

Summary of Minutes of Canton Liberal Club Committee Meeting held on 26th of May, 2022

The Acting Chairwoman opened the meeting and the Secretary read the minutes of the meeting held on the 19th of May, 2022. The minutes were accepted unanimously as a true record.

The Secretary referring to the minutes informed the Committee that he had a meeting with a company that could supply a printer on an annual contract and that in due course the representative would forward some proposals. The supplier would be able to provide a cheaper alternative when our contract runs out. The supplier would also propose supplying a new phone system less costly than the Virgin set up used now. He noted that colour copies cost a 100 times the cost of black and white copies and that only one colour pixel on a sheet otherwise black and white would be charged as a colour copy.

The Acting Treasurer presented the 'Treasurers report' and the Accounts for Payment. The Secretary noted the bank balances had gone down a bit due to payments to HMRC and that the takings at £7k were similar to the previous week. The reports were accepted.

Correspondence:

The Acting Chairwoman informed the Committee that Hawthorn were having difficulty providing artist for Jubilee Saturday. Obviously acts had taken advantage of the increased demand over that weekend. The consensus was that at best if no act was available at the usual price, then a DJ at a reasonable cost be employed. At worst the bingo would go ahead with a break and no entertainment and perhaps music playing from cds.

Duties were allocated.

Questions relating to the duties of a Committee person when certain issues arise that require prompt action.. The items were:

1. complaints about staffing;
2. dealing with a drunk or abusive person;
3. a blocked toilet;
4. lack of toilet paper, hand wash etc.

The Secretary said people complaining about staffing should be told to write to Secretary about the matter and then he would examine the complaint with the General Manager with a view to avoiding the issue arising again.

Drunk and abusive people should be asked to leave by the Bar Manager who should also have refused to serve them once their behaviour warranted it. The Rule book says that for members who have misbehaved then the Secretary or Chairperson if present must ask them to leave. In their absence any Committee person can perform this action. For visitors then any Committee person can assist the Bar Manager. A member asked to leave must be brought before Committee to answer for their behaviour at the earliest opportunity and will be suspended until the hearing.

Blocked toilets should be reported to the Bar Manager who will place a notice on the toilet door and who will pass the information to the Secretary who will get the matter resolved.

Similarly missing toilet rolls etc. should be reported to Bar manager who will arrange the replenishment.

A further question was whether people, and in particular committee members, could help behind the bar in certain circumstances e.g. staff shortages. The Secretary said he would check our insurance policy as this matter had arisen in relation to a claim against the club. It was important to clarify this for anyone volunteering as well as anyone being on the premises when the club is shut and not being authorised to be there. The Secretary will report back to the Committee.

It was agreed that a Committee Handbook would be desirable, and this will be worked on it due course. The Secretary will scan the small green Rulebook and produce a bigger more suitable copy.

The Acting Chairwoman closed the meeting.