

## **Summary of Minutes of Canton Liberal Club Committee Meeting held on 12<sup>th</sup> May, 2022**

The Acting Chairwoman opened the meeting and the Secretary read the minutes of the meeting held on the 5<sup>th</sup> of May 2022. The minutes were accepted unanimously as a true record.

Before the Acting Treasurer presented the ‘Treasurer’s Report’ and the ‘Accounts for Payment’ the Secretary explained the changes he was making to the reports. In future they would lose some of the irrelevant detail and focus more on providing a more meaningful weekly summary. It was also an aim to improve the readability and move away from tiny fonts.

The Acting Treasurer then presented the reports. It was noted that the cash banked would always differ from the takings total due to the time lags involved in the various processes. The Secretary stated that we were awaiting the new card machines immanently as all the necessary administration had been completed. The reports were accepted.

Duties were allocated.

AOB

The Secretary informed the Committee about a letter received from the Musicians’ Union acting on behalf of the Take That tribute band. The show had been cancelled due to COVID restrictions and they were claiming their unpaid fee of £1000. This matter will go to Finance next and relevant documents need to be found as the matter had been dealt with by the previous Secretary.

The Committee re-affirmed the ‘members only’ rule in relation to the use of the snooker tables. The Secretary will implement a procedure to action the rule.

The arrangements for the Wednesday Afternoon club’s use the portable amplifier were discussed. The Secretary will label the amp and an extension lead with ‘Return to Bar’ and they will be stored behind the bar. The Wednesday Afternoon Club is responsible for the safe return of the items.

The Acting Chairwoman closed the meeting