

NORFOLK CONSTABULARY SPORTS AND SOCIAL CLUB

Minutes of Management Committee Meeting Thursday 3rd September 2020 Skype Meeting

1. **ATTENDANCE** **Actions**

DCC Paul Sanford (Chairman)
Lou Provar (Vice Chairman)
Kate Wickins (Secretary and Events Co-ordinator)
Sue Ridge (Retirement Secretary & Events)
Amanda Gibson (Asst Secretary)
Vicky Curtis (Treasurer)
Sonia Turner (Asst Treasurer)
Insp Gina Hopkinson (Lottery Secretary)
Paul Bassham
Noeleen Woodhouse (Events)

2. **APOLOGIES**

Apologies were received from: Alison Burgess (Events), PC Jim Squires), TC/ Insp Rob Wicks

3. **MINUTES OF THE LAST MEETING**

The minutes of the last meeting held on 29th June 2020 were approved as an accurate record.

4. **ACTIONS/MATTERS ARISING**
 1. Gina met with ICT regarding the proposal for a lottery app. They will inform her if they afford the time to develop this app and the cost that would be incurred by the club.
Action left open awaiting further information from ICT **Gina Hopkinson**

 2. To produce an options paper taking account of retired members so we can understand the registration requirements. Paper to be forwarded to Legal Services for their view prior to circulation to the committee so a decision can be made outside of the meeting.
Information with Legal Services awaiting response – no response heard still outstanding **Gina Hopkinson**

 3. Write to each Inspector at the stations to determine the TV usage and whether a licence is still required.
Complete – Report received from Insp Ben Jarvis asking for Hunstanton to retain the television licence.
A discussion followed with the committee agreeing that they would fund the television licence for this year only as there had not been many trips due to Covid 19 regulations.
ACTION – Television licence to be paid and Insp Jarvis to be informed of the committee’s decision. **Vicky Curtis complete**
The events committee would also meet to try and promote the club in the west of the county.

4. **ACTION** - When Barnham Broom reopens to try and negotiate an individual corporate rate for discussion at the next meeting. Current members will then need to be notified of the outcome.
Unable to complete. Carried forward.

Kate Wickins

Matters Arising

C/Insp Louis Provart requested a steer on the guidance from the club regarding the resuming of sporting activities. It was noted that we informed the fresh water fishing section that they could re-start their sport as long as they remained within the government guidelines and this would also apply to all sections.

It was also brought to the committee's attention that we had made infrastructure grants with the understanding that the sections would not spend all the amounts they had applied for.

ACTION – Letter to be sent to all sections giving instruction regarding the resuming of activities including travel and finance. Kate Wickins

C/Insp Louis Provart stated an anomaly regarding the rule book has been identified. Two members on the committee of the hiking section were only paying one subscription to the club and using the partner status for the 2nd person, whilst this had been sorted as it does state ALL committee members should be full members, it is not clear if two employees of Norfolk Constabulary should both be employed by the club.

A discussion followed and it was raised that the sporting sections should be treated differently to the events; members with partners who do not work for the constabulary and would like their partners to join them on sporting activities should be able to do so.

It was decided that employees of Norfolk Constabulary who wished to take part in sporting activities should be a member in their own right. This will entail a rule change.

ACTION: Proposal that Norfolk Constabulary employees who wish to participate in sporting activities should be a member in their own right to be considered at AGM. C/F to AGM (11.03.21)

5. **TREASURER'S REPORT**

Vicky Curtis provided a written guide to the current financial position of the club.
Current account - £33,667.05
Lottery account – £7,311.67
Total - £40,978.72

Vicky confirmed that we were in a fairly healthy position at the moment but warned against complacency as the auditors recommended keeping a balance of £25K-30K to ensure a smooth running of the club.

The theatre royal corporate membership invoice had been received and authority requested to pay this – Granted.

6. CORRESPONDENCE

Email received from Norman Lambert with a newspaper article attached giving health and hardship details of a retired Metropolitan police officer. It was decided that this was more appropriate for the Benevolent Fund to consider.

Action: Email to be forwarded to Paul Bassham who is a member of Benevolent Fund Committee.

**Kate Wickins
(Completed)**

Email received from Noeleen Woodhouse requesting funds for the repair of a shed at the Mike Thurston Centre, North Walsham which is used to store items for the annual water weekend. Two people are willing to complete work if NCSSC purchased the supplies needed to make the necessary repairs. The estimated cost would be £60.

The committee were grateful to the two people for agreeing to complete the work and approved the purchases.

7. ELECTION OF GRANTS COMMITTEE

Insp Rob Wicks was elected as Chairman with Vicky Curtis, Sonia Turner and Kate Wickins forming the remaining members of the Grants Committee.

The Grants Committee will send out the new grants request forms and arrange to meet prior to the November meeting.

ACTION: Grants request for to be sent to all sporting sections

**Vicky Curtis
(Completed)**

ACTION Grant Committee to meet to discuss grants requested prior to next management committee meeting

Kate Wickins

8. TRIPS UPDATE

It was confirmed that prior to the Covid 19 outbreak the events team had already booked 59 events for the year but unfortunately only nine were able to go ahead. The team has been working very hard in order to get the remaining 50 events cancelled and money returned to members. Hopefully all affected members have been repaid and we are looking forward to next year.

A trip to Cologne has been booked for December with over 60 spaces sold, however this is also looking uncertain due to the quarantine and social restrictions currently in place.

The committee thanked the team and Vicky Curtis for all their hard work in this very difficult time and it was agreed that the Cologne trip would be postponed. It was decided that no overnight trips should be considered until next spring due to the uncertainty and duty of care considerations for our members.

Planning for the 'back with a bang' event have been put on hold until the restrictions on social gatherings have been lifted.

9. CHRISTMAS PLANNING

Jim Squires sent an email regarding Christmas planning.

Christmas Parties – with current guidelines around social distancing, the committee supported Jim’s statement that he could not see how the children’s Christmas parties could go ahead this year. It was decided that these would be suspended until next year.

ACTION – Inform Jim and Kirsty of the committee’s decision not to hold any Children’s Christmas parties this year. **Kate Wickins (Complete)**

Christmas Draw – The Club usually spends a minimum of £10k on prizes for the Christmas draw, however last year ticket sales increased to £7k.

A discussion then followed regarding the prizes offered and although cash prizes and gift cards are useful, the committee felt that they would like to continue to support local businesses as per last year.

Increasing the prize fund was discussed and some concerns were raised including the time it takes to complete the draw in December.

It was agreed to have a discussion at the next meeting to try and streamline the process **Matters Arising**

After discussion it was decided that the Club will advertise that it is committing at least £12k for prizes this year which will allow an option to increase the amount spent on prizes on the night if ticket sales are good.

ACTION - Liaise with Jim Squires to arrange access to NCSSC bank account **Vicky Curtis**

ACTION - Jim Squires to be informed of committee’s decision regarding the draw. **Kate Wickins (Complete)**

10.

ANY OTHER BUSINESS

There was no further business. Meeting closed

DATE OF FORTHCOMING MEETINGS

All meetings at 1600 and will continue remotely unless advised.

Wednesday 4th November 2020

Thursday 17th December 2020 (Christmas draw)
Sandringham Room (unable to complete remotely)

Tuesday 5th January 2021

AGM - Thursday 11th March 2021, 4pm in Filby Room, OCC