

AYLESBURY TENNIS & SQUASH RACKETS CLUB

Minutes of Chairmen's Committee Meeting Tuesday 2nd July 2024 at 7:45pm held at the Club

Present: Simon Dennis (Bar & Pavilion), Oliver Field (Squash), David Wright (Tennis), Ken Shaw (Acting Secretary)

Apologies: Darren Franklin (Treasurer)

Purpose:

This meeting was the first formal meeting of the Chairs of the three sections of ATSC; Bar & Pavilion, Squash, Tennis, who form the Chairmen's Committee (CC). The purpose of the CC is to provide the services common to the three sections, including financial reporting, operation of the pavilion, administrative support and agreeing common values and policies. The CC provides the forum to discuss and share the sections' plans and gain alignment where necessary. Each Chair together with their respective committees are independently responsible for the strategy and financial management of their section.

1. Accounts:

- 1.1. DF is working on Q2 accounts and HMRC reporting
All to respond in a timely manner to information requests – All to Action
- 1.2. Payroll for Sports Club employees being managed through the Bar account and then reimbursed by the Sports Club.
Recommendation that Sports Club are asked to pay their staff direct and not via ATSC; SD to action
- 1.3. DF is planning to step down from the Treasurer role.
- 1.4. Each section needs to keep their own books, which then need to be combined into the ATSC account. To facilitate this the format needs to be the same, ideally using the existing Sage system used by SD for the bar account with data entry via Maxine Major (MM).
 - 1.4.1. **SD to advise on management of admin support (MM and or Book Keeper) the additional cost for extra admin required.**
 - 1.4.2. **OF to clarify with DF how accounts are being produced.**
- 1.5. Section accounts: the Squash and the Tennis bank accounts are looking healthy (Squash £40,000; Tennis £46,000).
- 1.6. **Squash to open a savings account, OF/DF (not in attendance)**
- 1.7. Signatories for sections' bank accounts:
 - 1.7.1. Tennis; David Wright, Ashley Bailey, Ken Shaw
 - 1.7.2. Squash; Oliver Field, Darren Franklin, Jamie Morgado. **New signatory required to replace JM, OF/DF (not in attendance) to action**
 - 1.7.3. Bar; Simon Dennis, Rob Ward, Paul Little. **New signatories to replace RW and PL required.**
 - 1.7.4. "Old" ALT&SRC account; Unsure who is currently on the bank mandate. **DF and SD to review and update with four signatories, DF, SD, OF, DW (others to be removed).**

2. Pavilion and Squash buildings:

2.1. Repairs and remedial work:

2.1.1. Water heaters for the two changing rooms have been replaced

2.1.2. Decorating of the two shower rooms complete, however, there is a leak in the men's changing room affecting the walls.

2.1.3. **SD working with OF to fund additional work on the changing rooms.**

2.2. Roof between courts 3 and 4 is now fixed

2.3. Possibly asbestos in roof structures; **Recommend that an asbestos report is commissioned.**

3. Tennis Courts:

3.1. The hard courts (8,9,10) have now been resurfaced and are playable with temporary lines. Final painting in two colours to be done in August.

4. Insurance:

4.1. When is the Sports Club insurance renewal due? **Check with Sports Club at meeting on 4th July – Chairs in attendance to Action**

5. Health & Safety:

5.1. The Sports Club H&S plan has been updated for ATSC by MM who will report back to the Sports Club meeting on 4th July 2024. Chairs would like to thank MM for work completed.

6. Behavioural Issues:

6.1. The CC is aware of reports of inappropriate behaviour at the Club involving a number of members. To address this the CC will:

6.1.1. **Review the policy for the Code of Conduct & Behaviour**

6.1.2. **Place appropriate posters within the pavilion, squash area and entrance to tennis courts.**

6.1.3. **Include in the next Newsletter/s.**

7. Staff Contracts:

7.1. Staff contracts need formalising and, where appropriate, include holiday pay. **SD to review and action.**

8. Squash AGM:

8.1. The Squash AGM is to be held on 29th August 2024 in the Clubhouse

9. ATSC Progress Update:

Over the past five months with the three sections now having financial independence over the use of their respective funds progress has been made, including repairs and refurbishment to the changing rooms, replacement of water heaters, repairs to squash court rooves and renewal of the hard tennis courts (8,9,10).

10.

In recent months the three section chairs' have reflected on the governance of ALT&SRC. The desire for independence of financial decision making by each section is now being achieved, whilst at the same time operating and reporting as one club, Aylesbury Tennis

and Squash Rackets Club. This offers continuity including the ability to share resources and common policies as appropriate, and benefits from the economies of scale. At the same time, we believe this offers a more agile, responsive and leaner organisation, with the operation and management of sections devolved to their respective committees.

11. Meetings of the Chairmen's Committee:

- 11.1. It was agreed that the CC meet at least quarterly.
- 11.2. Date of next meeting to be confirmed.

Meeting closed at 9:15pm.