

AYLESBURY TENNIS & SQUASH RACKETS CLUB

Minutes of Chairmen's Committee Meeting Tuesday 2nd October 2024 at 8pm held at the Club

Present: Simon Dennis (Bar), Oliver Field (Squash), David Wright (Tennis), Darren Franklin (Treasurer), Ashley Bailey (Tennis Treasurer), Ken Shaw (Acting Secretary)

1. Actions/Matters Arising:

- 1.1. Forwarding of Accounting info to DF within 14 days after each quarter end to DF. **All Carried forward**
- 1.2. Payroll management for Sports Club **Carried Forward**
- 1.3. Each section to manage their own accounts. **Carried forward**
- 1.4. MM's offer to assist sections with bookkeeping **Carried forward**
 - 1.4.1. Cost of additional MM admin support for accounts. **Carried forward**
 - 1.4.2. Clarification of how accounts are produced. **Complete**
- 1.5. Section account balances. No action
- 1.6. Squash saving account opened. **Complete**
- 1.7. Signatories for bank accounts:
 - 1.7.1. Tennis. **Complete**
 - 1.7.2. Squash. **Carried forward**
 - 1.7.3. Bar. **Carried forward**
 - 1.7.4. *Old" ATL&SRC bank account. **Carried forward**
- 1.8. Tennis courts (8,9,10) refurbishment. **Complete**
- 1.9. Squash court maintenance, including water ingress from the French drain. **Complete**
- 1.10. Behavioural issues reported earlier in the year have been addressed with an appropriate light touch. The group feels that behaviours have improved and there are no further instances.

2. Pavilion Maintenance and Projects:

- 2.1. Quotes coming into SD for upgrading of showers and toilets. Estimates are around £25,000 to £30,000. A plan of how this will be funded is required by the sections is needed:
 - 2.1.1. For the toilets it is assumed that it will be an equal cost split.
 - 2.1.2. For the showers **OF to ask MM, if possible, to measure the usage of showers by the squash and the tennis sections.**
- 2.2. Possibly asbestos in roof structures (Pavilion and Squash); the need for a survey to be considered for longer term cost planning.

3. Insurance:

- 3.1. Risk assessments. **OF to check criteria with ST**
- 3.2. To be reinstated and completed six monthly and lodge records with MM. **All to action**

4. Training:

- 4.1. Need to set up training to cover First Aid, Fire Safety, GDPR. Online platforms can be used except for Fire Fighting which needs to be onsite training.

- 4.2. Each section to identify who needs what training and advise SD. **All to action**
- 5. GDPR:**
- 5.1. Leads for each section: Squash - Keith Cottington, Tennis – Ben Oligobo.
- 5.2. Recommendations for Club GDPR policy coming from KC. **OF to follow up**
- 5.3. Lock for office file cabinet required. **SD to action**
- 6. Admin Support:**
- 6.1. Need for cover when MM is not around (holidays etc.).
- 6.1.1. **SD to update the admin job task list and identify where cover is required.**
- 6.1.2. **All to identify who in their section provides the cover.**
- 6.1.3. **SD to address need for formal employment contract.**
- 7. Staff Contracts:**
- 7.1. A draft format for Staff Contracts has been circulated by SD for comment. **All provide feedback to SD.**
- 8. Health & Safety:**
- 8.1. All sections completed the Sports Club info request for the annual review. **Complete**
- 8.2. **Training for, Manual lifting, Use of ladders, First Aid to be updated by each section SD, OF, DW**
- 8.3. **Ensure H&S assessments are regularly updated and logged with MM SD, OF, DW**
- 9. Hockey Assessment:**
- 9.1. Payment of the Hockey assessment by ATSC is under review given lower bar profitability. **SD to approach the issue with Phill Collins.**
- 10. Social Membership:**
- 10.1. SD's plan to offer social memberships to increase bar turnover was agreed with an initial limit of 50 memberships at £50 pa each. **SD to promote the offer.**
- 10.2. **Check the status for social membership for tax purposes. DF**
- 10.3. Use of bar and pavilion facilities by other groups Runners now and potentially Cricket also discussed.
- 10.4. Bar pricing for members and non-members (includes social members, hockey, cricket, runners etc.). **Create matrix of who pays which price. OF/DF**
- 11. Accounts:**
- 11.1. Currently £80,000 in the ATSC bank account, with a potential corporation tax liability of £30,000. It was agreed to retain a minimum of £50,000 in this account, which will be reviewed once the tax position is settled. **Action DF**
- 11.2. The bar bank account currently holds £45,000.
- 11.3. Cost allocations (DF spreadsheet) to be reviewed post Q4. **DF to bring forward a proposal to the CC early Q1 2025.**
- 11.4. Tennis court refurbishment costs (courts 8,9,10) to be moved from the Balance Sheet to Reserves. **Action. DF**
- 12. Meetings of the Chairmen's Committee:**

- 12.1. It was agreed that the CC meet at least quarterly to coincide with the ATSC accounting periods.
- 12.2. Date of next meeting to be confirmed.

Meeting closed at 9:30pm.