

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

Sollars Close, Hereford, HR4 0LX.

EXEC Committee Meeting –3rd May 2023 at 6pm

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

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

Previous Minutes / Matters Arising

Previous minutes were accepted as a true record.

- A briefing of the Trustee's would be required as part of the project programme. Trustee's briefed 28th April 2023. **Complete**
- The Squash Committee will be sitting in January to compile a list of events for 2023. **SR 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. Current fencing will remain in place until further notice. **Complete.**
- Each zone should work independently. Have called the plumber and am awaiting a call back. Now fixed. **Complete.**
- Contact the LTA buying group to enquire if discounted Electricity and Gas can be obtained. Contact made and the club would be no better off moving from our current provider. **Complete.**
- TB is working with contractors who install the padel courts to seek the most viable solution and costs for 2 uncovered courts. Meeting Feb '23. Preferred contractor identified. **Complete.**

- Budget requirements for the courts to be cleaned and sanded as per each year. SR to provide costs. Additional funds to be provided to clean court 5 following accident. **SR to action. Ongoing.**
- Sauna appears to have an electrical fault. Price to fix to be obtained. Awaiting price for element. **PB to action. Ongoing**
- Due consideration to providing First Aid training once the revue of coaches, staff and members are complete. Contact made with a provider, Awaiting price for course. **MD to action. Ongoing**
- A proposed Open Day for 13th May 2023 for both Squash and Tennis. PB and SP to liaise and coordinate. Date changed to 27th May 2023. **PB and SP to Action. Ongoing.**
- Deeds of retirement of Trustees and Appointment of New Trustees are currently being drafted by the solicitor including noting these changes with the Land registry. Awaiting response. **PB to Action. Ongoing**
- Bar Opening post 1st April 2023, SP to send an email to all members. Email sent to members. **SP to Action. Complete**
- Baby changing facility has arrived and awaiting fitting. Awaiting fitting. **SP to Action. Ongoing.**
- Cellar Cooler requires servicing. **System now working, watching brief. SP to Action. Complete.**
- TB will contact the LTA for further insight into its position and to enquire what level of support will be offered given our submission. Decision due on 1st June, however Exec and Trustee's happy to proceed irrespective of LTA decision. **Complete.**
- Awaiting planning decision which has been delayed due to oversight on behalf of Local Authority and the light requirement for the project. TB to follow up as necessary. Planning consent received. **Complete.**
- Squash court maintenance is planned for August 2023. Email notifying members will be sent in advance. Awaiting contact from Court Master. **SR to Action. Ongoing.**
- Explore putting a new Squash team into the Gloucestershire League for the Summer season and again next autumn. It will require additional funding and identifying members who wish to play. **SR to action. Ongoing.**
- Squash Club Championships are being planned. **SR to Action. Ongoing**
- A member of the tennis section has proposed that club night lights and fees be included in the membership. TB to provide an email response to the member detailing the lost revenue to the club and tennis sinking fund. Item to be raised at AGM as a resolution and TB has provided a response to member. **Complete.**
- Minor incident reported. Exec requested and update from the Safeguarding/Welfare Officer. New policy required. Briefing provided no further action required. **Complete.**

Chairman's Report

- Barriers for over-spill car park. Awaiting fitting. **PB to action.**
- Coffee machine has been tested by plumber. Appears to have appropriate pressures.
- Plumber also inspected the hot water supply to the sink in the kitchen. Current set up not efficient or economic as linked to Quooker system. Possible new plumbing required in the kitchen. **PB to action.**
- Meeting was held with Trustees. The purpose of the meeting: -
 - The reasons for this plan
 - Outline where we are with the plan to build two padel courts at the club.
 - How this plan will be financed.
 - Gain agreement in principle from our Trustees to the club going ahead with potential loans to support the project.
- Trustees gave the necessary permissions subject to all appropriate paperwork for loans etc were in place.

- Following a request from a member it was decided to arrange the Exec Meetings 6 months in advance and that these meetings would take place the last Wednesday of every month. **MD to action**

Clubhouse Report

- Hockey team are exploring other venues to play hockey and hope to continue their links to the club.
- One skittles team has moved to another venue.
- Short discussion regarding members who were leaving and the level of detail required by the Exec to monitor the position. Clubspark is not the easiest system to download from and TB agreed to assist SP on how to create relevant details. It was decided to compile a 'leavers' report every 6 months. **SP to action**
- Open Day – 27th May 2023. PB had received a quote for providing social media presence and marketing assistance from NM's company. It was agreed to spend £250 + VAT on social media activities to promote the event and a further £125 + VAT on marketing materials.
- Further discussions were had regarding offering discounts to new members who sign up to join at the Open Day. Discussions to be had with AG and SR regarding coaching on the day and providing additional coaching for a new member who signs up on the day. **PB to action.**
- Email to be sent to all members requesting volunteers to assist with the Open day and its various event. **SP to action**
- Ongoing support for Social media and marketing was discussed. PB to seek further cost comparisons. **PB to action.**

Treasurer's Report

- Discussion was had relating to cash flow as monies had dropped by £7k. This was explained by TB in that timing of the report generated and having to pay for over-spill car park showed a fall.
- Discussion was had regarding the Club Tennis Championships and the entry fees. It was decided to charge £3 pp for singles and £2.50 pp (£5) for doubles events. It was identified that a list of entrants would need to be collated and that all entry fees would need to be collected prior to all 1st round matches by a member of the tennis section. MD to inform JA via email. **MD to action.**
- In addition to the above if food is required during the Club Championship Finals, JA to liaise with SP. MD to inform JA via email. **MD to action.**
- Following the significant rise in Electricity charges having had our fixed rate tariff ended, work has been undertaken to identify alternative suppliers. However most companies undertake a credit check. HSTRC does not have a credit rating. It was therefore decided to get the best possible fixed rate tariff with our current provider. **TB to action**
- Discussion was had following England Squash's communication regarding a new way for clubs and members to pay their annual subscription. Webinars are being held and more information is required. TB provided and insight to our current costs and the impact of the change as we understand it to be at present. More details would be required before further action is taken.
- TB informed the Exec that he had been approached by Hereford Bid to pay a stealth tax of £400 pa. This is being challenged by TB. **TB to action.**
- Current financial report is provided below and (Excludes bounce bank loan) Balance £27921. Infrastructure Spend includes carpark.

	Jan-23	Feb-23	Mar-23
Cash in Bank	£ 104,018	£ 107,437	£ 99,402
Monthly Profit/loss	£ 1,244	£ 3,334	-£ 7,473
Yearly Profit/loss	£ 1,244	£ 3,334	-£ 2,895
Monthly Membership fees	£ 3,389	£ 4,294	£ 3,332
Annual Membership fees	£ 3,389	£ 7,683	£ 11,015
Monthly Net Bar Receipts	£ 3,527	£ 4,482	£ 2,848
Annual Net Bar Receipts	£ 3,527	£ 8,009	£ 10,857
Monthly Wages	£ 4,319	£ 3,357	£ 2,932
Annual Wages	£ 4,319	£ 7,683	£ 10,608
Monthly Infrastructure spend	£ 134	£ 483	£ 9,153
Annual Infrastructure Spend	£ 234	£ 483	£ 9,770

Padel Report

- Preferred contractor identified and a further reduction in cost has been negotiated.
- Contracts have been received and ready to be signed once checked. **TB to Action**
- A ground works representative from the preferred company will be on site 12th May 2023.
- Preferred company have permitted a change to their normal re-payment schedule to assist with the affordability of the project.
- Quote for lights will be generated. **TB to Action.**
- Short discussion regarding the provision of coaching and the desired model was had. Further research would be undertaken prior to making the final decision.

Safeguarding

- A meeting was held with the MD and the Welfare Officer to discuss current provision of changing facilities supported by a club policy. Both had considered operating models at other locations and both agreed that the current situation at the club was not appropriate however it was recognised the challenges with the current layout and fabric of the building. A notice and draft letter were produced and debated at the meeting. The outcome is a 3-month pilot whereby children (under 18 years) would not be permitted to use the changing rooms and instead would come sport ready. Should the need arise, for the purpose of the pilot the children would change in the toilet area in a lockable cubicle. Parents and members would be informed. Exec to monitor feedback. **MD to action**

Meeting ended 8:25pm

Date of next meeting: 31st May 2023 Time 6:00pm Location Clubhouse.

Future meeting Dates: 28th June 2023,
27th July 2023,
30th August 2023,
27th September 2023, and
25th October 2023.

Action	Progress
The Squash Committee will be sitting in January to compile a list of events for 2023. SR to action	Ongoing
Budget requirements for the courts to be cleaned and sanded as per each year. SR to provide costs. Additional funds to be provided to clean court 5 following accident. SR to action.	Ongoing
Sauna appears to have an electrical fault. Price to fix to be obtained. Awaiting price for element. PB to action.	Ongoing

Due consideration to providing First Aid training once the revue of coaches, staff and members are complete. Contact made with a provider, Awaiting price for course. MD to action.	Ongoing
A proposed Open Day for 13 th May 2023 for both Squash and Tennis. PB and SP to liaise and coordinate. Date changed to 27 th May 2023. PB and SP to Action.	Ongoing
Deeds of retirement of Trustees and Appointment of New Trustees are currently being drafted by the solicitor including noting these changes with the Land registry. Awaiting response. PB to Action.	Ongoing
Baby changing facility has arrived and awaiting fitting. Awaiting fitting. SP to Action.	Ongoing
Squash court maintenance is planned for August 2023. Email notifying members will be sent in advance. Awaiting contact from Court Master. SR to Action.	Ongoing
Explore putting a new Squash team into the Gloucestershire League for the Summer season and again next autumn. It will require additional funding and identifying members who wish to play. SR to action.	Ongoing
Squash Club Championships are being planned. SR to Action.	Ongoing
Barriers for over-spill car park. Awaiting fitting. PB to action	
Possible new plumbing required in the kitchen. PB to action.	
Meetings would take place the last Wednesday of every month. MD to action	
Compile a 'leavers' report every 6 months. SP to action	
Discussions to be had with AG and SR regarding coaching on the day and providing additional coaching for a new member who signs up on the day. PB to action.	
Email to be sent to all members requesting volunteers to assist with the Open day and its various event. SP to action	
Ongoing support for Social media and marketing was discussed. PB to seek further cost comparisons. PB to action.	
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Food is required during the Club Championship Finals, JA to liaise with SP. MD to inform JA via email. MD to action.	
Obtain best possible fixed rate tariff with our current provider. TB to action	
Hereford Bid to pay a stealth tax of £400 pa. This is being challenged by TB. TB to action.	
Contracts have been received and ready to be signed once checked. TB to Action	
Quote for lights will be generated. TB to Action	
Pilot scheme for use of changing rooms. Parents and members would be informed. Exec to monitor feedback. MD to action	