

**STOKESLEY PROBUS CLUB**  
**Minutes of Committee Meetings 2020-21**

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# STOKESLEY PROBUS CLUB

## Minutes of Committee Meetings 2020-21

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### Minutes of Committee Meeting No.102 (10:30 on 4th March 2021)

(via 'Zoom' (Internet Connection) No.100)

The Chairman opened the Meeting wishing John Edwards a 'Happy Birthday' and thanking everyone for participating.

He also thanked Chris Lee for organising and managing this fifth Zoom Meeting.

Present (taking part!!)

Chairman:	Keith Waller
Treasurer/Membership:	Chris Lee
Speaker Finder:	Keith Burton
Secretary:	Alan Reed (Co-opted)
General Members:	Keith Bell
	Kevin Clifford
	John Edwards (Co-opted)

**1. Apologies:** Graham Howard, Derek Whiting

#### **2. Virus Update**

Kevin ran through some of the key improvements in the battle against the virus. Vaccinations and improved hospital treatments were easing but with regard to levels of severe illness and improving survival chances we were far from being clear of danger and continued restrictions would remain in force for some months yet.

Keith Burton explained that operationally the NHS in Middlesbrough remained at 78% of super-surge capacity, still being above the 2020 peak. However, with much more testing being carried out in recent months than was the case last year, this could in itself be a factor which also affected the figures.

Regarding meetings, the 'Rule of 6' is likely to remain in place until at least 21<sup>st</sup> June, so given that the 3<sup>rd</sup> Tuesday that month will fall on 15<sup>th</sup> June, we should not expect to be able to meet in person until 20<sup>th</sup> July at the earliest – even then, any such target dates may not be viable unless specific national recovery targets have previously been met.

It was also thought useful to consider using the larger space offered by the upper Hall, so that Members would be able to socially distance more easily. Also, by July hopefully most Members may have received their second vaccination doses and the general situation regarding transmission of the virus may have improved. Any decision on which room to book will therefore be delayed until nearer the time.

#### **3. Minutes of Last Zoom Meeting held on 4<sup>th</sup> February 2021**

The minutes of the meeting held on 4<sup>th</sup> February 2021 were accepted as a true record.

#### **4. Matters Arising**

The £50 donation made to Middlesbrough Foodbank has now been covered by payments split amongst 8 Members. The original £50 Club donation has been paid back to the Club.

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Members lunch: aiming for Wednesday 6<sup>th</sup> October at the Crathorne Arms.

Alan Reed Co-opted 16.3.20

### **5. Committee Meeting 16.3.21**

This Zoom Meeting today replaces the Committee Meeting originally planned for 16.3.21.

### **6. Business Meeting 16.3.21**

The Members Meeting planned for 16.3.21, in the interests of safety, is cancelled.

### **7. Membership List 4.3.21**

This now includes 1 returned Member. Lists issued at each Committee Meeting.

### **8. Finance Issues**

Regarding subscriptions for 2021-22, Chris confirmed the proposal to pro-rata these based on the expectation that there could be 9 months of regular Club activities this year. Hence subscriptions will be proposed at 75% of the levels which applied for 2020-21. This would put individual subscriptions at £20pa.

Included in this, Keith Burton's estimated Speaker budget is £250, covering July to March.

Stokesley Town Hall charges will shortly be confirmed again by the Chairman/Treasurer, assuming 8 Member and 4 Committee Meetings July to March.

The annual accounts for year ending March 2020 have already been audited and signed off. These will be reported to Members along with the 2020-21 accounts ready for the forthcoming AGM, along with confirmations of proposals regarding the various budget elements and the proposed level of Member subscriptions.

### **9. Committee Issues**

Currently there are 9 Committee Members and this will reduce to 8 once John Edwards takes over the role of Secretary (Co-opted) from Alan Reed with a view to John being confirmed as Secretary at the next AGM. It is expected that this will rise again to 9 once the Website Manager role is filled later this year. These proposed changes will be put to Members at the AGM and the Committee will discuss a replacement for John to bring the number of General Members on the Committee back up to 5.

The Chairman thanked Alan for his excellent work in his final Committee Meeting as

Co-opted Secretary and only regretted that the Pandemic had prevented any physical meetings of the Club over the past year.

### **10. Constitution**

The Committee approved the recent draft revision of the constitution and recommended that the Chairman send this out to Members ahead of the next AGM, ready for discussion at that meeting.

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### 11. AOB

Next meetings:

Committee - (provisionally) Tuesday 18<sup>th</sup> May 2021

Business - (provisionally) Tuesday 20<sup>th</sup> April 2021

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### Minutes of Committee Meeting No.101 (10:30 on 4th February 2021)

(via 'Zoom' (Internet Connection) No.100)

The Chairman opened the Meeting and thanked everyone for participating.

He also thanked Chris Lee for organising and managing this fourth Zoom Meeting.

Present (taking part!!)

Chairman:	Keith Waller
Treasurer/Membership:	Chris Lee
Speaker Finder:	Keith Burton
Secretary:	Alan Reed (Co-opted)
General Members:	Keith Bell Kevin Clifford John Edwards (Co-opted)

**1. Apologies:** Graham Howard, Derek Whiting

#### **2. Virus Update**

Keith Burton outlined the feedback from hospitals locally. After a trying January for the South Tees Trust with staff being dismayed and over-stretched by the high levels of admissions, there was now more hope that the pressure might ease a little. Special surge ICUs had been opened and sadly admissions and deaths were all above the April peak. Any short-term decline in admissions was unlikely to come from vaccinations, since the majority of patients are currently in the younger age groups.

Nationally the vaccine rollout may give a false picture of the immediate prospects of recovery. Overall patient numbers are still well above the April peak, hence it is vital to keep strong isolation and hygiene disciplines in place because any improvement in the near future will be due to lockdown rather than vaccination measures. Related to this, any widespread reopening of schools is still seen as dangerous with regard to spreading the disease.

Kevin also amplified these views, explaining that it is likely to be some months before we see any substantial improvement in infections and serious illness levels.

#### **3. Minutes of Last Zoom Meeting held on 5<sup>th</sup> November 2020 No.99**

The minutes of the meeting held on 5<sup>th</sup> November 2020 were accepted as a true record.

#### **4. Matters Arising – plus Agenda Items**

The Committee approved a Gift for Bill Atkinson, the Steward at Stokesley Town Hall, for his excellent support for our Club. Actioned by the Chairman. Bill thanked Probus.

#### **5. Committee Meeting 19.1.21**

This Zoom Meeting replaces the Committee Meeting originally planned for 19.1.21.

#### **6. Members Meeting 19.1.21**

Cancelled by the Committee on 17th December 2020

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### **7. Members Meeting 16.2.21**

The next Business Meeting scheduled for 16.2.21 has been cancelled by the Committee in the interests of Member safety.

### **8. Membership List 4.2.21**

No comments have been received in this regard and the current list remains in force.

### **9. Committee Tenure**

John Edwards was Co-opted wef 21.4.20 and will stand for re-election at the next AGM

Keith Bell completes his Tenure 20.4.21 but will stand for re-election at the AGM

For information, Keith Burton, Maj Chuhan, Kevin Clifford, Graham Howard, Derek Whiting and Keith Waller all complete their Term of Office 19.4.22

David Chalk will be invited to take over Stefan Barnes' Website Management role once circumstances allow a Meeting with the Chairman and Treasurer.

David Stevenson resigned as Secretary in February 2020. Alan Reed was Co-opted wef 6.5.20 and will stand for election at the next AGM

### **10. Club Bank Account**

Under government pressure, The NatWest Bank requested that Probus and many other small customers close our accounts with them as part of the reduction of their dominance in the marketplace. The Co-operative and Metro Banks were designated as alternatives with a cash incentive of £1250 to transfer.

Keith and Chris decided to try the Co-op Bank first and then the Metro Bank. Chris spent a great deal of time and effort exploring the options and requirements. After much to-ing and fro-ing over several months both Banks proved unresponsive and unfriendly towards small Community customers like our Club and no progress has been possible.

The Committee therefore agreed that we should remain with NatWest.

We may still need to change banks at some point in the future. Chris and Keith will draft a simple authorisation procedure so that the Committee can present this to Members for discussion at the AGM.

### **11. Club Insurance Cover**

The Club insurance policy is dormant for now, with no payments being needed until we restart meetings again. Chris will continue to keep this under review.

### **12. Club Donation**

John Foster asked that the Club consider supporting the charitable initiative 'Food for the Hungry'. The Chairman subsequently held discussions with the Club Treasurer and

Rev. Peverell of Great Ayton Parish (since there is currently no vicar in post for Stokesley Parish Church) regarding the most effective way to help people in need locally. Rev Peverell advised that the best way is to support the Middlesbrough Foodbank so on 21<sup>st</sup> January a £50 donation was made on behalf of the Club.

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The Committee discussed the donation and has given its support to the Cause. The Chairman explained a 'fall back' position for Club Funds should there be any Member objections

### **13. Christmas Lunch 8.12.20 Survey Update - Alternatives**

The Chairman's survey yielded 17 replies, which all asked to keep the event but hold it on a later date. 11 people preferred the Wainstones as a venue and the remaining 6 also felt that this would be OK. Seating rather than buffet style layout was generally preferred. Easter or summer timings were suggested but no specific dates were proposed.

Taking into account these Members' views, the Committee felt that choosing an Easter or summer date would be difficult and that the safest approach was to wait until next Christmas, targeting 14<sup>th</sup> December 2021.

### **14. Members' Lunch**

The Chairman will ask Peter Robinson to consider a suitable date for another Lunch allowing for safety issues and other calendar events for the Club. October 2021 may be a possible time.

### **15. Club Website Survey Update**

The majority of respondents would prefer to keep a history section but maintain a clear split between history and current items.

Speaker notes should be kept short.

In-Memoriam entries to be kept for 1 year. Written by the Chairman.

Final decisions on style and content to be settled after meeting with David Chalk.

### **16. Theatre Trips**

4 replies were received following the Members' survey, all requesting that the Committee make relevant decisions on behalf of the Members. The key challenge centres on having safe travel and access to venues.

### **17. Eulogies**

The Chairman will present eulogies on three past Members at the next Meeting; Mike Brabin, Hugh Charman(shared with John Edwards) and David Middleton.

### **18. AOB**

Next meetings: The Committee will monitor the viability of proceeding:

Committee: Tuesday 16<sup>th</sup> March 2021

Business: Tuesday 16<sup>th</sup> March 2021

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### Minutes of Committee Meeting No.100 (10:30 on 5th November 2020)

(via 'Zoom' (Internet Connection))

The Chairman opened the Meeting and thanked everyone for participating.

He also thanked Chris Lee for organising and managing this third Zoom Meeting.

Present (taking part!!)

Chairman:	Keith Waller
Treasurer/Membership:	Chris Lee
Speaker Finder:	Keith Burton
Secretary:	Alan Reed (Co-opted)
General Members:	Keith Bell Kevin Clifford John Edwards

**1. Apologies:** Graham Howard, Derek Whiting

#### **2. Minutes of previous meeting**

The minutes of the meeting held on 18<sup>th</sup> August 2020 No.98 were accepted as a true record.

#### **3. Matters Arising**

Agenda item 4 (Membership List/Test and Trace Requirements) - Chris has again discussed with the Council what information might be needed for Government Test and Trace purposes after we resume meetings in Stokesley Town Hall. The Council representative maintains that they will need telephone and email address information for each attendee who attends any particular meeting, which will be held for 3 weeks and then destroyed. This requirement will be reviewed prior to us restarting our Business Meetings, taking account of our commitment to ensure that the Council provide a safe and secure system for handling this information and that such data will only be provided by Probus after we secure each attendee's express permission.

Item 9 (What's left for 2020?) – All points and actions regarding meeting and event changes for 2020 have now been completed. However, the potential 2021 tour of Phantom of the Opera still has not been confirmed and the Chairman will continue to follow this up.

#### **4. Next Committee Meeting 17.11.20**

This Zoom Meeting replaces the Committee Meeting originally planned for 17.11.20.

#### **5. Next Business Meeting 17.11.20**

Kevin outlined the key safety considerations for holding meetings in the face of the covid virus, given that there is no overall strategy which can give a 100% guarantee of protection in all possible scenarios. Therefore, organisers of Clubs like Probus must consult widely and always err on the side of caution, especially given the wide range of circumstances faced by individual Members. In this connexion, seeking

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Members' views and insights into how best to control such risks is an important part of how we should go forward.

All Committee Members added information resulting in a unanimous decision to cancel the Meeting.

### **6. Christmas Lunch 8.12.20**

The Chairman had canvassed Members in September for guideline numbers on who wished to attend, provided current regulations allowed. 20 Members and 11 Guests were in favour. Given the latest government announcements, including the lockdown until early December, the Committee consensus was the Lunch should be cancelled.

Given the need for 3-4 weeks' notice to set up a revised date, the Chairman will summarise current options and check out Members' ideas and views on what is thought best as we reschedule this annual event.

### **7. Club Insurance Cover**

The Club Insurance cover was renewed on 20<sup>th</sup> April 2020. Chris arranged for the Policy to be suspended from midnight on 31<sup>st</sup> October. Cover will start again when we resume normal activities.

### **8. Club Website**

Chris explained the need for a clear overview of what we want on our website prior to commencing the redesign process. As a basis for this, the Chairman will summarise what is currently available, circulating this to Members as we seek their views on what is needed going forward, including any suggestions they may have regarding content, styling and functionality.

### **9. Membership List**

The Chairman issued the new updated Membership List; circulated prior to every Committee Meeting.

### **10. AOB**

Next meetings:

Committee - (provisionally) Tuesday 19<sup>th</sup> January 2021

Business - (provisionally) Tuesday 19<sup>th</sup> January 2021

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### Minutes of Committee Meeting No.99 (11:00 on 18th August 2020)

(via 'Zoom' (Internet Connection))

The Chairman opened the Meeting and thanked everyone for participating.

He also thanked Chris Lee for organising and managing this second Zoom Meeting.

Present (taking part!!)

Chairman:	Keith Waller
Treasurer/Membership:	Chris Lee
Secretary:	Alan Reed (Co-opted)
Speaker Finder:	Keith Burton
General Members:	Kevin Clifford

**1. Apologies:** Keith Bell, John Edwards, Graham Howard, Derek Whiting

#### **2. Minutes of previous meeting**

The minutes of the meeting held on 6<sup>th</sup> May 2020 No. 97 were accepted as a true record.

#### **3. Matters Arising**

Agenda items 5 (Committee Reports), 7 (Committee Issues) and 8 (Job Profiles) have all been actioned and completed.

Item 9 (Constitution) - the Committee has approved the Constitution and sent it to Members, ready for the AGM.

Item 10 (Trips) - Members have been kept fully informed on all postponements of trips.

Item 11 (Members' Lunch) is pending - the intention is to organise this as soon as coronavirus restrictions will allow.

#### **4. Membership List**

The Membership List has been updated after a few Members advised of recent address changes.

In this connexion, Chris has spoken to the Council regarding what might be needed for Government Test and Trace purposes, once we resume meetings in Stokesley Town Hall. The Council have indicated that they will need telephone and address information for attendees, which will be held for 3 weeks and then destroyed. Chris will continue to work with the Council to ensure that a safe and secure system for handling the required information will be used. This will include considering whether data can be provided by Probus only after we secure each attendee's express permission and only if there is a subsequent Government requirement for Test and Trace procedures to be implemented.

#### **5. Items to Close**

The following items have now been circulated and approved:

- Calendar of Events 2020/2021

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- Constitution
- Job profiles

### 6. Committee Reports

Chris has finalised the Balance Sheet.

The Committee discussed the level of subscriptions needed for this coming year and there was full agreement with Chris' proposal that we apply a zero level.

On insurance, further work by Graham Howard is pending but our insurers still advise that guests are not covered on trips under our policy.

Keith B has confirmed with all the planned speakers that they are OK to postpone their talks until next year, if necessary.

### 7. Committee Issues

Regarding website management, the Chairman has confirmed David Chalk's interest in undertaking this work. Further meetings will be held when virus restrictions allow, involving also Stefan Barnes and input from Chris on key website changes.

### 8. AGM

The Chairman confirmed the draft agenda for the AGM, which will commence with an obituary for Hugh Charman. A draft agenda for the planned Business Meeting is also being prepared.

### 9. What's left for 2020 ?

8.9.20 Meeting cancelled.

Next Members Meeting 20.10.20.

Next Committee Meeting 17.11.20.

The Chairman will cross check the information on a new production and tour of Phantom of the Opera for 2021.

The Chairman will inform Members of the cancellation of the September Meeting.

The Chairman will inform Members of the Zero Subscription for the current year and the Treasurer will provide details of the implications for the Club Budget at the AGM.

### 10. AOB

Next meetings:

AGM/Business - (provisionally) Tuesday 20<sup>th</sup> October 2020

Committee/Business - (provisionally) Tuesday 17<sup>th</sup> November 2020

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### Minutes of Committee Meeting No.98 (14:00 on 6th May 2020)

(via 'Zoom' (Internet Connection))

This Meeting replaced meetings planned for 17.3.20 and 19.5.20 which had been cancelled due to the Coronavirus.

The Chairman welcomed everyone to the Meeting and wished them well through this difficult Virus period.

The Chairman thanked Chris Lee for organising and managing this Zoom Meeting.

Present (taking part!!)

Chairman: Keith Waller  
Treasurer/Membership: Chris Lee  
Secretary: Alan Reed (Co-opted)  
Speaker Finder: Keith Burton  
General Members: Kevin Clifford, John Edwards

The Chairman welcomed Alan Reed to his first Meeting thanking him for standing into the Co-opted position. He also thanked the Committee for the rapid and positive support for Alan.

**1. Apologies:** Keith Bell, Graham Howard, Derek Whiting

#### **2. Minutes of previous meeting. No.97**

The minutes of the meeting held on 21<sup>st</sup> January 2020 were accepted as a true record.

#### **3. Matters Arising.**

All on the Agenda.

#### **4. Membership List.**

Membership List has been updated and issued. Please inform the Chairman and Membership Secretary if there are any errors.

#### **5. Committee Reports**

**Treasurer:** Audited Bookkeeping Records are available, showing full income/expenditure details. Final accounts, approved by the Auditor, have been issued to the Committee. Under the current national circumstances it is difficult to set a budget for income/expenditure during 2020/21.

Insurance provisions have been further clarified with our service provider following comprehensive work by Graham Howard. This confirms earlier guidance that guests are not covered on trips under our policy. Agenda item at next Meeting.

**Chairman:** A Chairman's message to all Members will be issued covering the necessary delay in holding the AGM and related adjustments regarding membership fees and the required payment deadline. Members will also be updated on any necessary changes to Trips, Talks, Business meetings and Committee Meetings going forward.

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**Speaker Finder:** Currently working with speakers to rearrange bookings cancelled due to the Virus. As always, we would welcome any ideas and suggestions from our Committee or Members regarding suitable topics or presenters.

### 6. Membership

Over coming months careful monitoring of membership needs and concerns will be helpful. This will allow the Committee to look at a number of issues: Member health and well-being, Retaining motivation and interest in Probus membership, Income and expenditure levels and Communication routes eg the use of online meetings and recorded presentations.

### 7. Committee Issues

Grateful thanks go to David Stevenson for his excellent work as Secretary over the past year. We wish him well as he steps down from this role and club membership due to pressures from his other activities.

Chris Lee agreed to continue with the combined roles of Treasurer & Membership Officer. Chris is also working to update our website following Stefan Barnes stepping down as Website Manager. The Chairman will arrange further Meetings for Chris, Stefan and himself when the Virus has gone.

John Edwards completes his current General Member tenure at the next AGM but is standing again.

The Committee now comprises 5 General Members and 4 Officers (previously 5 Officers).

### 8. Job Profiles

The Chairman, as requested, had drafted and circulated Job Profiles for Committee use only. Profiles included The Chairman, Officers and General Members. Agenda item for review at next Meeting.

### 9. Constitution

The Chairman completed final drafts of the Constitution and circulated the document for final Committee comments prior to the AGM. The Constitution will need to have Committee approval prior to the AGM so that we can circulate it in advance to Members. The Committee recommends it for adoption to Members. Comments from Members may come prior to or during the AGM but these are very rare.

### 10. Trips

The Chairman circulated an update on all 4 of the currently planned Trips to all Members on 3<sup>rd</sup> May. He will continue to monitor and review the situation subject to future UK Government guidelines. He will keep Members informed. The first Trip is to Ushaw College on 10<sup>th</sup> June.

### 11. Members' Lunch

Pending further Government health guidelines, a revised plan will be presented at the next Meeting. Our current preference is, if still possible, a 3-course meal for around £17/head at the Crathorne Arms. Peter Robinson is organising the event.

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### 12. AOB

Next meetings:

AGM/Business - (provisionally) Tuesday 16<sup>th</sup> June 2020

Committee/Business -(provisionally) Tuesday 18<sup>th</sup> August 2020