

Minutes of the MSC Management Meeting held on Monday 20th June 2011

Meeting opened at 7.30pm

Present

Julia Walker, David Turner, Gladys Alexander, Barbara Merritt, Steve Taylor.

Minutes of the 4th April 2010 management committee meeting

Hard copies of the Minutes had been distributed by hand soon after the April meeting.

There were no matters arising from the April Minutes, apart from a correction to the reference to Roger Alexander who I not the membership promoter as stated. That role is Margaret Colvill's.

The April Minutes were accepted and signed off.

Reports

Account balances.

Barbara (treasurer) reported the following balances:

HSBC: MSC account...	£16,447
Supporters' Ass'n...	£16,301
Barclays account...	£12,439

Total asset...	£45,187

As grant monies are currently included in the above figures, it should be noted that £5,000 is ear-marked for the forthcoming projects (heating, double glazing and haring loop).

Barbara raised the question "Why two accounts?" Following a detailed discussion of the history of the former Wickhambrook Community Association and the current MSC Supporters' Association it was agreed that the recommendation be put to the Trustees at their July 2011 meeting that the bank accounts be combined into one account. This will streamline the handling of the finances, both income and expenditure, simplify the bookkeeping thereby reducing the treasurer's workload, and reduce the committee work which requires repeatedly discussing and resolving to transfer sums from one account to another for no reason other than to maintain the appearance of an artificial division of the work of one committee.

Bookings.

There are no matters of special note to report. For information, a copy of the updated Bookings Summary sheet had been distributed before the meeting.

Items from pthe previous meeting

The revised hire charges have been publicised.

The letter to the Football Club has been drafted but, due to pressure of work, had not been finalised and sent. It will be sent within a few days.

Heating and other projects.

The four grants have been awarded. The grant from Jane Midwood (£2,000) and the grant from Suffolk Foundation (£3,000) have been paid into the MSC account (see above). The grant from St Edmundsbury BC will be received when the project work is completed. It is assumed that the grant from Havebury (£3,000) will, like the St Edmundsbury grant, be paid to the MSC when the project work is complete. The MSC's funds can 'bridge' the £6,000 temporary shortfall while the project work is taken to completion. The grant awarders are to be informed of the present position.

It was noted that the Trustees have approved the project work, dependent on the grants being approved. It was then Proposed by Barbara, Seconded by Gladys and agreed unanimously, that the committee should proceed immediately with the agreed projects. David and Steve will liaise with the contractors to get start dates agreed. The timetable remains as originally required, that the work be completed before next winter. It is probable that Aran Services will work on the double glazing at the end of July.

It was agreed that the high level windows, with the exception of the large window over the hall's entrance door, should be openable as casements.

It was agreed that the door to the car park should include a small window. The diamond shaped window shown in a catalogue was the preferred option.

Parish Plan

It was agreed that the individual responses from committee members are to be compiled and, with some minor wording changes, sent to the Parish Plan committee via Viki Mayes.

Electricity supplier

British Gas has acknowledged the cancellation of the contract, to take effect in early September 2011. EDF has been chosen as the alternative supplier and the MSC is signed up for a 3 year contract on the following tariff, shown compared with the tariff which would have been applied by British Gas:

<u>Pence per Unit</u>	<u>British Gas Pre-9/2011</u>	<u>British Gas Post-9/2011</u>	<u>EDF 3-year contract</u>
Weekday...	8.49p	15.75p	11.64p
Evening and Weekend...	7.37p	13.23p	9.73p
<u>Standing Charge</u>	22.19p	40.35p	29p

There will be considerable savings over the coming 3-year term and it was Proposed by David, Seconded by Gladys and agreed unanimously that the committee's appreciation and endorsement of Barbara's success with this beneficial contractual arrangement be Minuted.

Public Entertainment Licence

It was brought to the committee's attention that the newly issued (renewed) licence includes the requirement to undertake additional routine checks on the building facilities.

Notice Boards

The new boards have been made and are being fitted with plywood 'insert' pin-boards. The finish has been approved as varnished surrounds, with blue-painted pin boards. The boards will be completed and installed with a few weeks.

AOB

1. The Scene report on the new draw prizes is £5 less than agreed. This is to be brought to Margaret's attention
2. On a Proposal from Steve, Seconded by Gladys, James Heath's invoice for £200 is to be settled with a final payment of £40.
3. The gulleys on the flat roof are to be cleared. Steve will do this within the next 7 days. David offered to help if called upon.

Dates of next meetings

Approved as:

Trustees: Monday 4th July 2011
Management committee: Monday 8th August 2011

End of Minutes.

Signed

Date