

ATSC - Chairs Committee Meeting

Date: 19 March 2026 7:30pm

Location: Aylesbury Squash Club

1. Attendance & Administration

In Attendance:

- Darren Franklin (DF) – Finance
- Ashley Bailey (AB) – Tennis Treasurer / Finance
- Simon Dennis (SD) – Bar Chair
- Oliver Field (OF) – Squash Chair
- Bob Mistry (BM) – Squash Treasurer / Finance

Resignations / Vacancies:

- **David Wright (DW):** It was formally noted that David Wright has resigned from his position as **Tennis Chair**.
 - **Action:** The Tennis section is currently seeking a replacement; the committee will support the transition once a new Chair is appointed.
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2. Finance & Systems Transition

Xero & Bookkeeping:

- **Data Prep:** DF to arrange a catch-up with Gem to standardize how the Bar and Clubhouse income streams are coded and reconciled.
- **Accountancy Fees:** Transitioning to Xero allows for a more streamlined audit process.
- **Action:** DF to request a new quote from the accountant for **VAT and Year-End accounts only**, citing reduced manual processing and real-time cloud accessibility.

Membership Audit:

- **Action:** OF to review the membership database and remove **staff, contractors, and test accounts**.
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3. Utility & Recharge Strategy

The "20/80" Model:

- **20% (Clubhouse Core):** Top-sliced to cover shared areas (Bar/Changing Rooms), funded by Bar and Clubhouse revenue.
- **80% (Sports Balance):** Divided between Tennis and Squash based on the cleaned membership data.

- **Energy Uplift:** Recharges to increase by **at least 3.5% + a contract change buffer** to stop the current drain on club reserves.

Tennis Settlement:

- **Action:** A **£1,000 credit** for previous lighting payments is to be applied to the first Tennis assessment issued through Xero.

4. Consolidated Action List (Merged & Updated)

ID	Action Item	Responsibility	Status
1	Review and issue employee contracts (Admin/Bar)	SD	Ongoing – Done, need to send.
9	Fire & Safety staff training completion	SD	Ongoing – Mandatory for shifts.
14	Finalize 2025 Sage close-down	DF, AB, BM	In Progress.
15	Progress Men’s toilet refurbishment works	SD	Ongoing.
18	Secure Tennis agreement (Ladies' Refurb 20%)	AB	Pending Tennis Chair update.
21	NEW: Confirm staff/test accounts numbers from membership	OF	New.
22	NEW: Reschedule Xero data prep meeting with Gem	DF / Gem	New.
23	NEW: Request revised Accountant quote for Xero/VAT	DF	New.
24	NEW: Apply £1k Tennis credit to first assessment	DF / AB	New.
25	NEW: Implement 20/80 split with 3.5%+ increase	DF / AB	New.
26	NEW: Formalize search for new Tennis Chair	Tennis Comm.	New.