

**Horsmonden Social Club Committee Meeting**  
**3rd June 2025**

**Attendees.**

Lindsey Chave (Chair), Bridgette Walsh, Tim Coyne, Dan Russell, Jo Beach, Richard Edmed, Lawrence Arscott, Anthony Hacker, Ben London, Neil Allen, Niel Hale and Janet Norton

**Apologies.**

Nick Miller, Paul Lawson, Jimmy Webb

**Agenda.**

Minutes May 6th Approved

**Hovec weekend**

Bar staff covered.

Stock ordered but reduced amount as the weather forecast looks poor. Some on sale or return. The bar tent will be laid out tomorrow (4th June) and the marquee will be erected tomorrow evening.

2 Extension leads available in the store cupboard.

Thursday morning set up bar volunteers required.

All invoices to be sent to DR including ice and lemons

LC has float £600 change and £150 notes total £750

All cash collected to be stored in the safe at the end of each day for a total count on Sunday once the bar closes.

Square card payments are automatically totalled each day and sent directly to the bank minus their charges.

The Tavern sign is ready.

Thursday and Friday events are ticketed only with wristbands for paid customers to allow entry into the marquee.

Bar staff to wear club T shirts. LC has a supply.

Beer will be £4 per pint

Wine by the glass only in plastic glasses apart from the Saturday event where people may bring their own food and drink.

If the weather is wet, to restrict entry where possible to the club with wet/muddy footwear.

Saturday FoHPS day. The weather forecast looks particularly bad.

There is no BBQ this year but a fish n chip van available instead.

HSC stall Bash a Rat 50p a go. Rolling pin or baseball bat required.

The club will be closed on the Saturday evening. Just the bar tent open.

The club toilets should not be used without consent of the bar staff due to problems experienced last year. HoVEC have supplied Portable toilets and urinals plus the public toilets are available throughout the whole event.

Sunday Village Lunch, preparation of all foods to be done on long tables on the stage or in the kitchen to avoid any risk of spillage onto the new carpet.

**Beer festival**

All in hand.

Risk assessment completed and sent to Parish Council for approval

Note: Email received 4/6/25 from Lucy Noakes, Parish Council, to say risk assessment approved. The Risk assessment includes 1) Club Olympics and Lawn games plus 2) Procedures in the event of terrorist incident as requested by the PC  
The Parish Council have not asked for a deposit this time.

Review of the VE Day celebrations. Excellent feedback from everyone. Emma (singer) was brilliant and the BBQ was sold out. Well done everyone. The MP for Tunbridge Wells attended and was impressed and enjoyed the festivities.

### **Booking Form Revamp.**

TC and BL have been working on this and have almost completed the necessary changes. JB requested a link to an email that she could use to confirm the booking once agreed by the Committee which would include the principal terms and conditions as a reminder of the responsibilities incurred with the booking.

Noted that all adhesive methods should not be used to put up decorations for parties etc. Only string or ribbon to be used in future to avoid damage to the newly decorated walls.

All kitchen and party waste to be removed completely from the social club premises and not placed in the social club bins at the end of the event. Bar waste will be cleared by bar staff as usual.

The fire evacuation procedure to be digitised

The new fire alarm system triggered and the instructions are now on top of the board. A new laminated copy of how to turn it off and reset is needed.

Action. BL and TC to complete the new form

LC and TC to draft fire evacuation procedure

LC to provide laminated copy of instructions for fire alarm.

### **Entertainment.**

Nothing booked at present until the problem with excess noise has been addressed.

BW has found a reggae band for next year once sound issues are improved

LC, BW, TC met with the interior designer to discuss the noise problem.

Two options proposed.

a) Sound absorbing boards. Self adhesive panels could be applied to both sides of the cross beams. Video of the positive effect had been watched by the group and all agreed that they might work quite well. Maybe to start with a few and see how much effect they have. Cost from £2000

b) Some pubs and restaurants in London have foam or polystyrene inlays to the underside of the tables. Our tables have a deep recess which would accommodate the foam pads using Velcro fixing. Cheaper option to try first but also to move forward with a few of the boards initially.

Action LC to order some foam pads.

### **Refurbishment**

Still waiting for costing for repairs to the lobby

Action DC to ask Dan (Builder) for quote.

CCTV. Agreed to look at replacing the system now the club refurbishment is complete with a four camera system. LC can obtain one and BL will set up.

After the meeting LA circulated an email addressing the insurance issue raised regarding CCTV pointing out that if one is fitted it must be turned on at all times.

Kitchen refurbishment. AH has received two quotes will be circulated.

- SCCE £26,940.00 inc vat
- Ceba Solutions Ltd £40,000

AH explained that these were for total removal of old kitchen and installation of complete commercial style one with top end appliances.

Committee discussion regarding actual use of the kitchen. The cooker has been condemned.

We need a new water boiler. The cupboard bases are still mostly sound. Overall the kitchen needs a new cooker, larder fridge, and hot cabinet, new worktops and cabinet fronts

The committee discussed the actual use of the kitchen. The Winter Warmers will continue next year at the village hall with its larger kitchen. Events that do use the HSC kitchen include Men's/family breakfasts, occasional hot dogs etc. and party/wake bookings etc.

Decision taken that the kitchen requires a good facelift not a total refit. We can do much of the work ourselves. Buying the appliances ourselves we can recover VAT as well. To look at builders, fitters and electricians locally.

Action Sub committee AH,TC, LC AND JW to take this forward.

### **Treasurer report**

NM unable to attend but had circulated the figures prior to the meeting see below (not including £750 float held back for the HoVEC weekend.)

#### **Financial Summary**

1. Bank balance as of 31st May 2025: £25,135.55
2. Savings account balance: To be confirmed by those with access

#### **Notable Payments (outside usual spend)**

1. £1,164.81 – Renewal of music license
2. £1,034.40 – EJP Fire Protection
3. £839.29 – Kew Electrical
4. £399.00 – Entrance fee for the Dragon Boat Race
5. £682.80 – Payment to Lewis for electrical work

#### **Bar/Stock**

1. Stock purchased: £10,135.63
2. Bar/snooker/pool takings: £11,493.17
  1. £8,338.17 via Wordplay
  2. Remainder in cash

#### **VAT**

It's VAT time again. Draft return for the period 1st Feb 2025 to 30th April 2025 provided for review

1. VAT due back from HMRC: £11,768.94

VAT returns reviewed and approved.

Savings account. LA reported that he still needed Dave Watson to transfer the account to both him and Nick Miller. He will recheck interest rates due to length of time this has taken before moving forward but currently thinks that we will stay with the same Building Society.

### **Bookings**

Committee meeting for the sports club which had been circulated and approved.

### **Membership**

NA commented that there are difficulties merging the two spreadsheets. Estimate 450 members.

Difficulties have arisen for bar staff as to who are paid members and how to question them when it's incredibly busy.

Not every member, who has paid, is receiving the newsletter because they have not ticked the appropriate box on the membership form. A sheet will be provided behind the bar for people to add their email addresses

Membership cards missing or duplicated. Online payment hasn't worked well.

In October when renewals are due to start again we hope to have an iPad behind the bar for people to complete the membership renewal.

Action BL agreed to meet with NA to look at the problems

### **Bar Staff for June**

It has been hard for JB to fill all the gaps this month with so many of the regular volunteers away on holiday but she has almost completed the rota.

The club will close for Bingo on 16th as many of the regulars are away.

Early opening on Fridays may be cancelled as no cover for 6-7pm slot

### **AOB**

LA has been writing an article for the parish magazine for the past two months. LC asked if we could have a couple of Parish Magazines for the bar as in the last for members.

JN to order 2 Parish magazines and arrange annual payment.

LC reported that a copy of the renewed Snooker Table Service contract is now in the safe.

TC. The VAT return for this past quarter was completed by HPA at a cost. TC asked if NH would take this over.

Action. NH will discuss with NM and will consider doing it.

AH asked about a new till. TC will hope to have quote for the next meeting and expects the cost will be in the region of £250 for an iPad type.

JN asked if the "This my Theatre" production of Pride and Prejudice at St Margaret's Church to be held 30th July could be advertised on the newsletter.

Action TC

Date of next Meeting Tuesday 1st July 7.45 PM.