

STOKESLEY PROBUS CLUB

Committee Minutes for 2023 - 2024

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Minutes of Committee Meeting held on 16/05/2023

The Chairman welcomed committee members and introduced Brian Clarke, who was taking over as Website Manager (WM) from David Chalk

Present: Keith Waller, Chairman; Chris Lee; Bob Scott; Terry Clifford; Keith Bell; Graham Howard and Derek Whiting

1. Apologies: Received from John Edwards and Keith Burton
2. Minutes of Last Meeting held on Tues. 21st March 2023 had been read and approved
3. Matters arising: CL pointed out that the domain software license renewal came to the Treasurer for payment
4. Committee issues: there were no other committee issues other than the replacement of the WM
5. H & S issue: Comments were made on the previously circulated communication relating to concerns from one member asking about the Risk Assessment and H & S policy of the Club. It was unanimously agreed that the Club is not required by law to do a risk assessment of its activities as the Club does not employ anyone and all venues/transport should have their own risk assessments as required.

6. Committee Reports:

Treasurer: Chris Lee commented that renewals were slow in coming in. Only 19 members had renewed so far.

Secretary: John Edwards absent

Speaker Finder: No further updates

Website Manager: Nothing

(a) Laptop

David Chalk had provided some information on the purchase of a laptop for the club. Such a purchase would put a considerable financial burden on the Club and it was decided not to invest in one at present. BS stated that he was making it plain to speakers that we did not have access to a device, therefore speakers should provide their own, if required.

7. Membership: List – the committee agreed with KW that an up-to-date list should be produced in June/July when the total number of renewals was known.

8. Member Lunches: Wed. 2.8.23 Cross Keys Hotel, Guisborough Road @ 6.30pm; Tues 31.10.23 TBA; The Treebridge Hotel is being considered.

9. Trips: The list of proposed venues has been narrowed down to 4 with one confirmed and the other three still under consideration. KW and CL to investigate.

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10. AOB: none

Next Committee Meeting 15.8.23

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Minutes of Committee Meeting held on 15/08/2023

Minutes of Committee Meeting on Tuesday 15th August 2023 held at Stokesley Town Hall

1. Apologies: None
2. Minutes of Committee Meeting held Tuesday 21st March 2023
Minutes accepted as a true record of proceedings.
3. Matters arising: None.
4. Committee Issues: None.
Committee Reports:
 - a. Treasurer and Membership Secretary:
 - b. Subscriptions: 40 paid up (100%). Three Members have not renewed due to ill health.
 - c. Secretary: Nothing to report this month.
 - d. Website Manager: Website up do date and modifications being made to enhance user experience.
 - e. Speaker Finder: Programme for 2024/2025 now being planned – three speakers booked, eight more to find. All suggestions welcome.
5. Trips
 - a. Concern raised about lateness of paying for trips – seven days before Eskdale theatre trip and only four Members have paid (14 more to pay). The ICI trip is in 45 days and no-one yet paid (as there are no advance costs it was agreed that for this trip attendees can pay at any time up to the moment of alighting the bus).
 - b. The wider issue of when Members should pay was discussed. As the Club incurs costs when booking - deposits paid to coach operators and up-front full cost often required for venues - then, in the event of participants cancelling, the Club is exposed to loss. Proposals tabled were payment upon booking, or by a set date before a trip. In addition, it was time consuming chasing up money. Members should be more considerate in this regard. Further discussion of these matters needed with input from Members.
 - c. ICI trip – as Terry Waldron is kindly providing and driving the mini bus, it was agreed that those attending will chip in to buy his lunch on each occasion. The £12 charge is to cover Hire and Fuel costs.

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6. Membership List

The Chairman issued updated List of Members. Currently, 41 Members.
No comments - accepted by all.

7. AOB

- a. Further to previous discussion regarding the Club purchasing a laptop, Chris Lee has offered to donate one he does not need. As it has been cleared of content, Chris has installed only sufficient programme ability to use it for basic functions and PowerPoint presentations. A test run was to be carried out after the meeting.

Next Committee Meeting: Tuesday 21st November 2023 at 9.00 am.

Issued 17th August 2023

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Minutes of Committee Meeting held on 21/11/2023

Minutes of Committee Meeting on Tuesday 21st November 2023 held at Stokesley Town Hall

1. Attendance/Apologies: six in attendance / three apologies
2. Minutes of Committee Meeting held Tuesday 15th August 2023
Minutes accepted as a true record of proceedings.
3. Matters arising.
Roles: The Chairman pointed out that two Committee Members will be coming to the end of their tenures at the next AGM and invited them to give some thought to what they wish to do.
(Note: AGM in 2025 will see six Members coming to end of their tenures.)
4. Committee Issues: None.
5. Committee Reports
Treasurer and Membership Secretary:
Christmas Lunch on 12th Dec. 2023: bookings and payments all up to date.
Secretary: Nothing to report this month.
Website Manager: Website up do date.
Speaker Finder: Programme for 2024/2025 now being planned –
all suggestions welcome.

6. Trips

Booking, estimating costs, and receiving payments for trips have been increasingly problematic. ICI trip was especially troublesome as allocated ICI mini-bus was unavailable due to it suffering vandalism. Booking alternative transport was difficult and costly and pushed up attendees costs considerably.

Coach hire rates have risen substantially and are now around £500 per day.

Discussion was held on how to recover potential loss when the estimated number of attendees is not achieved due to Members dropping out. This could be covered by drawing upon Club reserves or be shared by those attending the trip. Alternatively, future trips will require firm bookings and non-refundable payment up front. These questions are to be put to Members.

Overall, a considerable amount of work goes into researching options and organising trips. Member commitments are important in managing this issue.

7. AOB: No issues raised.

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Next Committee Meeting: Tuesday 16th January 2024 at 9.00am.

Issued 23rd November 2023

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Minutes of Committee Meeting held on 16/01/2024

Minutes of Committee Meeting on Tuesday 16th January 2024 held at Stokesley Town Hall

1. Attendance/Apologies: six in attendance / three apologies
2. Minutes of Committee Meeting held Tuesday 21st November 2023
Minutes accepted as a true record of proceedings.
3. Matters arising. None.
4. Committee Issues

Roles: The Chairman announced that those Committee Members whose current tenures end at the next AGM have confirmed that they are willing to stand for another term. No Committee Members standing down. Agenda Item at AGM in April

5. Committee Reports

Treasurer and Membership Secretary: Accounts in good order and up to date. Nothing further to report.

Secretary: Nothing to report this month.

Website Manager: Website up do date. It was decided to hold September 2024 meeting on 10th September (to avoid clash with show week when Town Hall closed). Programme on website will be updated accordingly.

Speaker Finder: Programme for 2024/2025 – so far, speakers booked for most dates remaining only January and February slots to fill. All suggestions welcome.

6. Trips

After much discussion it was decided to focus on two trips (per year) rather than researching a larger number. This will reduce the Chairman's workload significantly.

If coach is booked, attendees will be required to pay a deposit at time of booking.

In order to keep costs down it was suggested that Members share cars for local trips.

The issue of how to recover any potential loss when booked number of attendees is reduced was discussed. This could be covered by drawing upon Club reserves or be shared by those attending the trip. The consensus is that payments should be non-refundable (as in the real world).

These questions are to be put to Members.

The Chairman issued a summary of the issues currently surrounding trips to Committee Members for further discussion to find a way forward.

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This will now be updated and circulated to Committee Members prior to presenting a draft policy to Members.

7. AOB

No issues raised.

Next Committee Meeting: Tuesday 19th March 2024 at 9.00am.

26th January 2024

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Minutes of Committee Meeting held on 19/03/2024

Minutes of Committee Meeting on Tuesday 19th March 2024 held at Stokesley Town Hall

1. Apologies: Graham Howard, Brian Clarke
2. Minutes of Committee Meeting held Tuesday 15th January 2024
Minutes accepted as a true record of proceedings.
3. Matters arising. None.
4. Committee Issues

Roles: No change in situation since last meeting i.e, those Committee Members whose current tenures end at the next AGM have confirmed that they are willing to stand for another term.

(Information received after the Meeting: Keith Burton has maintained a 'suspended membership' over the past year for personal reasons. He has decided to step down from his GM role for 2024-2025 with a further review for the following year).

5. Committee Reports

Treasurer: All up to date and the Club is in a healthy financial situation.

Secretary: Nothing to report this month.

Speaker Finder: Some rescheduling has taken place and the 2024/2025 programme is now fixed.

Website Manager: Website up to date.

6. Trips

Discussion regarding number of trips, payment guidelines, and transport issues continued from previous meetings.

Number of trips: Proposal – A reduced number per year to be considered for further research. Currently two trips are under review.

Payment: After much discussion it is proposed that Members attending trips pay in full at the time that Club commits expense for transport and/or venue. In addition, anyone withdrawing after that point would forfeit costs committed by the Club. This can be relaxed under extenuating circumstances.

Transport: The Treasurer presented comparative costs for trip to Land of Iron in Skinningrove by coach or by car sharing (£7.50 entry, £20 for lunch at Grinkle Park Hotel, plus transport costs). Assuming 25 Members attended the estimated cost per Member was £41 by coach, and £35 by car. It was proposed that the total meal cost would be shared by all in attendance except the car drivers.

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These proposals will be put before Members for final decision.

7. AOB

Next Committee Meeting 9.00 am Tuesday 21st May 2024.

Issued 19/3/2024

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