

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

Sollars Close, Hereford, HR4 0LX.

EXEC Committee Meeting – 13th February 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 Roche
- 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), Derren Hotchkiss (DH),

Apologies

Steve Roche (SR), Jackie Bishop (JB) Stuart Pugh (SP),

Previous Minutes / Matters Arising

Previous minutes were accepted as a true record.

- Utilise an external link to a calendar to test on the club laptop. Clubspark have indicated that it is not possible to embed a calendar into the website and as yet no method to provide an external link. No further work to be undertaken on this matter at this time. **Complete.**
- Some of the safeguarding documents produced require a version control and a review date adding. **Complete**
- A briefing of the Trustee's would be required as part of the project programme. Once planning consent has been obtained a meeting will be arranged. **TB to action. Ongoing.**
- The Squash Committee will be sitting in January to compile a list of events for 2023. **SR to action. Ongoing.**
- Safeguarding documents have been exchanged with Safeguarding officer and a new Safeguarding Code of Conduct has been produced which will be posted at the club. **Complete**
- Reference to the cellar doors quotes have been obtained. PB has chased MG and he has now contacted the door supplier and paid for this £180 including vat. Work to fit should start soon. **Complete.**

- SP to discuss possible sale and the fault with the provider. Monitoring of faults and recorded evidence to produce to representative. Meeting 17th February 2023 to discuss with provider all the faults that have been logged. **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. Contractors are 2 weeks behind with a new start date of early March '23. Contractor will be in contact 2 weeks prior to confirm which parts are required for Armco barrier and for delivery. **PB to action. Ongoing**
- Each zone should work independently. Have called the plumber and am awaiting a call back. One radiator was cold in the men's changing rooms which is now fixed. Radiator near to shower is rusting. SP reports zone 1 (courts 1 to 4) on the heating system must be on in order that zone 2 in the club house works properly. **PB to action Ongoing**
- Men's Showers and changing area were showing black mould have been need cleaned but one extractor is not working. **Complete.**
- New cost centre will be created for the bar area so that a very clear picture is obtained regarding its profit or loss situation. **Complete.**
- Contact the LTA buying group to enquire if discounted Electricity and Gas can be obtained. Current contract for gas runs until July '23. **TB to action. Ongoing.**
- Progress is being made with reference to the LTA loan. It is a quick access loan that is being sort. This should be submitted prior to next Exec. meeting **TB to action. Ongoing.**
- TB is working with contractors who install the padel courts to seek the most viable solution and costs for 2 uncovered courts. Meeting to be held on Wednesday 15th Feb '23. **TB to action.**
- 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. **PB to action. Ongoing.**
- Fan in the Gents toilets not working. Price to fix to be obtained. One fan was not working but has now been fixed. **Complete.**
- MD to contact players and coaches to ascertain additional details. **Complete.**
- New discipline and appeals procedure to be circulated to the Exec Members prior to going to all members for consultation. **Complete.**

Chairman's Report

- A visitor to the centre sustained a serious injury as a result of a fall on the squash court 5. A short discussion was had regarding the events of the evening and reflection on the actions taken by members of the club. The outcome was to review the first provision within the coaches, staff and membership. MD was requested to write to all coaches to identify any gaps in the first Aid provision. **MD to action**
- Following hospitalisation of the Club House Manager, the Exec wished to place on record their hope of a speedy recovery.

Clubhouse Report

- Previous quote for tree cutting had been received at £2500. New quotes have now been received which appear to be better value. PB to contact preferred bidder and move forward. **PB to action.**

Treasurer's Report

- Budget provision discussed and apportioned to each section.
- Bar net income is £34,677.
- Court hire stands at £20,771

- Membership receipts are £60,620
- Discussions were had regarding new pay rates for staff following changes to the living wage from April '23. A decision was taken to amend the rates of pay for staff.

Dec-22

Cash in Bank	£	102,854
Monthly Profit/loss	-£	1,736
Yearly Profit/loss	£	17,805
Monthly Membership fees	£	3,861
Annual Membership fees	£	60,626
Monthly Net Bar Receipts	£	4,904
Annual Net Bar Receipts	£	34,697
Monthly Wages	£	4,076
Annual Wages	£	37,513
Monthly Infrastructure spend	£	3,896
Annual Infrastructure Spend	£	43,938

Padel Report

- Meeting with contactor scheduled for 15th February '23.

Tennis Report

- Request to hold an event for Parkinson sufferers was requested and permitted. JA to contact provided and make the necessary arrangements. **JA to action.**

Health and Safety

- See Chairman's report. Due consideration to providing First Aid training once the revue of coaches, staff and members are complete. **MD to action.**

Safeguarding

- A discussion was had regarding the structure of safeguarding within the centre following a request by the current Safeguarding / Welfare Officer to only cover Tennis. The Exec had previously replied to this request, however on this occasion requested that more information be sought and MD was tasked with undertaking a short random survey of like clubs in the H+W area and wider. Once received a decision can be made of the desired structure at HSTRC and a response provided. **MD to action.**

Meeting ended 8:15pm

Date of next meeting: Exec Meeting 20th March 2023 Time 6:15pm Location Clubhouse.

Action	Progress
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
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.	Ongoing

Each zone should work independently. Have called the plumber and am awaiting a call back. PB to action	Ongoing
Contact the LTA buying group to enquire if discounted Electricity and Gas can be obtained. TB to action	Ongoing
Progress is being made with reference to the LTA loan. It is a quick access loan that is being sort. TB to action	Ongoing
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. TB to action.	Ongoing
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