

Conwy Comrades Club

Committee Meeting Minutes



Date:	<u>13th September 2025</u>	Time:	<u>1:00 PM</u>
Venue:	<u>Conwy Comrades</u>	UID:	<u>CCSSC-Committee-13-09-2025-02</u>
Chair:	<u>Martin Craven</u>	Secretary:	<u>Gary Hughes</u>
Meeting Type (AGM, SGM, Committee, Sub Committee):		<u>Committee</u>	

1. Attendance

Ian Pattinson Snr, Sarah Moorcroft, Andy Lewis, Keren Bond, Martin Craven, Raymond Lea, Bethan Ronan, Jay Gilford, Dawn Allen, Ian Hughes, Hazel Jones, John Price, Gary Hughes (via video call).

2. Administration & Records

The Committee considered the addition of Sarah Moorcroft as administrative support in a voluntary capacity whilst maintaining confidentiality. This is to help with the workload without having any formal voting rights. This was proposed by Ian Hughes and seconded by Raymond Lea. The motion was carried.

3. Apologies for Absence

Apologies were received from Jenny Owen.

4. Approval of Previous Minutes

Dawn Allen to be included in the apologies. Aside from this amendment, it was proposed by Jay Gilford and seconded by Ian Hughes that the minutes of the meeting held on 6th September 2025 be approved as a true record. This was carried.

5. Matters Arising

The Committee reviewed matters arising from the previous minutes. There were no actions from the previous minutes. The Committee discussed the cost of membership for 2025/2026, concluding that renewals and new memberships should be £20 and OAP/Veteran be £15. This was proposed by Ian Hughes and seconded by Jay Gilford. This was carried.

6. Committee Induction & Handbook Review

The Chairman circulated a new 'Committee Induction & Welcome Handbook' for the Committee to review. There was a discussion on the roles, responsibilities and values of the Committee. It was resolved that the document should be endorsed as proposed by Andy Lewis and seconded by Raymond Lea. This was carried.

7. Secretary's Report

- Aged Payables is almost near completion, still tracking down one more creditor.
- Contact has been made with HMRC, and for now any court action has been stopped. The VAT debt is higher than first thought at around £59,000 though the correct figures need to be established. The collection team will appoint a single point of contact for managing the debt.
- Total Energies will not be taking any action until the end of October.
- BOC will only deal with the Treasurer and will be making contact soon.
- The High Court Enforcement is resulting in action taken by an energy supplier for loss of earnings following the agreement made by the previous Chairman. The Committee could seek legal

advice to look into the Terms & Conditions of taking action to recover some of the liability. This was proposed by Gary Hughes and seconded by Andy Lewis. The motion was carried.

8. Treasurer's Report

- Information on the bank balance is not available until access has been gained to the bank account.
- A mandate form and signed copy of minutes is needed to change signatories – this will be actioned next week.
- Information about income and expenditure is not available whilst the club is not trading.
- Work is ongoing to finalise the list of Creditors.
- Access has been gained access to the HMRC portal.
- The accountants are still owed £1,484.30 and this needs to be paid off before they do any more work for the club. They are keen to work with the club and presently drawing up a full quote for the services they provide.
- A cash flow forecast will be drawn up when all data has been finalised.

Dawn Allen left at this juncture.

8. Club Business / Agenda Items

8.1 Loan Stock Update

- A draft proposal of the Loan Stock agreement will be available for consideration at the next meeting.

8.2 Membership

- Membership forms are currently being re-designed.
- The forms will be available in paper and electronic formats.
- Payments can be made in cash and via bank transfer, injecting some much-needed funds into the bank account.
- There was a discussion on Membership benefits.
- Formal announcement to declare when Memberships will be open.

Raymond left at this juncture.

8.3 Staffing

- Bar staff will need to be experienced.
- Possibility of a part-time Steward in the interim period.
- The former cleaner has expressed an interest in returning to her role following redundancy.

John Price left at this juncture.

8.4 Stock

This item was not discussed.

8.5 Premises & Maintenance

The formation of a Premises & Maintenance Sub-Committee to be included in the next meeting agenda.

8.6 Events & Entertainment

The Committee discussed a series of 'soft openings' from Thursday, 23rd October to identify any issues. It is imperative that the club is open for Remembrance Sunday.

8.7 Compliance

There is currently a Licence for the Function Room bar but not for the Members bar. It was suggested that a meeting should be set up with the Licensing Department of Conwy Council Borough Council to discuss the Pros and Cons of the different licensing models.

There was a discussion on the responsibilities of the club as landlord of the residential flat above the club.

8.8 Finance Sub-Committee

In line with Rule 18.9, the Committee must select three members to form a Finance Sub-Committee. The list of roles and responsibilities were read out and any questions are to be directed via email to secretary@conwycomrades.co.uk. The Sub-Committee will be formalised at the next Committee meeting when all members are present.

8.9 Property Claim

There was a discussion on the property claim submitted by S Jones via email to the Chairman. It was agreed that ownership of the items was established, and they could be returned.

9. Any Other Business

- Communication to be added as an agenda item for the next Committee meeting.
- It was suggested that the club should look into joining a pub safe type scheme.
- There was an enquiry as to when the club can start taking bookings for room hire.

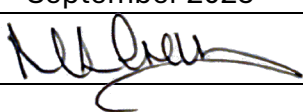

10. Date of Next Meeting

The next meeting will be held on 27th September 2025 at 1:00 PM.

Meeting closed at 3:36 PM.

Minutes Approval and Signatures

The undersigned confirm that these minutes were approved as a true and accurate record of the above meeting at the following General Meeting:

Approval Meeting Date:	<u>27th September 2025</u>	
Signed (Chair):		Date: <u>27/09/25</u>
Signed (Secretary/Minute Taker):		Date: <u>27/09/25</u>

Once signed, these minutes constitute the official and conclusive record of the meeting.