

# Conwy Comrades Club

## Committee Meeting Minutes



<b>Date:</b>	<u>27<sup>th</sup> September 2025</u>	<b>Time:</b>	<u>1:00 PM</u>
<b>Venue:</b>	<u>Conwy Comrades</u>	<b>UID:</b>	<u>CCSSC-Committee-27-09-2025-03</u>
<b>Chair:</b>	<u>Martin Craven</u>	<b>Secretary:</b>	<u>Gary Hughes (Note Taker: Keren Bond)</u>
<b>Meeting Type (AGM, SGM, Committee, Sub Committee):</b>		<u>Committee</u>	

### 1. Attendance

Andy Lewis, Martin Craven, Raymond Lea, Keren Bond, Gary Hughes, Hazel Jones, Ian Hughes, Sarah Moorcroft.

### 2. Welcome

The Chair opened the meeting and welcomed the Committee members.

### 3. Apologies for Absence

Apologies were received from Jenny Owen, Ian Pattinson Snr, Bethan Ronan, Dawn Allen, John Price and Jay Gilford.

### 4. Approval of Previous Minutes

A correction was noted to the spelling of Martin Craven's name. It was also requested that the minute taker be clearly identified at the top of future minutes. With these amendments, the minutes of the previous meeting were approved, proposed by Ian Hughes and seconded by Hazel Jones.

### 5. Matters Arising

The Committee reviewed matters arising from the previous minutes.

- The Committee received an update on the High Court enforcement matter relating to a previous contract dispute concerning an historic electricity supply agreement. A repayment plan is in place, and the balance is being reduced in line with agreed instalments.
- The Committee agreed that repayments to creditors will be prioritised in order of urgency and legal obligation.
- The Secretary will contact the Club's Accountants to reinstate professional services and arrange a standing order for future fees.
- Under Item 8.3 (Staffing), the Committee noted that several people have expressed interest in employment opportunities. A formal and transparent recruitment process will be followed for all roles.
- It was proposed by Andy Lewis, seconded by Hazel Jones, and carried that a Building Sub-Committee be established. Members: Ian Hughes, Ian Pattinson Snr, and Raymond Lea.
- Compliance matters were noted as an agenda item for further discussion at this meeting.

- The Committee discussed adding an advisory member to the Finance Sub-Committee to provide specialist financial input without voting rights. This proposal was carried and will be brought forward to the next meeting for implementation.
- Personal property belonging to a former committee member remains on the premises. Arrangements will be made for its collection in due course.
- The Chairman will attend the next Pub Safe meeting once the time and date have been confirmed.

## **6. Secretary's Report**

- The Secretary has contacted the DWP regarding an attachment of earnings order relating to a former employee. The matter is being coordinated between DWP and HMRC, and any outstanding payroll documentation (including P45 and P60 forms) will be completed as required.
- An aged payables summary has been completed, and contact made with all creditors. The majority have expressed support for the Club's new management and recovery plan. Payment arrangements will be formalised once trading resumes. Discussions are ongoing with HMRC, whose Field Collection Team will oversee repayment arrangements, with the potential to consolidate existing liabilities into a single long-term plan.
- The TNT supply contract has been cancelled in line with notice requirements. The final account balance will be confirmed at the end of the notice period.
- The Committee noted that once trading resumes under proper management and full compliance, there is a positive outlook for clearing all outstanding debts over time.

## **7. Treasurer's Report**

- The Treasurer advised that confirmation of access to the Club's bank account is still awaited. Arrangements will be made to visit the branch to deposit funds and finalise access permissions.
- Once full access is confirmed, a debit card will be ordered to support authorised transactions alongside the existing cash card.
- Verification of recent bank transfers relating to membership renewals and loan stock subscriptions will be completed once online access is available.
- The cash flow forecast is being developed and will include agreed payment plans for creditors.
- The Treasurer noted that sales data from the EPOS till system has not yet been retrieved, which is required to complete financial returns. Support will be sought from the supplier to resolve this.
- Aged receivables information will be requested from the former administrator to ensure all outstanding income is accounted for.

## **8. Club Business / Agenda Items**

### **8.1 Licensing Options**

- The Committee noted that the Club's previous licence had been suspended in July due to administrative and compliance issues.
- A new Club Premises Certificate application was submitted but not approved at this stage due to the Club's current debt position.
- The Licensing Authority has confirmed that a new Premises Licence may be issued once the Club is trading responsibly and stipulated that no individuals from the former administration are to be involved in management.
- In the interim, the Club may operate through Temporary Event Notices (TENs) for weekend openings and specific events.

### **8.1 Loan Stock Update**

- To date, members have pledged approximately £21,000 towards the Loan Stock Scheme.
- The Committee agreed to further promote the scheme amongst members to highlight its importance in rebuilding the Club's financial stability.

*Raymond left at this juncture.*

### **8.3 Membership**

- The Club will open for membership renewals and new applications on Tuesdays and Thursdays between 6:00–7:30 pm, and on Saturdays between 10:00–11:30 am.

### **8.4 Staffing**

- Recruitment for a Bar Manager and Bar Staff will commence immediately to ensure appointments are in place prior to reopening.
- Recruitment for a Bar Manager and bar staff was approved. Salary and terms to be determined in line with local benchmarks and agreed by the Finance Sub-Committee..
- The Committee discussed the option of appointing an interim Bar Manager during the temporary licensing period, followed by recruitment to a permanent role once the full licence is in place.
- Weekend shifts are anticipated to cover three × 10-hour sessions.
- Action: The Chairman to progress the recruitment process..

*Hazel left at this juncture.*

### **8.5 Communications**

- The Committee discussed introducing electronic forms and online decision processes to enable efficient communication between meetings.

- Draft Policies and Standard Operating Procedures (SOPs) were circulated for review and feedback.

### **8.6 Rental Property**

- The Committee noted that the Club's landlord registration and licensing requirements under Rent Smart Wales had previously expired in 2021.
- The Club has now undertaken the required Landlord Training and registration process. The licence application will be submitted immediately to ensure compliance within the 14-day grace period.
- The Committee agreed that all statutory landlord obligations will be reviewed and brought up to date, including gas and electrical safety certificates. The President will write to the tenant to request all relevant information.
- The Committee will confirm who will act as the responsible landlord representative for ongoing management of the tenancy.

### **8.7 Events & Entertainment**

- The Committee approved the booking of the function room to Conwy Cricket Club on Saturday 8 November 2025, as this will not impact Remembrance Day activities. Action: Event outline to be completed.
- Plans for a Halloween Party on 31 October 2025 were confirmed – a fancy-dress event open to ticket holders, with free entry for members.

### **8.8 Compliance**

- Deferred to the next meeting for detailed discussion.

### **8.9 Finance Sub-Committee**

- As discussed under Matters Arising, the proposal to include a non-voting advisory member with relevant financial skills will be progressed at the next meeting.

## **9. Any Other Business**

- The Treasurer will research television and entertainment packages to identify the most cost-effective option for the Club.
- It was suggested that a further Chairman's Update be circulated to members, following the positive response to the previous edition.
- The Committee discussed developing a self-audit system to support the monitoring of Key Performance Indicators (KPIs) and assist with future reporting.

## **10. Date of Next Meeting**



The next meeting will be held on Saturday, 11<sup>th</sup> October at 1:30pm.

Meeting closed at 3:20pm.

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## 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>11<sup>th</sup> October 2025</u>	
Signed (Chair):	<u></u>	Date: <u>11/10/25</u>
Signed (Secretary/Minute Taker):	<u></u>	Date: <u>11/10/25</u>

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