

## **BOURNE FREEMASONS CLUB – MINUTES**

A meeting of Bourne Freemasons Club was held at the Masonic Centre, Roman Bank, Bourne on 31<sup>st</sup> January 2023. The meeting opened at 7.00 pm.

### **PRESENT:**

Stewart Rogers, Clifford Crump, Ian Bratley, Graham Allen, Michael Haynes, Steve Baker, Rik Thomas, Mike Dench

### **APOLOGIES:**

Apologies had been received from Ray Brooks , Peter Flint, Ian Greenfield, Nigel Lindley, Roger Thorpe

**MINUTES:** The minutes of the last meeting were not signed by the Chair and would be signed as soon as possible

**The meeting was opened by the chair. Due to the pressing issues that had arisen since the last meeting and to update all the brethren present, the Chair proceeded to précis the details:**

Following an accident on 17<sup>th</sup> December, where a member from the Line dancing group using the hall had slipped and injured herself outside the lodge building, we had received a notice of claim from her solicitors. This has now been forwarded to our Insurers and all members were told not to divulge any details to outside sources. A full copy of all correspondence and contact relating to the above to be lodged with BFC Secretary as soon as possible. A current and complete record was entered in the Accident Book.

The Fire safety inspection before Christmas highlighted several urgent areas of concern, which had been dealt with, leaving several other issues to be dealt with in the near future. In addition the trustees have organised an external safety audit of the centre on Monday 27<sup>th</sup> February at 10am.

The Christmas luncheon took place 18<sup>th</sup> December and was thoroughly enjoyed by all. Thanks given to all who helped make it a success. Proposed date for this year's event: Sunday 17<sup>th</sup> December.

The gas boiler had to be replaced at the end of December, along with one electric heater in the temple.

A new lock has been fitted to the Kitchen door and new instructions have been circulated to all groups using the building to ensure this door remains a viable 'Fire Exit'

A temporary repair has been effected to the drain pipe outside the lodge. Physical review still needed for gutters.

PAT testing of electrical items in the hall was started early Jan and due to the workload of our Electrician, will be continued shortly.

### **MATTERS ARISING:**

#### **Capitation/ Hiring charges**

The new Hiring charges and Capitation fees are now in place. At the chair's discretion Herward Chapter are to pay £300 this year rather than the capitation fee as previously suggested on the understanding that we would review this arrangement for 2024.

It was noted that Ian Greenfield had agreed to be Hiring's Officer from Jan 2023

It was confirmed that the minimum number of catering covers per lodge was now in force.

#### **Correspondence:**

Following the communication regarding our electricity supply, Western Power have now confirmed (2<sup>nd</sup> Jan) they will issue 2 new MPAN numbers for us to register with power company of our choice to then start receiving bills .

#### **Revenue/Treasurers Report**

In the absence of our Treasurer, the chair provided an estimate Income and expenditure report Jan22-Dec22 for circulation and discussion. This was generated from monthly bank statements, payments and receipts record and as such still needs to be audited. It showed a healthy current balance as expected and was well received by all

members and a vote of thanks for its content was received from Rik Thomas.

The Chair also stated it was impossible for him to continue as acting treasurer and that we should urgently try to get this position filled.

In the meantime it was proposed by the chair, seconded by Michael Dench, that we apply for a new community bank account offered by Santander under their 'Switching Service'. The members vote proved successful.

***Safety Officer:***

As our Safety Officer was absent the chair highlighted how the previous issues noted above has, and will continue to impacted on our responsibilities and duty of care whilst maintaining the premises available for hire. We need to review all our policies and procedures and it is likely that we should explore professional advice to ensure adequate compliance. - To be taken up with the Trustees/Officers in the very near future.

It was proposed by the chair that due to his qualifications and experience in safety matters, Clifford Crump join the committee to assist with these matters arising.

Seconded by Mike Dench, the vote was unanimous and he was welcomed to the committee by all.

***Events***

Further to previous discussions Graham Allen has assumed the role of Events Officer and will be organising a 'Race Night' on 29<sup>th</sup> April. We anticipate that there will be at least 3 other events this year including our Christmas Luncheon as mentioned above. More details to circulated shortly.

***ANY OTHER BUSINESS:***

*Décor – Bar and hall / Bar & security Grill:*

Mike Dench , Nigel Lindley suggested setting a budget as a start, for the renovation of the bar area.

It was considered after discussion that we invite all members on Sunday 5<sup>th</sup> March to meet at the lodge to physically formulate some design ideas for the bar area and decor and then decide a proposed budget.

*Cupboard for KT:*

Stewart Rogers to speak with John Gregory asap to organise

*Organ in Hall:*

Steve Baker to examine Mon 6<sup>th</sup> February

*BFC website reviewed [www.bournefreemasonsclub.co.uk/](http://www.bournefreemasonsclub.co.uk/) - now shows:*

Monthly hiring revenues,  
Copies of minutes of previous meetings  
Fire Risk Assessment Nov22  
Gas Safety Inspection Oct22  
Employers Liability Insurance Cert Dec22  
Bourne Freemasons Club - Premises Licence  
Fire Evacuation Plan Nov22  
Hire Conditions

*Items held over to next meeting:*

The cooler cabinet in the bar needs replacing  
Fit/Replace filters for Purifiers  
Arrange annual servicing for new boiler 2023,  
PAT testing of all electric equipment in Hall and Temple (part already completed)

Meeting Closed 8.45pm

**Signed**

**Date**