

Aylesbury Tennis and Squash Club

Minutes

Chairs Committee

Wednesday 12th November 2025 7.30pm,

Attendees

Oliver Field	Squash Chair (Chair)	OF
David Wright	Tennis Chair	DW
Simon Dennis	Bar Chair	SD
Elaine Sidhu	Squash Secretary	ES
Ken Shaw	Tennis Secretary	KS
Bop Mistry	Squash Treasurer	BM
Alexandra Tattam	By invitation	AT

Ref	Item	Action
1.	Welcome OF welcomed all to the meeting	
2.	Apologies None received Not present – Darren Franklin, Keith Dale, Ashley Baily Declaration of interests (in the agenda) None declared	
3.	Approve Minutes of Last Meetings Minutes agreed	
4.	Actions arising from last meeting Some actions are still ongoing. See action sheet at the end of the minutes	All
5.	Structure and Roles moving forward OF – in regard to this committee, do we need a secretary to bring the committee together and do agenda etc and have time to help coordinate for the whole club including bar. DW – should we have a strategic plan – what will the club be like in 5 years and how do we get there. OF – agreed it was a good idea but no one has the time to do this	
6.	Finance report/Treasurer update Inc. discussion around ongoing concerns Significant concern with Keith ability to commit due to Darren having to pick up accounts last minute and no/limited engagement/communication. Bookkeeper and accountant needed. Bop to enquire if wife can do bookkeeping. Then need to journal entries and get vat workings from an accountant Then BM will need to speak to Darren Still want tennis and squash on SAGE	BM
7.	Bar/Pavillion Update including Ladies Toilet – AT	

	<p>No update on bar except to say that the last quarter showed just they were treading water re profit. Need to look at trying to market the bar, especially the function room, but need to do more. Alex has started doing some marketing on social media but SD stated we need to look at other avenues. Should look at using sponsorship on tennis courts as well as squash but need to find someone to take the lead on this.</p> <p>Maybe a couple of people are needed to form a bar group to help move things forward and look at what can be done. SD will take this forward.</p> <p>Sometimes there is no one in the bar area so paying staff just to sit behind the bar Discussion followe. Will see how the bar group goes.</p> <p>AT re changing room There is a fixed price but decorating was not included and there is also a need for a new hand dryer. Currently a couple of days behind schedule but this is still within the set time frame. Delay was caused by finding heating. Now boxed in but some will protrude, Plastering will be completed by the end of week, and painting will start next week so approx. £20k cost including tax £10k out of joint account and rest split/divided by 3 area.</p> <p>What should be next ? men’s toilet. Tennis not willing to do another project for 12 months/new financial year. Maybe to do floor only? As flooring company in and only cost £1k All agreed to do the floor in men’s toilet</p> <p>Squash and bar will have a conversation re changing room</p> <p>Promote getting someone to put together a business plan</p> <p>Alex will get the final cost for the men’s floor, pending no objection and within the estimates, we would proceed.</p> <p>Unclear who coordinating project at the due to pressured start. This caused issues. In future all those involved in any project will need to clarify and agree what everyone’s roles. This is especially important when volunteer and paid roles might overlap.</p>	<p>SD</p> <p>AT/DW</p> <p>OF</p>
<p>8.</p>	<p>Tennis Update Membership about same as last year as well as income Cut electric bill by 25% by using LED lights</p>	
<p>9.</p>	<p>Squash Update Bookings slightly down</p>	
<p>10.</p>	<p>Padel Update Meeting on 19th to introduce padel to members. Asked all to attend</p>	<p>All</p>

11.	Data Protection A lot of issues re what is stored on the computer, Do need to look at this at some stage . Have stored detail of credit card details etc . Need to start working on these.	
12.	Safeguarding Inc. Survey Results & Fire Exit (see appendix) Survey – fire exit door being open is an issue on survey. Problem for all as it is a security issue. Suggest to keep it closed and alarm it. Worried that tennis coaches will not like this. Communicate to members before we put alarms up. Need to put some signs up Tennis will contact James to tell coaches	DW
13.	Health and Safety Fire doors as discussed. No other issues noted.	
14.	AOB Should the chair be rotated?. Advert to be put out for secretary for these meetings Rule re accessible toilets – no one has said that we have to have one and expensive to do so not progressed at the moment.	ALL
15.	Dates and Time Next Meeting Proposed: Wednesday 11 th February 2026	OF

Actions form last meeting

No.	Action	Responsible	Status / Notes
1	Review and issue employee contracts for Administration and Bar roles	SD (Simon Dennis)	<i>Ongoing</i> – contracts updated but not yet distributed <i>Done but need to send out</i>
2	Gather and analyse bar financial performance data (past and upcoming functions)	DF (Darren Franklin)	<i>Completed</i> – included in tax returns; functions up; Q2 down on Q1
3	Follow up with plumber and flooring contractor for quotes to improve ladies' and men's changing rooms	SD	<i>Completed</i> – expecting new quote; if Tennis don't contribute, members lose access to changing room use <i>-Post meeting update - Completed</i>
4	Investigate if club has asbestos survey and obtain if not	SD	<i>Completed</i> – survey circulated; no high-risk items
5	Explore grants or funding options for facility improvements (incl. disability access)	Att / SD	<i>Completed</i> – SD liaising with LTA & HS2
6	Initiate discussions with Sports Club re: adding Padel courts	SD	<i>Completed</i> – on agenda; now progressing to planning & funding
7	Investigate next steps for architectural survey (changing rooms & toilets)	Att	<i>Completed</i>
8	Update re-charge spreadsheet with up-to-date figures	DF	<i>Completed</i>
9	Fire & Safety (and other) staff training to be completed by deadline	SD	<i>Ongoing</i> – staff without completion won't get shifts <i>Onfoing</i>
10	Meet cleaning company to discuss contract terms and possible reduction in hours	SD / OF	<i>New / Ongoing</i> <i>Not done yet but not worth it so cacnel</i>
11	Confirm JWT office space payment (£150/month) and review rate increase	DW/SD/DF	<i>Competed - Post meeting update - Completed - group recommended to tennis an RPI/CPI increase</i>
12	Investigate leaking roof on Squash Court 1 (Telnec guarantee)	OF	<i>Competed - Post meeting update - Completed</i>
13	Discuss health & safety responsibilities (avoid duplication, clarify roles)	SD	<i>New / Ongoing</i> – liaising with Simon T Ongoing

14	Explore Tennis contribution for changing room refurbishment	OF / DW	<i>New / Ongoing – fob analysis shows 70/30 split (Squash/Tennis)</i>
15	<i>Set up Keith Dale (new Treasurer) with payment authority & system access</i>	<i>SD</i>	<i>Cancel</i>
16	<i>Provide Bop and Keith access to Squash account</i>	OF (Oliver Field)	<i>Completed – Post meeting update – Completed</i>
17	Migrate finances to Sage system for all sections	All Treasurers	<i>New / Ongoing – plan for next financial year keep open</i>
18	<i>Ask Alex (Squash social media) to promote club</i>	<i>ES (Elaine Sidhu)</i>	<i>New / Ongoing completed</i>
19	Send Padel project quote to Tennis for contribution decision (£5–10k likely)	SD	<i>New / Ongoing</i>
20	Hold member evening to discuss Padel investment opportunities	SD	<i>Completed – Post meeting update – Completed</i>
21	Seek planning permission for Padel court construction	SD	<i>New / Planned underway</i>
22	<i>Confirm Tennis Data Protection Officer (likely Ken Shaw)</i>	<i>DW (David Wright)</i>	<i>New / Ongoing Done</i>
23	Joint member survey on safeguarding and wellbeing	Safeguarding Leads	<i>New / Planned - Post meeting update - Partially Completed</i>
24	<i>IV and BM to meet re: Squash Treasurer handover</i>	<i>IV (Isabella Vasilescu) / BM (Bop Mistry)</i>	<i>Completed – Post meeting update – Completed</i>

Appendix
Data Protection Items Raised in Squash committee

Data Protection		
Secure destruction of paper records is needed. secure OF/KC to liaise with MM.	OF/KC	Conversations started. Need a supplier. Carry forward to next month
A Key safe/lockbox system is needed for the bar key. OF to liaise with SD.	OF	OF/MM to discuss using an existing key box. Still ongoing for MMM. No contract MM to ask

<p>No contracts or data processing agreements for MMM and Oak Park. KC to liaise with Simon Townsend</p>	<p>KC</p>	<p>Oak for a copy of the contract in order to move forward</p>
<p>Credits remaining on MMM after members have left (or departed) need to be dealt with. thereafter. OF to liaise with KC & MM – inc Tennis balances</p>	<p>OF</p>	<p>Some removed but still ongoing. Issues with MM not being contacted if membership is stopped. Also fobs are not deactivated</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>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>

Changing room and toilet quotes (updated)



L BURNS PLUMBING & HEATING LIMITED
Dane House
26 Taylor Road
Aylesbury
Buckinghamshire, HP21 8DR
United Kingdom

VAT Number: 137911212
T: 07850 865536
E: lbph@btinternet.com

Barbara Aylesbury limited
United Kingdom

Quotation

Quote Number: 730
Quote Date: 7th Aug '25
Valid For: 30 Days
Account: BARB02
Quote Ref: Squash club

Qty	Description	Rate	Total
1	Men's changing	21,235.00	21,235.00
1	MENS TOILETS	9,366.00	9,366.00
1	WOMENS CHANGING ROOMS	17,914.00	17,914.00
1	WOMENS TOILET	14,746.00	14,746.00

Qty	Description	Rate	Total
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MENS CHANGING ROOMS

replace ceiling tiles with new leaving existing metal dividers
 Take off old showers and old tiles in showering area and re plaster and waterproof then tile and fit only 6 new showers
 Take out urinals and fit new partitions with 2 urinals with automatic flush
 Supply and fit new basin and new toilet

MENS TOILET

Take out old urinals and instal new partitions and new urinals with automatic flush
 Supply and fit new basin and toilet
 Tile new splash back on top of basin
 Replace ceiling tiles for new

WOMENS CHANGING ROOMS

Take out old showers and take off tiles and move showers to new positions and retile
 Fit new toilet and basin
 Fit new partitions and showers
 Make ceiling good when finished
 Tile new splash back on basin

WOMENS TOILETS

Take out old toilets and basins strip tiles off the walls and take down wall in w/c
 Have hole room plastered and replace ceiling tiles where needed
 Cut chases in floor to run new waste pipes
 First fix 2 new toilets and basin
 Supply and fit new partitions and sanatory wear
 Tile above basin for a splash back on top

This quote does not include any decorating
 Plastering is only to be done in shower areas not full rooms
 There will be drawings to follow to show you layouts

Total Net Amount: £63,261.00
 VAT @ 20%: £12,652.20
Quote Total: £75,913.20

<ul style="list-style-type: none"> - Playing a new player when no one is around can make you feel vulnerable as a female. 	
<ul style="list-style-type: none"> - First aid information and point of contact information - First aid box available if no one around - Off peak games – there can be no one around and no one in the bar. It would be difficult to get help in these circumstances. 	<p>g first aiders in club and newsletter. Maxine ordering zon.</p> <p>newsletter with photos of all box locations explaining how checked and topped up. Also n Tennis.</p>
<ul style="list-style-type: none"> - CCTV for courts and walkways - CCTV in corridors and courts - Panic button to police, better lighting outside. - Fire exits used as fire exits - Increase CCTV and lighting - Better lighting along the driveway to the carpark - 	<p>be unclear if we have CCTV or</p>
<ul style="list-style-type: none"> - Possible monitoring of children playing adults 	
<ul style="list-style-type: none"> - Promote safeguarding culture and encourage coaches to discuss/regular reminders to all that we have a role to play. 	
<ul style="list-style-type: none"> - Improve the mens changing rooms - Stop hanging the changing room key by the changing rooms - Lockers in the changing rooms - Not allowing juniors into changing rooms unsupervised. 	
<ul style="list-style-type: none"> - Reduce swearing in the clubhouse to make it more family friendly. - The only real issue is the bar when football is on the TV which brings with it poor language and LAD culture. Could be a bit intimidating to walk through. - The bar is the issue. Can be intimidating at times. 	<p>family and over 18 only in</p>
<ul style="list-style-type: none"> - + - Nothing (its good/keep doing what you are doing/it all works) - I feel safe as it is 	

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