

**Aylesbury Squash Club Committee  
Meeting Minutes**

**Meeting Number:** 3 of 6 in 2024

**Date:** Meeting scheduled for Thursday 13<sup>th</sup> June but due to low attendance, all updates were submitted to the secretary as a replacement for an in-person meeting.

**Attendees:** N/A

**MINUTES**

**Updates**

---

**1. Chair - Oliver Field:**

- Finances (Chair Perspective) – Reviewed split costs and made some adjustments to make it more apportioned to the use of each section and number of members. Squash does incur more costs due to use of gas, water, walkways, higher membership (more wear and tear). Squash and Tennis also take on more of some of the shared costs to support the Bar/Pavilion. Due to the flow of funding going to each sport section, the default position will be no factoring for any longer-term larger maintenance of shared assets/upgrades like toilets, roof or anything else, as the pavilion can only just cover costs. The three sections will need to agree a strategy to address this, however this will be a challenge as they will likely prioritise courts/maintenance and upgrades directly relating to playing the sport. Squash is forecasting a healthy profit and as Chair I would recommend squash work together with the Bar/Pavilion to fund shared initiatives even if tennis decide against contributing e.g. upgrades of roof and changing rooms as this impacts us the most. I now have access to the bank account. I would like to thank Darren for all his work on finances. I published the latest finances in a new tab on the committee page on the website and will share in the next Chairman email.
- School Squash – Saffron and myself attended Buckingham Park School to promote squash in June. The event went well and all classes seemed to enjoy the session. There was a significant number of children that were already aware of the sport, which is excellent news.
- Junior Squash – We are now in the last 6 weeks before the summer term, we will have some awards and a competition at the end of the term. Groups change each term with new joiners/leavers and we are still at maximum capacity with excellent coach and volunteer support.
- Website - I uploaded the last 3 Committee meeting minutes into the website, and added the new finance tab.
- Court Maintenance – I was concerned we need to complete this before Winter, so I contacted Melior to introduce myself, they are no longer in business and suggested we contact CASolutions for new quotes (outstanding) or another provider. Need to check with DE around this and any progress from his side with any other supplier. We may need a group/team of people to drive this forward.
- Sports Club – I (Squash Chair) provided membership/strategy update around the club:-
- Close to maximum membership for the number of courts unless we can target certain demographic/ages who can play at non-peak times.
- Challenge around the Nursery and planning for a new court and other sports using much larger space for less members, limiting squash growth.
- Highlighted significant future costs on renovation of the pavilion in terms of roof replacement, changing rooms, heating system, plus a historical unknown tax liability. Darren provided some forecast spreadsheets for the Sport Club (Thanks Darren). The Sports Club are looking to get more funding from sports (Tennis/Squash) to pay for repairs and maintenance. They, as other sections do, have the same issue of reliance of volunteers to get things done. We are still waiting for invoice from Sports Club to make payment but it is proving a challenge to get a response even after chasing.
- In the Sport Club meeting Hockey offered for a join yearly celebration/awards evening at the club, they do one June/July each year and did this year elsewhere, marquee could be used by Squash/Racket on Fri/Sat and therefor the £2500k (for 3/4 days) shared, 1k per day or 750k for one of 3 days. This will need Committee members to step forward to support if we would like to work with them.
- Health and Safety (Sport Club) – Sport Club have asked for a volunteer from each sports section to own any risk associated with their area. Squash will need a volunteer either from the Committee or another member to pull out and address any squash risks. Copy here:-
- <https://drive.google.com/drive/folders/1uN23qTO5DvSnglhYPpcf6oQpwj7Guqol?usp=sharing>
- AGM – Suggest date would be on Thursday 29th August (7pm) this would need support from other Committee members to prepare. I would suggest electing of roles and update on

finance, courts and other Committee members plus a Q&A. Unless any objection by 13th June communication to confirm will be sent out via the Chairman's update.

- Regarding Chair position post AGM, I am still working through if I would be able to balance being in the chair role with other personal commitment (work, family, house) and other squash commitments (Junior, coaching and playing). Things have settled since the initial events which is good and I have been able to support the club with things I believe benefit members and progress is being made (changing rooms, boiler, court light issue, photo, junior squash, linking up with other clubs).
- Safeguarding – I am in contact with two people around training for this role. I will update once any new positions are confirmed.
- New Court Committee - Unless any objection by 13th June to the suggestion by a member, I will ask for volunteers in the next Chairman's update. Of the members I have spoken to about a new court, there have been mixed opinions. I believe we should plan for the future and do an assessment/cost benefit analysis (via the new Committee) and put investment proposal to members to vote:- it may be the case of new court of investing other areas.
- Repairs / Maintenance (Action from last meeting) – As per action, I raised this with (Simon) (Pavilion/Bar) and Maxine . Feedback given around some squash/squash shared areas that we would like decorating. It was agreed to start with the water tank repair, then decorating changing rooms. Further work will be decided after first set of repairs/decoration done and subject to review of costs incurred and budget.
- Mailchimp (Action from last meeting) – worked with Dan so he could get access and now send emails.
- Other Items – We have put pictures up on blank board of the Club Championship Winners, supported exhibition (emails to be sent, vote and junior coaching with Pro's).
- Court Lights Issue – Simon & I have been looking into this, we have put in place some monitoring of the internet and connections to the court light switcher, since then the issue has gone away. It could be the monitoring is keeping "it awake" or just chance. We have left monitoring on, this will help with future diagnosis if there are any further issues.
- Ladies Competition – I have spoken to those involved and explained there are two very different and passionate views around what constitutes a good tournament for members. As it stands, there are lots of views being given, no one has offered to step up and run a 2024 tournament to either find a happy medium or run it and accept the flack. I have spoken to other clubs and they also have a similar issues due to the low female membership and huge gap between ability.
- Committee Values – Thanks for upholding these, hopefully being on the Committee has been more manageable and you are able to enjoy the sport.
- Club Split
- I have been working with Pavilion, Tennis Chair and our Treasurer to move things forward, as we get into detailed discussions it flushes out benefits and challenges. It has been a learning curve. Income from members now goes directly into three accounts, Tennis, Squash and the Bar/Pavilion, with the Bar/Pavilion taking on responsibility for shared elements. Squash/Tennis transfers an amount to the Bar/Pavilion to cover "running costs" on a day-to-day basis and careful calculations have been done to ensure it is fair. The challenge is that the Bar/Pavilion has potentially large amount of future costs for repairs and upgrades, but not the same ability to generate income/reserve income as Tennis & Squash.
- My personal reservations on progressing further (complete split of all 3 sections) is there will be no reason to work together or communicate and we will not be able to prevent shared assets from declining, based on the finances/forecasts the Bar/Pavilion will be put in a difficult situation to even survive. Other complications are there will also be a loss of ability to claim some VAT, which will be affordable but add to the overall pressures on all three areas, Tennis have also voted at their AGM to not continue the split further.
- As of now, Tennis, Squash and the Bar/Pavilion are still jointly responsible/accountable for maintaining shared assets but have direct access to income to invest in their sport. I believe the best (and only viable) use of my energy/time is to consolidate the current situation and put energy into improvements/maintenance of the Bar/Pavilion & Squash courts (with or without Tennis investment). I am happy to see Tennis now able to re-surface courts and improve lights, if membership increases it is beneficial for all. I will send an update out in the next chairman's update on this.

## 2. Secretary - James Saker:

- Organized the Squash Open, Squash Ladies and Racketball Leagues each month. Recent
  - Squash Open: 90 participants in June (-2 vs. May)
  - Squash Ladies: 18 participants in June (+1 vs. May)
  - Racketball: 36 participants in June (no variance vs. May)

- Authored the minutes for the CTE meeting on 25<sup>th</sup> April, and passed the document over to Aidan to be published.
- Working with DF to become a signature for the Barclays squash bank account – currently blocked due to registration process. DF to pickup with Barclays.

### 3. Treasurer - Darren Franklin:

- The Q4 and Annual Accounts for 2023, together with commentaries are now published to the website, and this will be flagged on the next Chairman's update.
- The Q1 VAT return has now been submitted and resulted in a refund of £3k – due to a yearend reconciliation we have to do for the partial exemption calculations, and the reduced income from the Bar (lower output VAT to pay over).
- The Q1 Squash Accounts are drafted and just awaiting the charging of the agreed share of costs (covering utilities, cleaning etc), which should be this week. Squash will show a healthy profit. I've also drafted the Bar Accounts which are in the same state of progress. I've also had to draft the Tennis Accounts, and for which I'm still chasing information.
- Oli's update explains the approach taken and logic in agreeing the relative burdens of shared costs between the sections so I won't repeat them here.
- I've started work on the Corporation Tax calculation for 2023, just waiting for information from Simon D. We have until September to submit an assessment for last year, that gives us time to produce an initial calculation, and have it reviewed by an external accountant who might be more aware of the allowances we can claim.

| INCOME                   | GROSS           | VAT           | NET             |
|--------------------------|-----------------|---------------|-----------------|
| Adult tickets (92 x £25) | 2,300.00        | 383.33        | 1,916.67        |
| Junior tickets (5x£10)   | 50.00           |               | 50.00           |
| Raffle                   | 410.00          |               | 410.00          |
| T-Shirts                 | 80.00           | 13.33         | 66.67           |
| Sponsorship              | 1,080.00        | 180.00        | 900.00          |
| Food                     | 305.00          | 50.83         | 254.17          |
| Bar Takings              | 1,500.00        | 250.00        | 1,250.00        |
|                          | <b>5,725.00</b> | <b>877.50</b> | <b>4,847.50</b> |

| COSTS           |                 |               |                 |
|-----------------|-----------------|---------------|-----------------|
| Appearance      | 3,750.00        |               | 3,750.00        |
| Shirts          | 288.95          |               | 288.95          |
| Dave Berry      | 100.00          |               | 100.00          |
| Bar Stock (50%) | 750.00          | 125.00        | 625.00          |
|                 | <b>4,888.95</b> | <b>125.00</b> | <b>4,763.95</b> |

| SURPLUS |               |               |              |
|---------|---------------|---------------|--------------|
|         | <b>836.05</b> | <b>752.50</b> | <b>83.55</b> |

- The exhibition looks like it covered its costs for the first time ever, so well done to all who were involved in organising.
- I'm intending to stand down as Treasurer after producing the Q2 Accounts or at the AGM, whichever is sooner. I'll still work on the Corporation Tax to avoid loading that onto someone new but need to hand day to day tasks, VAT Returns and producing the accounts over, so can we please start canvassing for a replacement?

### 4. Events - David Tattam:

- Quiz 11 May - There were 9 teams entered for the quiz night on 11th May (50 people). It was a successful event with great feedback was received on the night and after from those that entered. The event is run as a social event and breaks even, and the bar should get a reasonable night. However, only the bar team entered in response to the email/whatsapp/posters; the other teams were personal invites from Dave and Alex (plus Maxine). 3 of the teams were non-club, 1 from tennis and 5 from squash. The preparation and organisation of the quiz is significant, and the level of interest is not sufficient to make future quizzes viable.
- Exhibition Event 31 May - Tom Phipps pulled together a team from the club and organised a fantastic event with Mohamed El Shorbagy and Mazen Hesham. The event included junior coaching, matches with Ciaran and Tom (as club champ), food from Dave Berry a very generous raffle and sponsorship from various organisations via members. The event made a small profit (to be confirmed). Many thanks to all involved in organising (Tom, Oli, Dan, Darren, Simon D, Simon T, David T, Aidan plus many more!).
- Upcoming Events - A wooden racket event is pencilled in for August (Aidan) – a date needs to be set and advertising / planning needs to start shortly.

### 5. Club Captain - Daniel Robinson:

- Organised the shirts for the exhibition
- Organising group coaching for the teams
- Also trying to work with Simon D on getting a squash shop going but having issues contacting Dunlop at the moment.
- Preparing for the upcoming season, just looking at the possibilities for the schedule and teams and working with Julia on playing some matches especially women's at Rivets.

**6. Club Captain - Julia Foster:**

- I am discussing the possibility of playing some of our team matches at Rivets with Dan and Ollie. This could free up court capacity for the 3rd ladies team, and possibly a men's 5th. I met with Nick Clifford and Nigel Stratton; the Rivetts Squash chair and sec. They are discussing with the bar/ social club and considering potential charges for discussion. This would benefit both clubs as Rivets have low membership/ court usage. They have suggested £5 per player, £40 total for ladies (4 in a team) and £50 for mens teams. If all teams played once or twice at Rivets each year, this would free up our courts for our members league matches and enable our club to grow in preparation for our new court.

**No updates from:**

7. Events - Aidan Turnbull
8. Sponsorship/ Racketball - Dave Evans
9. Club Admin - Maxine Major - N/A