

Hereford Whitecross Club, T/A Hereford Squash Tennis & Racketball Centre,

Sollars Close, Hereford, HR4 0LX.

EXEC Committee Meeting –21st December 2022 at 4pm

Location: Clubhouse

Agenda Items

- Present / Apologies
- Previous minutes - Matters Arising
- Chairman's Report – Paul Broadley
- Clubhouse Report - Stuart Pugh
- Finance /Treasurer Report - T Burton
- Padel Updates – T. Burton
- Squash Report – Steve Rocke
- Tennis Report - Various
- Social Report – Jackie Bishop
- Health and Safety Any issues to report
- Safeguarding. Any issues to report
- AOB
- Date of next meeting

Present

Paul Broadley (PB), Tom Burton (TB), Michael Dixon (MD), Stuart Pugh (SP),

Apologies

Derren Hotchkiss (DH), Steve Rocke (SR), Jackie Bishop (JB)

Previous Minutes / Matters Arising

Previous minutes were accepted as a true record.

- **Recovery Disc** - Terry Prosser has provided a Thumb Drive for the club computer. We are awaiting confirmation from BW Standfast, the service engineers for the Fingerprint access, as to where data is stored for Morpho manager. **PB ongoing.**
- Further work necessary in relation to adding an activity calendar to the Clubspark website. Clubspark say that it is not yet possible to embed a calendar into our Web site – Have not yet found a Method to add link to a calendar to Test on Club laptop. **PB to action. Ongoing.**
- Some of the safeguarding documents produced require a version control and a review date adding. Work will be complete during Xmas and New Year. **MD to action. Ongoing**
- As part of the project the Exec would like to get early indicator from the local planners for siting new Padel courts. **TB to action. Complete.**
- A briefing of the Trustee's would be required as part of the project programme. **TB to action. Ongoing.**
- An expression of interest form has been sent by TB to the LTA, awaiting a response. **TB to action. Complete**
- The Squash Committee will be sitting in January to compile a list of events for 2023. **SR to action. Ongoing.**

- A set of draft Safeguarding documents to be produced prior to the next Exec meeting in November 2022 for consideration including a risk assessment. **MD to action. Awaiting response and direction from VF. Ongoing.**
- Work has started with reference to the cellar doors and the need to fix them. Quotes are being obtained. PB has chased MG and he has now contacted the door supplier and paid for this £180 including vat. Now await a date for fitting date. MG gave an overall cost as £380 including the door above. **PB to action. Ongoing.**
- SP to discuss possible sale and the fault with the provider. Monitoring of faults and recorded evidence to produce to representative. **SP to Action. Ongoing.**
- Ladies and gents' toilets to be labelled. **MD to action. Complete.**

Chairman's Report

- PB has spoken to NS estimator for preferred contractors start date estimated as beginning of February. Contractor to call two weeks before to confirm parts required for Armco Barrier and for delivery. When the Overflow Car park is constructed we will need to move the gate or fence off the throughway to the tennis courts if the outer security gate is removed. Will need estimates for that. **PB to action.**
- One radiator is cold in the men's changing room and the radiator near the showers is rusting. Also Stuart Pugh reports that Zone 1 (courts 1 to 4) on the heating has to be on in order for Zone 2 the club house to work properly. Each zone should work independently. Have called the plumber and am awaiting a call back. **PB to action**
- Showers were showing black mould SP has actioned this with our cleaner. One of the extractors in the mens showers is not working **PB to action.**
- Defibrillator battery has recently been changed. Decision to monitor battery status and when bleeping, change again. The Defibrillator is on the National App. locator.

Clubhouse Report

- Food and bar sales continue to be very buoyant with the bar having hosted several events leading up to Xmas. External events have raised approx. £2000.00.
- Budget items for consideration. Bar worktops and back-bar, were provisionally in the 2022 budget of circa £2000.00. New spends for 2023 are approx. £500 for new cutlery and crockery. A price to be obtained for a baby changing facility in the female changing rooms.

Treasurer's Report

- Another very successful month trading.
- Membership income for Nov '22 at £4400 and the same is expected for Dec '22.
- Membership income is up by £10k when comparing same time last year.
- Wages were considered and comparisons made to previous years. Good controls are in place such as only opening when demand requires. This situation will be monitored. TB is undertaking a look forward exercise for the new salaries as we move into 2023 and the impact on the club finances.
- In addition to the above, a new cost centre will be created for the bar area so that a very clear picture is obtained regarding its profit or loss situation. **TB to action.**
- TB highlighted that the Electricity costs will increase in 2023 and TB is contacting the LTA buying group to enquire if discounted Electricity and Gas can be obtained. **TB to action.**
- Table below shows a financial summary.

	Sep-22	Oct-22	Nov-22
Cash in Bank	£ 90,568	£ 97,565	£ 102,438
Monthly Profit/loss	£ 5,524	£ 6,053	£ 4,158
Yearly Profit/loss	£ 10,497	£ 20,708	£ 21,015
Monthly Membership fees	£ 7,145	£ 5,721	£ 4,423
Annual Membership fees	£ 46,621	£ 52,342	£ 56,765
Monthly Net Bar Receipts	£ 4,727	£ 7,398	£ 4,298
Annual Net Bar Receipts	£ 22,657	£ 25,495	£ 29,793
Monthly Wages		£ 2,873	£ 3,538
Annual Wages		£ 29,238	£ 32,776
Monthly Infrastructure spend	£ 909	£ 90	£ 106
Annual Infrastructure Spend	£ 40,042	£ 40,042	£ 40,042
Forecast			
Car park est	£ 13,000		
Sight screens	£ 1,300		

Padel report

- Progress is being made with reference to the LTA loan. It is a quick access loan that is being sort. **TB to action.**
- TB is working with contractors who install the padel courts to seek the most viable solution and costs for 2 uncovered courts. **TB to action.**

Squash report

- Budget requirements for the courts to be cleaned and sanded as per each year. SR to provide costs. **SR to action.**

Tennis Report

- A number of tennis players met to consider the tennis section plan for 2023 and corresponding budget requirements. This will be held until the calendar is actioned for the website.
- Within the communication was a list of previously agreed spends for 2022. They are listed below to ensure sufficient funds have been allocated.
 - **Sight screens** - On the south side these avoid distraction when people walk along the path behind matches/coaching etc. Also these will be necessary if there will be more players going up to padel courts. On the north -trees etc. *NB Andrew has been asked by Tom to look into this. £1600 in budget already. Malvern have good quality.*
 - **Court cleaning** - One clean and one moss treatment per year (see page 11 of Chiltern Maintenance Schedule. This may support the current court guarantee with Chiltern).
 - **Nets and tapes** - Average wear likely 1 net and 1 centre band per year. *NB Inspected 2/12/22 and centre bands showed excessive wear. PB has contacted Chiltern and they have provided us new ones FOC .*
- Other regular spends for the tennis section in relation to leagues
 - Adult Team entry:

- Summer possibly 7 teams @£15 per team (2022 price) = £95.
 - Winter possibly 6 teams @£15 per team (2022 price)= £90.
 - Junior Team entry:
 - Summer 1-3 teams = £45
 - Winter 1 team = £15
 - LTA registration fee. Annual 4 courts @£120 per court = £480
- New Budget spends for 2023:
 - 2 Score cards (to replace worn pair). Size: “Small” 14 “x 20”
 - Name; Match Pointer. Size: “Small” 14 “x 20” from various suppliers. Currently on offer £102.99 each from Networldsports.co.uk Total: £205.98
 - Maintenance to path to Court 4. Members have offered to get working party to replace steps and use non-slip edgings on steps ASAP. Approximate budget for materials. Sleeper/non-slip surface etc £200
 - A request was also made for club night balls £200
 - Cardio tennis boom box £150
 - Divider nets £650
 - Ball machine £1000.
- The above were discussed and further actions are required to provide more detail on what some of these items are and how they will benefit the club’s members as well as the coaching staff. MD to contact players and coaches to ascertain additional details. **MD to action.**

Health and Safety

- Fan in the Gents toilets not working. Price to fix to be obtained. **PB to action.**
- Sauna appears to have an electrical fault. Price to fix to be obtained. **PB to action.**

Safeguarding

- New discipline and appeals procedure to be circulated to the Exec Members prior to going to all members for consultation. **MD to action.**

Meeting ended 6:15pm

Date of next meeting: Exec Meeting 18th January 2022 Time 6:15pm Location Clubhouse

Action	Progress
We are awaiting confirmation from BW Standfast, the service engineers for the Fingerprint access, as to where data is stored for Morpho manager. <ul style="list-style-type: none"> • Control soft a company who offer technical advice relating to the Morpho manager app have confirmed that the Fingerprint access data is stored on the clubs PC. Controlsoft have confirmed how to back up the data and placed a shortcut on the PC to enable back up to be performed on a monthly basis. Stuart Pugh will carry out this procedure PB Complete. 	Complete
Utilise an external link to a calendar to test on the club laptop. PB to action.	Ongoing
Some of the safeguarding documents produced require a version control and a review date adding. MD to action.	Ongoing
A briefing of the Trustee’s would be required as part of the project programme. TB to action	Ongoing
The Squash Committee will be sitting in January to compile a list of events for 2023. SR to action	Ongoing
A set of draft Safeguarding documents to be produced prior to the next Exec meeting in November 2022 for consideration including a risk assessment. MD to action.	Ongoing

Work has started with reference to the cellar doors and the need to fix them. Quotes have been obtained. Door has been purchased Now need a start date to fit PB to action	Ongoing
SP to discuss possible sale and the fault with the provider of the hot drinks machine. SP to Action.	Ongoing
Gate or fence off the throughway to the tennis courts if the outer security gate is removed. Will need estimates for that. PB to action.	
Each zone should work independently. Have called the plumber and am awaiting a call back. PB to action	
Mens Showers and changing area were showing black mould have been need cleaned but one extractor is not working. PB to action	
New cost centre will be created for the bar area so that a very clear picture is obtained regarding its profit or loss situation. TB to action.	
Contact the LTA buying group to enquire if discounted Electricity and Gas can be obtained. TB to action	
Progress is being made with reference to the LTA loan. It is a quick access loan that is being sort. TB to action	
TB is working with contractors who install the padel courts to seek the most viable solution and costs for 2 uncovered courts. TB to action.	
Budget requirements for the courts to be cleaned and sanded as per each year. SR to provide costs. SR to action.	
Fan in the Gents toilets not working. Price to fix to be obtained. PB to action	
Sauna appears to have an electrical fault. Price to fix to be obtained. PB to action	
MD to contact players and coaches to ascertain additional details. MD to action.	
New discipline and appeals procedure to be circulated to the Exec Members prior to going to all members for consultation. MD to action.	