

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

Sollars Close, Hereford, HR4 0LX.

EXEC Committee Meeting – 3<sup>rd</sup> October 2022 at 6:15pm

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 – Janie Allman
- 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), Derren Hotchkiss (DH), Michael Dixon (MD), Steve Rocke (SR), Stuart Pugh (SP),

## Apologies

Jackie Bishop (JB)

## Previous Minutes / Matters Arising

Previous minutes were accepted as a true record.

- **Recovery Disc:** TP has provided a Thumb Drive for the club computer. In relation to **Back-up**, TP suggests that the club admin account is used, and back-up done via icloud onedrive. We are awaiting confirmation from BW Standfast, the service engineers for the Fingerprint access, as to where data is stored for Morpho manager. **PB to action.**
- In relation to the calendar, Clubspark informs us that it is not yet possible to embed a calendar into our website. However, it may be possible to utilise an external link to a calendar to test on the club laptop. **PB to action.**
- The outstanding Tennis coaches DBS has now been received and logged in the Clubs Dropbox. Some of the safeguarding documents produced require a version control and a review date adding. **MD to action.**
- PB has spoken to N. Scott, estimator for JP Joyce contractors. Quote confirmed and now awaiting a start date. The contractor will arrange for the Armco Barrier to be delivered. **Complete.**
- A meeting attended by JH and SH for the tennis section with PB and MD. Various issues raised and discussed, however still no Chair for the TC forthcoming. **Complete.**

- NM who has assumed the role of Social Media lead has confirmed it is possible to add a page for the clubhouse. **Complete.**
- Snagging of tennis fencing complete with bill having been paid. **Complete.**
- Variance of figure corrected. **Complete.**
- Meeting with G4P was held and the outcomes captured in the minutes which follow. **Complete.**
- Alternative padel provider still needs to provide more detailed information. **TB to action.**
- Hereford league to be restructured and to start 20<sup>th</sup> October 2022. **Complete.**
- Meeting with JH to discuss roles within tennis section. **Complete.**

### Chairman's Report

- Outstanding Exec meeting minutes of the 13/06, 20/06 and 30/07 refer to awaiting file from previous solicitors of Trust and Land Registry documents to allow an update naming new Trustee in place of retired Trustee. File is now received.
- An approach to Ian Thornewell has been made for him to consider becoming a trustee to join Trevor and Colin. Ian Thornewell is happy to accept the position of Trustee subject to a copy of the Directors and Officers cover being provided. **PB to action.**
- PB has written to Ed White and will forward Land Registry forms. **PB to Action.**
- Two new computer monitors have been received as a gift from Elliott Broadley and are now in place.

### Clubhouse Report

- Work was undertaken to sample the membership so the club could better track joiners and leavers. A report was provided.
- SP updated the Exec on the CPA following an agreement reached with St Michael's Hospice. It has been agreed that where a function arises from a referral from St Michaels Hospice, a donation would be made by our club to St Michaels equivalent to 5% of that functions turnover. In addition an advance payment would be made. **SP to action.**
- The Clubhouse continues to be well used across the week. However, work will continue to raise the profile to undertake wakes by contacting various parish magazines and through the new Facebook pages.
- Xmas opening times were discussed and agreed. SP to share wider with the membership in advance. **SP to action.**

### Treasurer's Report

- Membership systems are much more solid and better controlled which in turn is providing a more accurate picture of the membership and therefore income.
- Our Electricity contract ends on the 6th November. The impact is currently being assessed as our costs are going to increase significantly.
- A financial report was produced and discussed with attention being drawn to a few highlights. Excellent set of financial results, having spent nearly £40k on improvements we still show a £11k profit for the year and have over £90k in the bank (excl. bounce back loan).

		<b>Sep-22</b>
Cash in Bank	£	90,568
Monthly Profit/loss	£	5,774
Yearly Profit/loss	£	10,963
Monthly Membership fees	£	7,145
Annual Membership fees	£	46,621
Monthly Net Bar Receipts	£	4,727
Annual Net Bar Receipts	£	43,474

Monthly Infrastructure spend	£	909
Annual Infrastructure Spend	£	39,846

Forecast		
Car park est	£	13,000
Sight screens	£	1,300

### Padel report

- There was a lengthy discussion centred on the number of model options the club is considering. A special Exec Meeting will be organised for 31<sup>st</sup> October to go through the merits and risks of each of the submissions and to compile a project programme to move the Padel forward. **MD to action.**
- The LTA has been approached and funding could be available, but this would need to be considered as part of the above.
- 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.**
- A briefing of the Trustee's would be required as part of the project programme. **TB to action**

### Squash report

- The Worcestershire League commences 5<sup>th</sup> October 2022 with defence of the title at stake. NH will be contacting the players in due course.
- Hereford League matches, it was agreed to fix the match fees for members at £2.00.
- We had a number of junior players enter the Worcestershire closed event, the first for many years.
- Club Championships will be held across the forthcoming weeks with the finals to be played 12/13<sup>th</sup> November 2022. This will include a master's event and a Ladies event. **SR to action.**
- The Squash Committee will be sitting in January to compile a list of events for 2023. **SR to action.**

### Tennis Report

- The Club Championship day was successful and well attended. Congratulations to all players with special thanks going to Jill, Stuart and Sue for organising.
- AG has started a new format on Wednesday evenings and so far these have been successful in drawing in all ages and adding to the fun and competitiveness of the evening.

### Social Report

- Poker Night 19<sup>th</sup> November 2022.
- Race Night postponed until the New Year.
- Xmas party is 18<sup>th</sup> December 2022.

### Safeguarding

- Following a number of emails with VF, she has requested that consideration be given to having 2 Safeguarding / Welfare Officers one for each of the section, with an example being provided via hyperlink. The Exec considered this option and for the time being do not wish to proceed down a route of having a number of safeguarding / welfare offices. The concern is that different policy interpretation leading to increased risk. MD to write to VF to indicate Exec position. **MD to action.**

- 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.**

Meeting ended 2025hrs

Date of next meeting: Padel Only 31<sup>st</sup> October 2022 Time 1815 Location Clubhouse  
Exec Meeting 28<sup>th</sup> November 2022 Time 1815 Location Clubhouse

<b>Action</b>	<b>Progress</b>
We are awaiting confirmation from BW Standfast, the service engineers for the Fingerprint access, as to where data is stored for Morpho manager. <b>PB to action</b>	Ongoing
Utilise an external link to a calendar to test on the club laptop. <b>PB to action.</b>	Ongoing
Some of the safeguarding documents produced require a version control and a review date adding. <b>MD to action.</b>	Ongoing
Alternative padel provider still needs to provide more detailed information. <b>TB to action.</b>	Ongoing
IT is happy to accept the position of Trustee subject to a copy of the Directors and Officers cover being provided. <b>PB to action.</b>	
PB has written to EW and will forward Land Registry forms. <b>PB to Action</b>	
It has been agreed that 5% of turnover of functions undertaken on behalf of St. Michaels would be returned. In addition an advance payment would be made. <b>SP to action.</b>	
Xmas opening times were discussed and agreed. SP to share wider with the membership in advance. <b>SP to action</b>	
A special Exec Meeting will be organised for 31 <sup>st</sup> October to go through the merits and risks of each of the submissions and to compile a project programme to move the Padel forward. <b>MD to action.</b>	
As part of the project the Exec would like to get early indicator from the local planners for siting new Padel courts. <b>TB to action.</b>	
A briefing of the Trustee's would be required as part of the project programme. <b>TB to action</b>	
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The Squash Committee will be sitting in January to compile a list of events for 2023. <b>SR to action</b>	
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