

Aylesbury Squash Club

Committee Meeting Minutes Wednesday 8th October 2025, 7pm Aylesbury Squash and Tennis Club.

Agenda

Attendees		
Oliver Field	Chair	OF
Elaine Sidhu	Secretary	ES
Bop Mistry (until 8pm)	Treasurer	BM
Maxine Major	Administrator	MM
David Tattam	Events	DT
Alexandra Tattam	Social Media	AT
Juia Foster	Ladies Squash	JF
Catherine Forward	Safeguarding	CF
Keith Cottenden	Data Protection Officer	KC

Item	Item	Action
1. 1	<p>Welcome OF gave thanks to all for attending and staying on the committee. He stated the club is in a good place from an outsider looking in perspective Thanks were given to Alex for all the promoting of the club through social media</p>	
2.	<p>Apologies Daniel Robinson Declaration of interests (in the agenda) Ollie undertakes paid coaching, Julia is on Rivetts Squash club committee. Max is in a paid role at the club</p>	
3.	<p>Approve Minutes of Last Meetings All approved</p>	
4.	<p>Actions arising from last meeting See below</p>	
5.	<p>General Club Update to include, membership, ladies, teams, events</p> <p>Chairs update : Oliver Field Progress over the last month has been very positive, with several key developments and improvements across the club.</p> <p>Events and Communications Dan DeSousa has joined as a new events volunteer. Dan is working alongside the existing events team to develop a schedule and help deliver some new events for members. Regular newsletters have continued to be sent out and are also published on the club website. In addition, all historical committee minutes and notes, along with selected documents from the Sports Club, have now been uploaded online to ensure transparency and easy access for members.</p> <p>Alexandra has done an excellent job managing the club's social media and communications across Instagram, Facebook, WhatsApp, and other channels. Her</p>	

updates and creative posts have helped keep members informed, celebrate achievements, and promote events — greatly improving engagement across the club community.

Facilities and Maintenance

With **Maxine's** support, the **Court 1 flue pipe leak** has now been fully resolved, and we're pleased to report no further issues.

Oliver has cleared the **gutter along Courts 1 and 2**, as we've not yet been able to secure a contractor for a permanent drainage solution. Around half a bin of soil was removed from the French drain, improving water flow and reducing the risk of seepage into the courts. This should hold for the winter, but ideally, we should implement a permanent fix within the next six months.

The **court clocks** were repaired by MMM but stopped working after a day. Several troubleshooting steps were attempted, including resets, network changes, and configuration adjustments. Oliver has since developed a **new local version of the clock display software** using AI-assisted development tools. This version requires minimal network traffic and has successfully kept all four court clocks running for over a week.

Club Shop and Insurance

The **Dunlop shop** is now set up and looking great – thanks to **Maxine, Dan,** and **Simon** for their efforts in organising and displaying stock/prices.

The **Sports Club** has now completed its insurance renewal for the year, with all requested squash documentation provided. It's positive news that the **Sports Company will continue to fund this.**

Junior Squash

Junior squash continues to thrive, with several new members joining and a strong team of volunteers and coaches supporting sessions. Payments have now moved to **MMM**, and we will look to retire **Timo** once communication channels with parents are fully established.

Maxine continues to manage communication and payments.

Shared Facilities – Toilets and Changing Rooms

A number of meetings have taken place between **Squash, Tennis,** and the **Sports Club** to discuss shared facilities, including the changing rooms and toilets.

- The **toilets** will remain a fully shared responsibility between all three sections. The plan is to **upgrade the ladies' toilets** by adding a second cubicle as part of the first phase.
- Squash will need to **fully fund any additions to the squash changing rooms**, as usage by the bar and tennis sections does not justify shared investment.
- An initial quote to expand the **ladies' changing room** to include 3–4 showers was high, so we have requested a **revised quote** for two showers, which requires less structural work. The latest **steering group** has been asked to review and provide feedback.

Health and Safety

No significant **health and safety issues** have been reported. Routine assessments have been carried out regularly, though there are some **minor aesthetic repairs** that could benefit from volunteer help.

We will need to check what's required to **switch the heaters back on** for the winter, as this was previously managed by **Dave**.

Finance and Governance

Bob has now joined the committee as **Squash Treasurer**, completed a handover from **Isabella**, and gained access to the bank account. There is still some uncertainty across the overall **bar, squash, and tennis accounts** as the new Sports Club Treasurer is settling in and has yet to complete the first quarter of reporting. Bob is liaising with them to provide support as needed.

Committee Conduct and Communication

Concerns have been raised regarding how some ladies sub-committee communications have been handled. I have spoken to the individuals involved and provided direct feedback.

To support better collaboration, the committee will:

- Clarify **roles and responsibilities** for all members.
- Ensure those in specific roles can **communicate effectively** with the right stakeholders.
- All committee members are asked to **re-read the Committee Rules**, which outline expectations for respectful and constructive communication.

Ladies report: Julia Foster

In September Alex organised a successful coaching and fizz session for existing ladies, and a taster/ recruitment session in Women's Squash week.

Last season we were able to play three ladies teams; one in each division, but due to a few ladies stopping / reducing playing it was decided return to just 2 teams again, with no team in the 1st division. This season the second division team; 'Cedars' has won one match and lost one. The third division team; 'Rowans' has lost both their matches, but both were against Chesham 1874, who have strong teams.

The Buckinghamshire Leagues rules have been amended this year and now require all teams to submit a team list in ranking order prior to the start of the season, and to post all team lists on the wall of the club. I have compiled the list for our 5 teams and added it to the corridor wall.

The Wednesday Club morning sessions are continuing to bring in new recruits, although the numbers haven't increased substantially. Homemade biscuits continue to be an incentive to play.

Club Membership report: Maxine Major

The club has:

264 members at present of which

51 ladies

46 juniors

Court bookings are up so may need to advertise off peak booking. May be due to rackets club closing so more of them are coming here

Social Media & Communications: Alex Tattam

Summary of work completed

I have continued to share content on an almost daily basis including all the club's events, achievements and reminders, in addition to squash and racketball news, tournament results, pro news and coaching and training tips and advice. Over the last 3 months, follows on social media have continued to increase, along with views and interactions. Please follow and mention the club's social media accounts to fellow members ('Aylesbury Squash Club' on Facebook and Instagram).

The 'Meet the Committee' feature was well received, so thanks to all committee members for their input. Bio and photo needed from Bop please.

Admin access and 2 factor authentication has been set up.

Policies and information for new members regarding social media, is in progress. Website review and update to follow.

Posts shared

- Racketball Club Championships (inc Highlight)
- Racketball Team games
- Junior Squash
- Meet the Committee feature (3 parts)
- Racketball Clubnight's
- England Squash Membership inc SquashTV
- Women's Squash Week
- Safeguarding Survey
- Chairman's Cup
- Chairman's Newsletter
- Bucks Women's Afternoons
- PCSO Visit
- Dunlop Shop

Ladies Coaching

Summary of work completed

- Handover from IV completed
- Review of ladies coaching completed, including input from ladies
- Future planning and procedures now in place
- Integration with ladies county team games completed
- Ladies social event organised
- Ladies squash week organised – 3 new starters

Christmas social event to follow – 15th December

No complaints about this and the pragmatic approach. OF said to carry on

Events Update Oct 2025: David Tattam

The events rolling Calendar was set out with timings of events. A poster of the main events in the next few months has been advertised around the club.

Event	Dates	Status
Chairmans Cup	Oct - March	Commenced AT & DT
Quiz night	November 15 th	AT & DT Running
Club Championship (Squash)	April	2026 Event planned 17-19 Apr 2025 (AT/DT)
Club Championship (Racketball)	July	Completed 20 July 2025 (DDS) 2026 event planned 11-12 July 2026
Pink dot /Red dot / Wooden	Dec	28 Dec 2025 (SD)
Exhibition Match	One evening, dependant on availability	March 2026 (weekend to be confirmed) (TP)

	<p>There are four committee members for events David Tattam, Alexandra Tattam, Dan Robinson and Dan Desousa. Aidan Turnball has left the main committee and will support events as required. Dan Desousa has joined the events group and ran the successful Club Racketball championship. There are plans to run squash and racketball doubles events.</p> <p><u>Chairman's Cup</u> Chairmans cup started on 3rd Oct. Five teams are taking part. This year both "home" and "away" legs are being run so teams will play each other twice during the season. There will be three "double header" events planned where two pairs of teams play on one night. The final evening will also be in this format with a play off for 3rd and 4th. See schedule and teams posted on the events board.</p> <p>ES asked for league tables for this which was agreed</p> <p><u>Club Champs (Racketball)</u> Dan Desousa ran this event on w/e of 19th July 2025. This included a main draw, plate and a double round robin on Saturday afternoon. There were 15 entrants with 8 pairs in the doubles. Winner of the main event was Hugh, with Oliver taking the plate. The doubles event was won by Dan Desousa and James Saker.</p> <p><u>Racketball Clubnight</u> During August and September 2025 on Friday nights a free racketball club night was run organised by DT and advertised by AT. This was an opportunity for people to try racketball who had not previously. The uptake was good on the evenings with the best attendance being 12 people. Feedback was that people loved trying racketball and planned to carry on. From the event two new members joined the club.</p>	DT
6.	<p>Changing Room and Toilet Update</p> <p>Figures Men's changing room to cost £21k – no structural changes required, just tiling etc £9k to update toilets. Ladies £25k for changing room changes and Toilet £14k. Squash and tennis agreed to go ahead with ladies toilets. If ladies is successful men's will be done next subject to tennis agreeing to the cost split. If men toilets stall them Ladies changing room will be progressed next but this will be subject to a reduced quote for less structural work.</p>	
7.	<p>Data Protection Keith C</p> <p>Actions:</p> <ul style="list-style-type: none"> • ICO Registration C1792624 is complete. DD now set up Just awaiting certificate <p>Updates on Previous Recommendations:</p> <ul style="list-style-type: none"> • Secure destruction of paper records • Lockable cabinet in office for paperwork • Key safe (containing bar key) • Laptop: <ul style="list-style-type: none"> ○ 'Administrator' account for DPO ○ 'User' accounts for Maxine, Simon Dennis / Bar Staff ○ Remove Kodi ○ SmartPSS needs updating • ManageMyMatch: <ul style="list-style-type: none"> ○ Contract and data processing agreement ○ Simon T - M365 account - MMM spreadsheet for accounts purposes stored on Simon T's personal laptop and passed to Treasurer 	

	<ul style="list-style-type: none"> ○ Review audit trail (awaiting Simon T) ○ Review admin access (awaiting Simon T) ○ Retention & deletion process plus credits (awaiting Simon T) ○ Review DoorFlow access (awaiting Simon T) ● Oakpark – Contract & data processing agreement <p>To Do:</p> <ul style="list-style-type: none"> ● Meet with Sports Club regarding Cyber Security & Data Protection ● Link up with Tennis DPO (Ken Shaw) ● Review Data Protection Policy (include complaints process) ● Review Privacy Notice (include complaints process) ● Review Cookie Policy (including DUAA changes) ● Review Teamo decommission with OF once confirmed replacement ● ManageMyMatch DPIA (see above) ● Oakpark DPIA (see above) ● Router Configuration ● Review M365 accounts ● Website Security Review 	
8.	<p>Safeguarding</p> <p>PCSO came to club in September for a juniors morning bringing information and freebies. Tennis children and parents attending were also encouraged to head over to meet Izzy Fincher. The visit was a success and shared on social media by Alexandra.</p> <p>It was suggested/agreed that we would invite Izzy (PSCO) back to the ladies Xmas tournament evening and that Alexandra would pass details to CF to share regarding date/time etc.</p>	CF/AT
9.	<p>Health and Safety</p> <p>No significant issues. Between OF and MM – both see to any issues straight away</p>	
10.	<p>Finance</p> <p>Handover from IV completed</p> <p>The finances for Q3 2025 compared to Q2 2025...please note these are the preliminary numbers taken from MMM:-</p> <ul style="list-style-type: none"> ● Q3 Squash income £16,746 <ul style="list-style-type: none"> ○ Slightly down on Q2 2025 by -0.2% but considering this was over Summer that is pretty good 	
11.	<p>Clarification of Committee Roles & sub committees (such as events, ladies, junior squash, exhibition)</p> <p>The following agreed to stand again unless anyone else wanted the opportunity</p> <p>Chair – Ollie</p> <p>Treasurer - Bop</p> <p>Secretary - Elaine</p> <p>Junior squash group -MM and OF act as link. Discussed if Maybe Safron could be the link</p> <p>Events lead to be David</p>	

	<p>Chair noted there have been communication issues within the ladies section. There has been confusion on what the ladies roles and who is doing what due to historical changes to resolve issues.</p> <p>It was suggested the ladies section needs a fresh perspective and that Julia concentrate on the Ladies Bucks teams and Wednesday racketball only. A different ladies lead would do everything else.</p> <p>It was discussed if we need to have a mechanism to vote in the role and this may be used for other groups too. DPO advised the committee can decide on the minor roles, but major roles need to be on AGM. Committee agreed roles must be seconded by another committee member and votes in by majority.</p> <p>It was questioned if Dan as team lead should do both men and women's teams but it was felt ladies would benefit from a female lead. It was then suggested the Ladies lead does Bucks teams as well but working closely with Dan to ensure consistency across both mixed and ladies teams.</p> <p>Julia volunteered to stand down and it was agreed to have just one lead to avoid confusion. Alex was therefore voted in unanimously to be the Ladies lead.</p> <p>OF Will send out a list of roles and say who is interested</p> <p>JF will think about resigning from the committee</p>	<p>OF</p> <p>JF</p>
12.	<p>AGM – Format, Date and Agenda</p> <p>Agreed the agenda items need to be:- Updates on teams, new initiatives, general update, Then core roles of Chair, finance, secretary to be voted in.</p> <p>If someone is interested in one of the roles, it was suggested they shadow for 3-6 months to understand the role fully and what it involved or become a deputy</p> <p>Need to ratify the constitution also</p> <p>Keep safeguarding and DPO and membership secretary as core roles on the Committee</p> <p>Maybe have a sub group for e.g. juniors, player feedback. To discuss at AGM</p> <p>Date for AGM set as Wednesday 3rd December 2025 7pm</p> <p>To put up on noticeboards</p>	AT
13.	<p>AOB</p> <p>To send all section updates to secretary and rest of committee one week priori to meeting so people can pre read and therefore only questions or clarification will be required during the meeting.</p> <p>It was agreed to let each other know when people are going on holiday</p> <p>To have a committee curry night In January Wednesday 28th Jan Bucks Balti 7pm ES to book. Need to bring a bottle</p>	<p>All</p> <p>All</p> <p>ES</p>
14.	<p>Dates and Time Next Meeting</p> <p>14th January 2026 7pm</p>	

Actions form last meeting

Action		Update
All committee members asked to submit a photo and short bio on themselves and their committee responsibilities.	ALL	COMPLETED. Lots of views on social media
AT to liaise with OF and Mike Cartwright (MC) re the Website	AT/OF	Hasn't been started yet. Pushed back due to events. This will be something long term
Social Media data protection AT to ensure removal of previous admins.	AT	2 factor authentication completed. Some previous admin removal still ongoing
<p>Data Protection KC to liaise with Mike Cartwright re issues with WordPress.</p> <p>Secure destruction of paper records is needed. secure OF/KC to liaise with MM.</p> <p>A Key safe/lockbox system is needed for the bar key. OF to liaise with SD.</p> <p>No contracts or data processing agreements for MMM and Oak Park. KC to liaise with Simon Townsend</p> <p>Credits remaining on MMM after members have left (or departed) need to be dealt with. thereafter. OF to liaise with KC & MM</p> <p>KC to set up user accounts on the laptop. Admin accounts for DPO and SD and user accounts for MM and a 'bar staff' account.</p>	<p>KC</p> <p>OF/KC</p> <p>OF</p> <p>KC</p> <p>OF</p> <p>KC</p>	<p>Not yet made contact but links to website</p> <p>Conversations started. Need a supplier . Carry forward to next month OF/MM to discuss using an existing key box. Still ongoing for MMM. No contract MM to ask Oak for a copy of the contract in order to move forward</p> <p>Some removed but still ongoing. Issues with MM not being contacted if membership is stopped. Also fobs are not deactivated</p> <p>Spoke to Simon. Instead of individual accounts. – to have one bar staff account. KC will do this now as MM agreed this would be ok</p>
Send survey to members including a link to an online version.	CF	COMPLETED
Volunteer squash treasurer to be found amongst members. An advert will need to be sent out to members requesting a qualified accounts volunteer.	OF	COMPLETED
Advertise Chairmans Cup from September 2025	DT	COMPLETED
OF to meet with DT and AT over the summer to set event dates for the coming year.	OF	COMPLETED
Padel	SD	COMPLETED

SD will discuss the project with the Sports Club and will give an update at the next meeting.		
IV and AT will meet to arrange a handover re ladies coaching sessions.	AT	COMPLETED