



Bourne Freemasons Club (BFC)

Meeting at the Masonic Centre on Tuesday 1st March 2022. Meeting Opened at 19.00 hrs.

PRESENT: Ian Bratley (Chair), Ian Greenfield (Vice Chair), Nigel Lindley (Secretary), Peter Flint (Safety Officer), Mike Sofianos, Ray Brooks, Graham Allen, Martyn Wren, Roger Thorpe, Peter Dolby, Stuart Rogers, Maurice Cockburn, Ian Delaine-Smith

APOLOGIES: Michael Perkins

WELCOME: The Chairman welcomed all attendees.

MINUTES: The Minutes of Previous Meeting were agreed and signed by the Chairman.

CORRESPONDENCE: One item of correspondence had been received from WB Kevin Peck regarding the storage cupboard to made available to the new Knights Templar preceptory. As this is work in progress it was suggested that a temporary space be made available in the storage container at the rear of the building.

MATTERS ARISING:

Treasurer:

The Chairman Welcomed Mike Sofianos, Lodge of Aveland who had indicated that he would be pleased to stand for the position of Treasurer, based on the decision of Michael Perkins to stand down.

Following a further introduction to the attendees during which Mike confirmed his credentials, he was formally proposed for the position of BFC Treasurer by the Chair and seconded by the Vice Chair. The following vote found unanimously in favour and Mike Sofianos was duly appointed as Treasurer.

The Chairman also passed a vote of thanks to Michael Perkins for the excellent job he had done for the committee over several years.

Air Purifiers:

Chair reported that the Air Purifiers have arrived and in due course will be placed appropriately within the Masonic Centre.

Bar Fridge:

Peter Flint will organise the repair of the Bar Fridge and report to back to the BFC Committee.

Key Holders:

All Masonic Centre Key Holders are to be identified prior to appropriate security measures being put in place - this should include informing the local police and fire service of key holders should entry be required. This has been carried forward pending a new list being prepared.



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Capitation Fees:

While constituent lodges and users of the Masonic Centre have been contacted, the level of capitation fees will be carried forward until the new Treasurer has a clearer understanding of the BFC finances.

During the meeting Peter Dolby gave a brief history of the setting of capitation fees and this will be referred to when setting the new fee.

Hiring Fees:

BFC is seeking a person/s to oversee the hiring of the Masonic Centre and, while the treasurer will deal with the invoices to hirers, no volunteer has this far been forthcoming.

It has been agreed that hiring fees will be reviewed, but at a future meeting and once the committee is more familiar with the use of the premises.

The calendar for the use of the Masonic Centre is on the notice board in the foyer.

Safety Officer:

Peter Flint had prepared an outline 'job description' for the role of Safety Officer which was made available to members at the meeting. PF also asked how various work would be funded and what expertise we could call on 'in house'?

Chair suggested that necessary checks and testing be diarised and funded accordingly, while other H&S work be brought to the committee as required.

Car Park Resurfacing:

Two Quotes have been received for the work - Coupland's and Breaker Surfacing

While the quotes were very similar it was agreed, after discussion, that Coupland should have the work. Proposed by Chair & Seconded by Ray Brooks.

Stuart Rodgers has agreed to liaise with Coupland's with regards to the commencement and completion of the work.

ANY OTHER BUSINESS

TREASURER: Following the appointment of the new Mike Sofianos as BFC Treasurer the following points were proposed and agreed (proposed by Chair, seconded Vice Chair).

a) New Bank Mandate

A new bank mandate will need to be completed for the new committee members who will be the clubs nominated signatories to sign cheques and it was resolved that there should be three authorised signatories on the club's bank account. These will be:

Mike Sofianos – Treasurer

Ian Bratley - Chair Person

Ray Brooks - Committee Member (Maintenance)



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It was also resolved that any two of the three authorised signatories will be required to sign cheques - the three signatories listed above have accepted and agreed that the bank will conduct electronic checks of their identities as a part of the HSBC processes for setting up a new bank mandate.

b) Online Banking - It was resolved that once the new bank mandate is in operation the Treasurer, Mike Sofianos, will arrange with HSBC for online access to the club's bank account to enable online payments to be made.

Mike Sofianos will be the Primary User for online banking and any online payments will require an authorisation from one of the other authorised signatories on the bank account before any payments are made.

Defibrillator:

It has been noted that the defibrillator requires instructions for use.

As BFC is to re-establish numerous operational procedures, this will fall into that category and will be dealt with in due course but without undue delay.

Bar - Security Grill

It was suggested that the bar area be made more secure, perhaps by use of a grill and this will be carried forward pending a full review of the entire bar area, its layout and use.

New BFC website:

The Chairman reported that he had purchased the domain, '**Bourne Freemasons Club**' and will create a website for BFC use. This will enable us to archive documents, display policies and procedures, rules, and bye laws and to store information relevant to the club (password protected where necessary). It will also enable communication across a wider spectrum if required

There being no further business the Chairman thanked all attendees, closing the meeting 20.34 hrs



These above minutes are a true and accurate record of the discussions and resolutions passed at the meeting on the 1st of March 2022" and that the attendees and their committee positions/roles are as stated.

Signed

Signed

Chair

Secretary

Date

Date