

BECKINGHAM VILLAGE HALL SOCIAL CLUB

Inaugural Meeting

Held on 22nd May 2017

At Beckingham Village Hall, Chapel Street, Beckingham LN5 0RQ

Present:

Attendees are detailed on the attached sheet

- 1. Welcome and Scene Setting:** Phil Wells (PW) as Chair of the Licensing Group opened the meeting by welcoming those in attendance and explaining the background to the decision to apply for a Club Licence Certificate and the proposed formation of the Beckingham Village Hall Social Club (BVHSC). The club would be self-funding and hire the village hall from the Village Hall Management Committee (VHMC), which was accountable to the Parish Council (PC). This would ensure that the Parish precept was not used to subsidise the club activities, although the Parish Council would retain responsibility for the care and maintenance of the building, which would still be available for other uses. The VHMC would be investing some of the proceeds from last year's monthly 'social' evenings to suitably equip the kitchen, and the Highways Trust had also made a donation of £275 to assist with the setting up costs. In response to a question on potential members' liability, it was explained that the Constitution stated that liability would be limited to the annual subscription and there were a number of checks and balances in place to minimise financial risk
- 2. Founding Membership:** It was agreed that Beckingham residents attending this meeting, completing a membership application form and paying the annual subscription should become the founding members of the BVHSC, including those who were unable to attend, but submitted application forms and paid their fees. Membership cards would be issued in due course, once they had been printed. Assuming the Licence was granted before the end of June, the official commencement date of membership would be 1st July, but if there was any slippage this would be moved to 1st August. Fees would be reviewed and set annually thereafter.
- 3. Approval of Constitution and Rules:** The draft constitution and rules were available on the Village website and there were hard copies available to view at the meeting. PW drew attention to the following points contained in the document:
 - was primarily concerned with the management and control of the club and its members
 - needed to meet the requirements of the Licensing Authority

- included provision for non Beckingham residents with a link to the village to become members by being proposed, and then seconded by 2 other members
- allowed for members to sign in up to 2 guests at any one time, but each guest only 8 times during a year
- provided for the Management Committee to suspend members for misbehaving.
- needed to be seen by eight other consultees in addition to the Licensing Authority
- provided for the Club to be constituted as a non-profitmaking organisation and there was a possibility of it becoming a registered charity in the future.

In reply to a question it was explained there was a limit of 100 people being in the hall at one time, although when seating was being used this would be restricted to 65.

The Constitution and Rules were approved with one abstention

4. **Election of Club Officers and the Management Committee:** PW explained that the Licensing Group, who had undertaken all the development work so far was proposing the following as Officers for the first year of the Club's existence. They would need to stand for re-election at the first annual general meeting, so they were not seeking an unlimited time in office without the approval of members. The appointment of the following officers was agreed unanimously; **Chair:** Phil Wells, **Treasurer:** Ian Hickingbotham, **Club Secretary:** Jane Wells, **Membership Secretary:** Wendy Williams. The position of vice-chair remained unfilled for the time being. In addition the following were confirmed as the remaining members of the Management Committee: Andy Brewer, Sean Conway, James Finch, Ben Scall.

In response to a question it was confirmed that the intention was to run a Social club with a range of recreational activities and not just for serving alcohol. More information would be available under Agenda item 6.

5. **Application for a Licence:** PW explained that there were four objectives to be met within the Licence application and the Constitution and Rules covered most of these requirements, along with the membership form which required an undertaking to avoid making unnecessary noise and to respect the concerns of close neighbours to the hall, which also supported the objectives. The application would be for serving alcohol between the hours of 11 am to 11 pm every day, although it was highly unlikely that opening would extend beyond three days a week initially, and for shorter hours than applied for. We were also seeking extensions on Christmas Eve and New Year's Eve. The Licensing Authority had advised the Club to apply for the maximum hours that were likely to be needed to avoid further applications which cost £100 each time, plus a notice in the Local Newspaper, which was a further £200 plus. In response to questions the following points were made:

- BVHSC had agreed a hiring rate with the VHMC to cover running costs, which would be reviewed after six months of operating
- The VHMC would continue to hire out the hall to other individuals and organisations and in principle the BVHSC would stand down in the event of a double booking, unless it was holding a special event
- It was noted that the Licence to serve alcohol was not available to anyone other than the social club
- The website would show a calendar of events and bookings at the Village Hall and members would be communicated with via their email addresses which had been supplied on the membership form

6. **Plans for the Club:** Andy Brewer (AB) introduced this item and made the following points:

- Kitchen: There would be a new peninsular unit in the kitchen and all existing units would remain. The fridges and any pumps used by the social club would be locked and not available for use by other hirers, apart from the peninsular work surface
- Opening Hours: Initial opening hours were to be 7 pm to 11 pm on Fridays, 4 pm to 7 pm on Saturdays and 12 noon to 2 pm on Sundays. Volunteers were needed to serve drinks and a rota would then be developed to spread the workload
- It was hoped to acquire a TV and if so this would be Freeview only initially
- Room layout: Partitions and carpeting are planned for the main seating area, leaving the main hall as a play area, unless numbers dictate otherwise
- Entertainment: This could include; monthly quizzes, occasional bingo, possibly darts, scratch cards, '100 club' and 'open the box'. The committee was open to further ideas
- Store cupboard: This needs to be fitted with racking, and donations of materials e.g. shelving and brackets, plus volunteer labour were sought
- Identified initial requirements were:
 - A Safe
 - Dartboard
 - Signs to meet legal/regulatory requirements
 - Spirit measures
 - Cash register
 - Glass washing detergent
 - Tumblers
 - TV
 - Glass fronted fridge
 - Fencing for outside area
 - Cigarette end disposal bin
 - Signing in register
 - Club notice board
 - Carpeting for "snug" area
 - New AV system

In response to questions the following points were made:

- The condition of the toilets had been addressed through recent redecoration and replacement of missing tiles. Any further work was a matter for the VHMC and Parish Council
- Any surpluses could only be used for the benefit of the club. Capital investment in the village hall was a matter for the Parish Council

7. Next Steps:

- Licensing application to be made to NKDC within the next week
- 8 consultee organisations to be sent a copy of the application and constitution and rules
- Notice of the application to be displayed at the Village Hall and in the public notices section of a local newspaper
- Facility improvements to be made
- Training of volunteers for bar rota
- Once Licence approved, notice of opening night to members

PW thanked members for their attendance and contributions and declared the meeting closed

Jane Wells

May 2017

Signed as a correct record

Chairman

BECKINGHAM VILLAGE HALL SOCIAL CLUB

INAUGURAL MEETING HELD ON 22ND MAY 2017

ATTENDED BY THE FOLLOWING

**Nicholas Ashworth
Rosemary Blakely
Andy Brewer
Imogen Brown
Alison Burrell
Ruby Burrow
Karen Creed
Stuart Cuff
Keith Curran
Sue Dunne
Cathy Durham
Edward Durham
Jack Dymond
Judd Ferrar
James Finch
Chris Green
Ian Hickingbotham
Jason Hunt
James Keane
Jean Martin
Nicholas Martin
Neil Morgan
David Preston
Yvonne Preston
Vic Rampton
Cliff Robinson
Kerry Robinson
Glen Sheppard
Robert Sheppard
Lawrence Tatton
Scott Toomer
Jane Toomer
Jim Wallace
Julia Wallace
David Webb**

Jane Wells

Phil Wells

Stuart Whitehead

Neil Williams

Wendy Williams

Andrew Young

Mikki Young

All these residents are entitled to become founding members of the club either as individuals or as a family by completing an application form and giving or sending it to the membership secretary together with the appropriate fee or arranging a BACS payment for the required amount. In addition other residents who indicated that they wished to become members but were unable to attend the inaugural meeting, are entitled, provided they completed an application form and paid the appropriate fee.