

## Summary Minutes of Canton Liberal Club Committee Meeting Thursday 27 th May 2021

Meeting Started: 19:00 Length: 1 hour 39 minutes.

The Chairman opened the meeting and the Secretary read out the agenda.

The Secretary then read the meeting notes for Thursday 20th May 2021, these were agreed.

A silent tribute was held for Joan Taylor and Nicky Tyson.

The Treasurer's report and Accounts were read out and agreed.

The Treasurer provided a breakdown of membership fees, participation, tote and super lotto.

The Secretary outlined details of a trial of the use of swipe cards to be used by staff for clocking in and out. Previously handwritten timecards were processed and then signed off by the manager. The new system allows schedules to be published on Microsoft Excel which are updated regularly and shared with the team. Each employee can clock in and out using their own clock number with the use of the cash register system. Automatic reports can be generated. The Secretary can also implement the use of the system for HMRC and HR requirements. The system will reduce processing time, timecard errors.

The Finance Committee recommended that the use of electronic time cards be fully implanted by the Secretary and that he continues to audit scheduled hours vs actual hours worked. The Committee voted unanimously to accept the recommendation.

The Chairman noted the system will allow future improvements and productivity gains by, for example, allowing memberships to be renewed at the bar using the swipe cards and the till system.

Duties were covered for the upcoming week.

A discussion took place about the membership renewal process this year and the duties for covering the process were agreed.

Bank holiday trading hours were discussed and the balance between footfall and sales. It was agreed by a majority to open an hour early in this period.

The Chairman shared that Mr. D Gronow had asked to be considered for membership of the Committee. It was agreed unanimously that Mr Gronow be invited to join the Committee.

The Chairman noted that posting Meeting Minute Summaries on the website rather than Facebook was more beneficial to members and a better resource.

The Chairman confirmed two new quotes for a defibrillator had been obtained along with an existing one obtained by the previous committee.

It was agreed unanimously to the purchase of a defibrillator direct from the supplier after considering several quotes. The committee would purchase and install one immediately.

Finance meeting confirmed for Tuesday 1st June

The Chairman closed the meeting.