

Kingston Reading Room

Management Committee meeting 6th February 2024

1) Finance Report

The Draft accounts for the year to 31st January 2024 are attached showing:

- a) **Receipts** of £11,988 including, since last meeting: £659 Hall hire; £400 from the Panto for use of the hall; £773 Gift Aid claim; and £268 Tuesday Market.
- b) **Payments** of £7,459 from the general fund and £5,657 from the Maintenance and Development fund. Including, since last meeting: £240 for caretaking (now paid under PAYE); £247 for electricity; £384 for the Alcohol licence application; £348 for Fire Extinguisher service and replacements; £437 for building maintenance; and £1,195 for Building Control.
- c) **Balances** are: Coventry Building Soc £18,358 and Lloyds current account £3,658.
- d) **2023/24 Accounts** are attached in draft. Note that the restricted funds have been released as agreed with the donor.

The following actions are required of the meeting:

- i) Approve the allocation of £3,789 from the General fund to the Maintenance and Development Fund Designated leaving £3,700 for an estimate of six months' hall running costs plus £640 for 200 club prizes.
- ii) Approve the draft accounts for submission for Examination by Paul Ellis.

2) Correspondence

- a) Non-Domestic Rates discretionary relief. There is a mandatory 80% relief for Charities, and the additional 20% is applied for annually. This application was sent in on 23rd January.
- b) The Reading Room is now registered with HMRC as an employer. Our PAYE reference is 120/EE73498.
- c) The Pensions Regulator wrote asking for a declaration of compliance with workplace pensions law. This has been completed stating that no employees have been automatically enrolled into a pension scheme.

3) Alcohol Licence application

This has now been granted and will be received soon. Please note the terms applied for as attached. We now need to set up the required processes.

M Describe any additional steps you intend to take to promote the four licensing objectives as a result of the proposed variation:

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 11)

Hirers will be made aware of the licensing objectives and will be required to follow the steps set out below as applicable.

The hall hire agreement will be amended to list the licensing objectives.

b) The prevention of crime and disorder

When alcohol is not being sold it will be removed from the premises.

An alcohol sales refusal register will be kept to record all alcohol sale refusals.

An incident book will be kept to record any violent, criminal or anti-social type of activity on the premises.

At the discretion of the committee, hirers unknown to the committee will be required to apply for a TEN.

Open containers of alcohol shall not be removed from the premises.

c) Public safety

The electrical system will be retested every 3 years. Portable Appliance Testing will be carried out regularly.

The oil-fired boiler will be maintained by a qualified engineer annually.

When disabled people are present, adequate arrangements will exist to enable their safe evacuation in the event of an emergency.

A first aid box is kept in the kitchen.

Gangways, exit routes and steps will be maintained in good order with non-slippery and even surfaces.

d) The prevention of public nuisance

Noise or vibration will not emanate from the premises such as to cause persons in the neighbourhood to be unreasonably disturbed.

A designated committee member or the lead hirer will assess the impact of any noisy activities on neighbouring residential premises at the start of the activity/ entertainment and periodically throughout the activity/entertainment.

Patrons will be asked not to stand around talking in the street outside the premises or any car park; and asked to leave the vicinity quickly and quietly.

e) The protection of children from harm

There will be in place a written age verification policy in relation to the sale or supply of alcohol, which will specify a Challenge 25 proof of age requirement.

The only acceptable identification documents will be:

- A photo driving licence
- A passport
- An identification card carrying the PASS hologram

Unless such identification is produced the sale of alcohol will be refused.

An alcohol sales refusal register will be kept to record all alcohol sale refusals.