

Aylesbury Squash Club

Minutes of Committee Meeting Thursday 10th October 2024, 7pm Aylesbury Squash and Tennis Club.

Attendees

Oliver Field	Chair	OF
Elaine Sidhu	Secretary	ES
Darren Franklin	Treasurer	DF
David Evans	Racketball/Sponsorship	DE
Juia Foster	Ladies Squash	JF
Daniel Robinson	Team events	DR
Keith Cotterden	Data Protection Officer	KC

Ref	Item	Action
1.	<p>Welcome OF thanked all for attending and ran through the agenda. All were asked to send any updates to Elaine. Secretary and Data protection officer were formally welcomed. Keith and Elaine introduced themselves and explained a bit about how they are involved in squash</p>	
2.	<p>Apologies Davvid Tattam Maxine Major</p> <p>Absent Aiden Turnball</p> <p>Declaration of interests (in the agenda) No declarations of interest were made</p>	
3.	<p>Approve Minutes of Last Meetings Minutes were approved and signed by Chair</p>	
4.	<p>GDPR GDPR – Keith updated on what he had observed so far. He was starting from a blank canvas and had spoken to everyone that he needed to apart from Simon re MMM and access to all areas, the impact and the link to pavilion and bar – mainly around the card machine. KC has completed all polices and now needs to enforce them and ensure the committee know about them. Will put them in one note. Need to put links to privacy notice on website. ACTION: KC</p> <p>KC has completed an assessment of the website, Taking patch control of laptop and now windows 11. Will flag if there is an issue.</p> <p>Need more than one user account. Propose one for bar staff plus Max has her own e mail and this needs protecting. Must get lockable cabinet in office for paperwork. Issue with lots of</p>	KC

	<p>paperwork in store cupboard. Must review this as it needs to be shredded and then what's left can be put in a lockable cupboard as well as Maxines notebook.</p> <p>OF asked if we could destroy at risk - only seek out lifetime members and then sign off risk. All present agreed with this.</p> <p>Good idea to have the bar key in a lockable key box. OF will take these suggestions to the next chairs meeting.</p> <p>ACTION: OF</p> <p>Other suggestion is a key entry system</p> <p>Need to review MMM contract and look at audit trail, admin account, retention and deletion of information. KC has written a data retention policy and the stand out points are; Financial info kept for 7 years anything older – must be destroyed. This is a legal requirement. The only exception is if there is public interest e.g. an investigation. Membership data – should be duration of membership and then 3 years after. Some of our paperwork goes back to 1990's Records should be held for:</p> <ul style="list-style-type: none"> • Events = event date plus 2 years • Health and Safety = 3 years after event • Safeguarding records = indefinitely. Should scan these • Staff and volunteer – duration of employment plus 6 years • E mail routine communication - 12 months <p>Keith will need to be made aware of any data breach.</p> <p>OF – asked if there was anything KC needed in order to carry on KC confirmed there was not at the moment</p> <p>CCTV – Keith will look at this and also the live feed for court 1</p> <p>DE – We pay MMM a lot of money but we have 2 members who are executives of the company so should we ask them to help instead? OF did not agree we spend that much for what we get and that we would need to look at contract and see what support is provided officially if expecting it. OF advised we need to be aware that some volunteers work for MMM, so we need to understand if any request is within official support or if we are asking them as volunteer to help the club. KC confirmed he will review the content of the data protection from the company.</p> <p>ACTION: KC</p>	<p>OF</p> <p>KC</p>
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<p>5.</p>	<p>Conflict of interest and Declarations Elaine explained the need to fill in this information as a requirement for being on the committee. This has been sent out via whats app following the meeting and everyone is asked to read it and confirm to the secretary that it has been read and if anything needs to be noted. If anything applies to committee members, then please inform the secretary on the secretary email. All information will be confidential between the secretary and Chair ACTION: ALL</p>	<p>ALL</p>
<p>6.</p>	<p>Chairs Update Please see attached document</p>	
<p>7.</p>	<p>Committee and roles: The list of roles listed in the agenda were suggestions of roles that need to be held as part of the club. OF and ES agreed to continue as Chair and secretary respectively. DF agreed to continue as treasurer for now but will be assisted by Isobella</p> <p>Finance DF explained that for the first time the club as a whole is now paying cooperation tax. May spark HMRC interest in former years. DF was thanked for getting the return completed</p> <p>Isabella offered to pick up some finance work to help DF</p> <p>Now need volunteers to take on other roles:-</p> <ul style="list-style-type: none"> • Social Media and Marketing • Risk Officer (inc H&S) • Sponsorship Coordinator • Volunteer Coordinator <p>Julia to talk to OF about new court costs. JF to go away and collate info in a document and send to OF ACTION: JF</p> <p>Risk officer – Committee members asked who could take on this role ACTION: ES to find template for risks OF to share the club Hands</p>	<p>JF</p> <p>ES OF</p>
<p>8.</p>	<p>Events No update available for meeting</p>	
<p>9.</p>	<p>Team Squash 4th men's team dropped out due to not getting enough players for first/second team.</p>	

	<p>Ladies - 3 teams in league. Issue with coaching on a Monday as numbers down when third team play but in general numbers are down regardless and the session is running at a loss.</p> <p>Poster will go out on social media</p> <p>Will canvass people as to why numbers are down on a Monday Julia to ask members why they are not attending a Monday session ACTOIN:JF</p>	JF
10.	<p>Ladies Squash The club now has three teams playing in the Bucks Women's Leagues, one in each division. The 1st team are playing for the first time in the 1st division and have played 3 matches, and won 2. The 2nd team have played 4 matches, won 3, and the 3rd team have played 3 matches and won one. Each of the ladies teams will be trialling playing one home match at Rivetts Squash Club this season to relieve pressure on courts at peak times. Ladies coaching is continuing on Monday evenings.</p>	
11.	<p>Volunteers Volunteers board – To put up our volunteers and a bit about themselves so everyone knows who they are. Should acknowledge them and thank them</p>	
12.	<p>AOB Costs of shower replacement OF suggested we see how much tennis use showers and then split the cost according to use e.g. 60/40. However DE says, as a point of principle the facility is there for their use and if they don't use it, then that's their choice and they should pay 50/50. This could be a slippery slope and then they may start saying they don't use the bar, the TV as much etc</p> <p>DE asked about the constitution and what that says about pavilion costs. It was acknowledged we need a new one and it would be difficult for tennis to sign up or get agreed.</p> <p>OF mentioned that we should get some prints of players made up and put on the wall. He will send out a list. OF to send out list of possible people for prints. ACTOIN : OF OF asked all to send suggestions in re recommendations for prints ACTOIN: All DE will contact Brian re winners board and checking of spelling ACTION:DE</p> <p>DF left 8pm DE and KC left 8.20</p>	<p>OF ALL DE</p>

	<p>New members - Do not have numbers for new members but court bookings are down. Committee will monitor courts over the next few months and decide if action to be taken. Court maintenance is due which will impact bookings.</p> <p>Discussed men's coaching. Is this something we should do ? JF to speak to a potential coach and investigate if this is feasible ACTION:JF</p> <p>DE suggested that if it rains, everyone keep an eye on the drains due to recent flooding. OF suggested photos as well. DE offered to keep gully clear. ACTION :DE</p>	<p>JF</p> <p>DE</p>
<p>13.</p>	<p>Dates and Time Next Meeting January 9th, April 10th, July 10th</p>	