

## Booking manager's report to the Trustees' meeting 6<sup>th</sup> October 2008

**Circuit training.** Hire fees. The situation needs to be discussed by the trustees. Agenda item.

**Tennis/Bowls electricity and facilities.** Letters sent. Copies available at the meeting. Agenda item.

**Hire fees for the Bowls, Tennis and Football Clubs.** Club circumstances necessitate a Trustee review.

**Permissive access notice.** Sign ordered. Wording as approved by the Trustees. Copy available at the meeting.

**Cambridge Conservatory.** Sign removed.

**Rights of Way.** Letters delivered to the 3 neighbouring properties which have gates/access onto the recreation field. Copies available at the meeting for information. It may be that these letters need to be sent annually. Advice from Cheveley Parish Council is being sought.

**Hire forms.** Information copy available at the meeting. The much-revised forms have been in use for some months. No significant reaction either for or against. Deposit is set at £25.00 Damages Bond is set at £500.00. As per the Trustees' instruction, the Damages Bond is paid into an MSC account and a cheque raised for the refund.

### **Pre-Christmas Concert (Saturday 6<sup>th</sup> December)**

Small organising committee formed. A Social Evening is being planned. Details at the meeting. Agenda item.

**Key Register.** This has been impossible to establish and maintain due to the refusal by some keyholders to cooperate with the management committee and register their keys.

Without an up to date Key Register any help sought from the police in the event of unauthorised intrusion, damage, vandalism or theft of property, is rendered pointless. There is also a question mark over our insurance cover when the management committee and Trustees cannot say who has authorised access. Attempts at recent past AGMs to set up and maintain the Register have been thwarted by some Trustees refusal to cooperate with the management committee. If this year's call for a Key Register update at the AGM on 10<sup>th</sup> November 2008 is again unsuccessful, Trustees may be well advised to consider their position, responsibilities and personal liabilities as MSC Trustees.

For the AGM meeting on Monday 10<sup>th</sup> November 2008 all keyholders are asked:

- To list their keys and any keys held by others in their club or organisation, including keys to doors, cupboards, padlocks, security systems etc,
- To include information on what the keys provide access to and
- To bring or send that list to the AGM.

The requirement is to list all keys, for whatever purpose they are used, whether for club, private or MSC applications, if the use is on MSC premises,.

Keyholding can then be properly registered at a future Trustee meeting (or management meeting if the matter is formally delegated) and key tags can be prepared and issued.

**Bar Area.** Update well progressed. New shelving in use. Canopy carpentry work is almost complete. Lighting installation scheduled with the contractor for completion by mid-October.

**Meeting with the Theatre Royal.** Agenda item for 6/10/2008 reference future commercial arrangements, commencing with 'Three Men in a Boat' on Saturday 25<sup>th</sup> April 2009.

Steve Taylor.  
2<sup>nd</sup> October 2008