

## **Summary Minutes of Canton Liberal Club Committee Meeting held on the 1<sup>st</sup> December, 2022**

The Chairman opened the meeting.

Mr Paul Manley is now appointed Secretary of the Club.

The Secretary then read the minutes of the meeting held on 24<sup>th</sup> November 2022. The minutes were accepted unanimously as a true record.

The Chairman said that security has been arranged for New Year's Eve.

A reply to a member's letter regarding a Special meeting, was read to the Committee.

The Secretary has a meeting scheduled for Tuesday 6<sup>th</sup> December with the Club Accountant and Payroll Clerk.

The 'Treasurers Report' and 'Accounts for Payment' were read and accepted.

Duties were allocated.

Two recommendations from the Finance Committee:

1. The position of Treasurer to be filled by Les Hazzell.
2. Les Hazell to step down as Finance Officer and Lewis Donovan become a Finance Officer.

Both recommendations were proposed, seconded, and voted in unanimously.

A request from the Club Snooker team to have their registration fee paid was discussed and agreed that they would receive £17.00 the same as the skittles and pool teams.

Messages sent to the Secretary by an ex-employee/member were read to the Committee. The Committee instructed the Secretary to invite the ex-employee/member to an Investigatory Meeting on Thursday December 14<sup>th</sup> at 8pm.

Finance arrangements for Events were discussed, and it was agreed that the Vice Chair would complete all administration and payments for each event, then submit documents and banking to the Treasurer.

A request from a Metal Detector group to hold their meetings at the club on a regular basis was agreed free of charge.

The Chairman closed the meeting.