

ATSC - Chairs Committee Meeting

Date: 19 February 2026 7:30pm

Location: Aylesbury Squash Club / Remote

1. Attendance & Administration

- **In Attendance:**
 - **Darren Franklin (DF)** – Finance
 - **Ashley Bailey (AB)** – Tennis Treasurer / Finance
 - **Simon Dennis (SD)** – Bar Chair / Joint Squash Chair
 - **Oliver Field (OF)** – Squash Chair / Joint Squash Chair
 - **Apologies:**
 - **Bob Mistry (BM)** – Finance/Bookkeeping (*Note: BM attended a preliminary update meeting last week with DF and OF*)
 - **David Wright (DW)** – Tennis Chair
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2. Finance & Systems Transition

- **Xero Migration:** The committee unanimously agreed to transition from Sage to **Xero**. This cloud-based "One Club" setup will automate VAT calculations and allow direct submissions, reducing manual data entry by linking bank accounts.
 - **Action: DF** to set up the Xero account, grant user access, and configure the Chart of Accounts and opening balances.
 - **Sage Decommissioning:** The 2025 financial year must be reconciled and closed before the legacy system is shut down.
 - **Action: DF, BM, and AB** to collaborate to finalize the 2025 Sage close-down.
 - **Q4 Performance:**
 - **Tennis & Squash:** Reported a combined **£20,000 surplus**.
 - **Bar:** Achieved **break-even** in Q4. It was noted that the hospitality sector is currently struggling, making this a positive result.
 - **Action:** Draft accounts to be distributed to the committee this weekend by **DF**.
 - **Future Planning:** The group will review the **split spreadsheet** to ensure overheads are accurately attributed across sections for the next financial year.
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3. Facility Improvements & Maintenance

- **Clubhouse Decoration:** Project **completed**. Thanks were recorded for **SD and Maxine**.
- **Men's Toilets:** Refurbishment plan confirmed, including the door, radiator, splashbacks, and decor.
 - **Action: SD to progress works** on the Men's toilet refurbishment.
- **Ladies' Changing Rooms:** Proposed funding split: **50% Squash, 30% Club Reserves, and 20% Tennis**.
 - **Action: AB** to seek formal agreement from the Tennis committee for the 20% contribution.
- **Water Supply:** Immediate issues resolved via the water softener repair.
 - **Action: SD** to obtain quotes for a full water softener replacement to ensure future reliability.

4. Padel Project Update

- **Historical Spend Review:** Project costs incurred to date are currently held in the clubhouse accounts.
 - **Action: AB and SD** to review previous minutes/discussion to verify the details of the initially agreed Padel expenditure.
- **Tennis Section Alignment:**
 - **Action: AB** to verify the current level of support and willingness for further investment from the Tennis committee. It was noted that Padel will need to contribute to overall club costs moving forward.

5. Health, Safety & Governance

- **Safety Compliance:** **SD** provided an update on staff safety protocols.
- **Utilities:** ***Action: DF and AB** to link up regarding electricity/lighting billing and setup for court lights.

6. Consolidated Action List

| ID | Action Item | Responsibility | Status |
|----|--|----------------|---|
| 1 | Review and issue employee contracts for Administration and Bar roles | SD | Ongoing – contracts updated but not yet distributed. Done but need to send out. |
| 9 | Fire & Safety (and other) staff training to be completed by deadline | SD | Ongoing – staff without completion won't get shifts. |

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|-----------|---|-----------------------|--|
| 13 | Discuss health & safety responsibilities (avoid duplication, clarify roles) | SD | New / Ongoing – liaising with Simon T. |
| 14 | Finalize 2025 Sage close-down | DF, BM, AB | New |
| 15 | Progress Men's toilet refurbishment works | SD | New |
| 16 | Check previous minutes/discussions for agreed Padel spend | AB, SD | New |
| 17 | Verify Tennis Padel support & further investment | AB | New |
| 18 | Secure Tennis agreement (Ladies' Refurb 20%) | AB | New |
| 19 | Obtain water softener replacement quotes | SD | New |
| 20 | Setup Xero, Charts, and Opening Balances | DF | In Progress |