**Bubwith Leisure and Sports Centre**

**Charitable Incorporated Organisation No. 1177049**

**Minutes of Trustee & Volunteers Meeting 19:45**

**Thursday 1st December 2022**

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| **Those Present:**  Lizanne Southworth  Geoff Cunningham  Kieran & Kay Polkey | Sheila Suddaby  Mike Suddaby  Steve Young  Barry Carpus  Richard Dunlop |
| Shaun Thompson | Alison Craven |
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**Apologies**: Emma Calvert, Steve Johnston, Ken & Carol Bradley, Sandra Hills, Rachel Phillips, Paul White (working in bar)

**Meeting Opened 19:45 by LS**

1. **Welcome & Introductions / Public Session Meeting.**
2. **Present & Apologies. As above**
3. **Minutes of previous meeting**. Approved by all.
4. **Matters Arising, see below.**
5. **Perimeter Track/ Cycle Area/Play Area/ State of Play,**

GC stated that he is losing patience with John Backhouse’s team (Energy Oasis, the company responsible for the lighting of the track), who consistently have not delivered on time.

GC is trying hard to get a completion date. We need to check the contract to see if we have any redress, SY to check if the contract gives us any leverage. Phil Tonks, who is laying the track itself, had suggested he may not be finished this side of Christmas and consequently SY will look into extending the grant body’s payment period. Withholding an amount of money until we are satisfied with the work done was discussed. However now, due to the weather forecast to be drier for a reasonable time, Phil T is now going to press on hard to get the track finished by the 12th December. The grant bodies would like SY to pull together an interim report, which may not be necessary if we finish on time. The lighting component remains the main concern, the original LED fittings were ordered incorrectly and we are waiting for replacement units. Whilst still pressing for a completion date and in order to satisfy Sports England Grant processes, it was agreed that GC should irrespectively instruct Energy Oasis to raise an invoice for a further £10,000.00 inc. VAT in the next few days

The layby at the front and bridge works are in hand, meetings have been held by SY with both parties. There is currently no money available for the cycle track which will have to be on the “back-burner” for a while. Any available grants are considered best to be applied to the new play park. SY considers this best to be obtained from the National Lottery fund. Once a year has passed, FCC can be applied to for the cycle track monies. Sport England is a possibility, but only in the future. Cycling groups have been applied to, but turned us down at the time. BC to contact Cycling groups who book with us should be approached to see if they can help us. Several ideas of funding the play park have been mooted.

Garage: SY advised that he BC and Malcolm Henson spent a day clearing out the garage, also involving people from our old cricket club, and much of the old equipment has been disposed of. A catching cradle is still in situ and needs to be disposed of. MS checking new price of the cradle as we should sell this if possible.

1. **State of Building, lower end**

Discussion around the repair to the ladies’ loos. May have to have it jetted every year or two

BC is still concerned about the state of the building roof, lower end. We probably won’t get a large grant to get the over cladding done, maybe best to ask a roofer/builder. GC to ask FiveRise for ideas, SY, BC to ask Ben for HR. Kieron suggested that he would be happy to meet with any contractors. **ACTION BC GC SY**

1. **Patio/terrace**

We think that the terrace extension might be around £25k to do, maybe Ben from HR could give us a better quote and would also tidy the area of the field. Additionally, this could be an income generator**, ACTION SY**

Suggestions of an East Riding grant might be available for this seem to have evaporated**. SY to ask Victoria Aitken**

1. **Treasurer’s Charity Report,**

Charity bank start £30,704.80 end £32,966.88 out £1,218.08 in £3,480.16

Out: Insurance £303.31, TV licence £13.37, Water £75.00, Website £108.00, Calor gas £17.99, Daisy £39.58, Account fee £5, Mayfair alarm call out £102.00, Drains £129.60, Reimburse BC £424.23 (major item £347.99 water heater)

In: User groups £1,472.70, party hire £195.00, Charity deposit £0.56, From bar £1,750.00, quiz £62.00

1. **Bar Report**

Bar bank start £3,050.61 end £1,629.86 out £3,824.85 in £2,404.10

Out: To charity £1,750.00, salary £675.25, Stock purchase £835.12, £HM R&C tax on salary £411.05, Account fee £5, Worldpay £148.43

In: £2404.10 sale of stock inc £810 cash

So, taking out the £1,750 transfer the banks together gained £841.33

1. **Hire Charges 2023/24**

BC handed out a sheet showing possible, not suggested hire charges for March 2023 onwards. This needs to be discussed and decided before the new AGM in March, to be implemented by the new committee. Detailed discussion around this, to be considered over the next month and decided at the January meeting.

Bar prices need to overhauled as necessary; we must make sure that we do not go higher than the local pub. **ACTION ALL**

1. **Bar Licence Issues**

RD has looked into this with a view to having a committee licence, we currently have an individual person licence. Richard has managed to get East Riding to agree to this. RD has asked for contact details for Snaith Leisure Centre, to liaise with them to see how Snaith manage this. There may be an additional payment for the change. Richard is to greatly congratulated on his achievement. **ACTION LS to provide contact info to RD**

1. **Trustee Vacancy, Part Time Person Employment**

We seem to have three vacancies for trustees currently. Any volunteers would be appreciated,

The vacancy has been approved, needs to go onto the website and posters fixed to notice board. PC has approved this. BC to send this to LS, Cathi Poole, and SY. BC to send details asap. Interview panel to be LS BC RD, & PW as observer. **ACTION BC**

1. **Events and Fundraising**

Alison initially offered to do the Bingo, but can do only February and March, & June. We need an alternative person to cover the gaps. Alternative to be found. **ACTION ALL**

Alison requested to be able to write on behalf of the charity to get samples of products for our quiz nights etc.

Table top planned for Sunday 26th February. Discussion around that and logistics. **Action Joy P and Sandra H**

1. **Webpage & Publicity,**

All good, great site. Any user group info to be sent by user groups

1. **Field and Open Areas**

MS commented reinstatement of the field once works completed.

1. **AOB**

Many footballs end up in the tennis courts, and tennis have agreed to give a court key to Paul.

RD suggested we need to decide how to publicise the new track, Park Run, School involved, Holme Rovers have an idea of a charity run, but to be confirmed.

Michelle the cleaner has asked if she should come in on additional days but SY has suggested that not at this time.   
Xmas trees to be put up in time for Sophie’s ball.

YC have used the Bar Lounge in the past on Wednesdays for older kids, but now with HR parents on the premises, this isn’t possible. Alternatives considered but nothing comes to mind.

**Meeting closed at 21:44**

**Next meeting will be on Thursday 5th January 2023**