

## **AYLESBURY TENNIS & SQUASH RACKETS CLUB**

### **Minutes of Chairmen's Committee Meeting**

**Wednesday 5 February 2025 at 7pm held at the Club**

#### **Attendees:**

- **Oliver Field – Squash Chair**
- **David Wright – Tennis Chair**
- **Simon Dennis – Bar Chair**
- **Darren Franklin – Treasurer**
- **Ashley Bailey – Tennis Treasurer**
- **Gordon Chesterman (Minutes)**

#### **Overview**

The meeting discussed the financial and operational status of the club as a whole. The chairman's group discussed:-

- Tennis has £25,000 in accounts, with £4,500 monthly payments and £15,000 expected from renewals.
- Squash has £40,000-45000 in accounts with some expected outlay around courts and other projects.
- The tennis club has 170 adults and 180 junior members.
- The bar is stable, with £50,000 in the bank and increased function bookings.
- Maintenance issues include leaking showers and the need for disabled facilities.
- The clubhouse has £70,000 in reserves for future repairs.
- The club also needs to review and update various contracts, including cleaning and utilities.
- The meeting discussed the management of various contracts, including utility contracts with Full Power Utility Broker and Total Energy, and electric contracts with Positive Energy.
- The chairman's group discussed obtaining contact information and password resets to manage these contracts.
- The chairman's group discussed adjusting the previous constitution and the need for a committee consisting of critical members and separate bar section. They agreed to continue working on the basis of the existing constitution until further formalisation.
- The Club's engagement regarding corporation tax arrears recognised by HMRC was also noted and deadline advanced.
- The chairman's group noted an increase in function bookings, with more functions booked this year compared to last year
- Bar's financial status was discussed noting it is not making a profit and having to be supported by Tennis/Squash.
- The chairman's group the challenges of managing costs, including the minimum wage increase and the need for better marketing.

- Employee contracts and needing to finalise these after feedback, noting that the current one was more suited to part time bar staff and some elements not appropriate for Administrative full time role.
- Development around the ladies' changing room to address multiple issues in other areas. It was noted low utilization of ladies changing rooms, and the usage difference between Tennis and Squash
- It was suggested joint investment in the ladies' changing room to address toilet facilities.
- Significant repairs are needed in the men's changing room, including redoing the showers, however Tennis/Squash will need to agree how this would be funded.
- It was noted regarding the possibility of using the men's changing room space for the ladies' changing room improvements.
- Delayed lighting projects and when progress was expected, which is now end of February.
- Both sections now using an App to formally log/track all Health & Safety issues.
- Re-charge spreadsheet and it needing to be updated and slightly more
- Fire & Safety (+ other ) training for staff to be chased up with deadline
- Tennis and Squash agreed not to pay paying Hockey's yearly fees as felt this was unfair to other members
- Obtain quotes regarding Padel courts and time was needed for a feasibility report. Sports club to be brought into this conversation.
- £2.7k was paid to HMRC regarding Corporation Tax for 2023. The 2024 needs to be completed by Sept 2025

### **Action Items**

1. Review employee contracts for Administration/Bar roles and make necessary adjustments - SD
2. Gather data on past and upcoming functions to analyse the bar's financial performance - DF
3. Follow up with the plumber and flooring contractor to get updated quotes for improving the ladies and men's changing rooms - SD
4. Investigate whether the club has an existing asbestos survey and, if not, get one done. - SD
5. Explore potential grants or funding options for facility improvements, including disability access. -All
6. Initiate conversations with the Sports Club about the possibility of adding paddle courts. -SD
7. Investigate next steps for Architectural survey for options around Changing rooms and toilets. -All
8. Update the re-charge spreadsheet base on up to date process/figures. -DF
9. Fire & Safety (+ other ) training for staff to be chased up with deadline. - SD