aware that we need to finish the competitions. He will organise something separately, probably to take place over one or two weekends, possibly with the help of other committee members.

Action: GS

Next Committee Meeting

Monday 27th at 9pm (virtual).

Steve Wallace, Club Secretary