

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

**Sollars Close, Hereford, HR4 0LX.**

**EXEC Committee Meeting –20<sup>th</sup> March 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), Stuart Pugh (SP), Steve Roche (SR).

### **Apologies**

Jackie Bishop (JB)

### **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. **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**. No better offer received and problem likely to be linked to the water pressure. Decision taken not to sell the coffee machine and to keep under review the issues and report to technician. **Complete**
- 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**. Status quo will prevail. **Ongoing**
- Each zone should work independently. Have called the plumber and am awaiting a call back. **PB to action** – Awaiting response from plumber **Ongoing**
- Contact the LTA buying group to enquire if discounted Electricity and Gas can be obtained. **TB to action** – Eon our current provider has not released documents and TB will make further contact. **Ongoing**

- Progress is being made with reference to the LTA loan. It is a quick access loan that is being sort. **TB to action – Submitted 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. **TB 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. – TSR is liaising with Court master to undertake the work. - **Ongoing.**
- Sauna appears to have an electrical fault. Price to fix to be obtained. PB to action Awaiting a response from the engineer/electrician – **Ongoing**
- MD was requested to write to all coaches to identify any gaps in the first Aid provision. **MD to action – Responses received from our coaches. Complete.**
- 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.** Trees have been trimmed. **Complete**
- Request to hold an event for Parkinson suffers was requested and permitted. JA to contact provided and make the necessary arrangements. **JA to action. – rained off but rescheduled. Complete**
- Due consideration to providing First Aid training once the revue of coaches, staff and members are complete. **MD to action. Ongoing**
- 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 desire structure at HSTRC and a response provided. **MD to action.** No one model across our area and wider of similar sports facilities. **Complete**

### Chairman's Report

- A proposed Open Day for 13<sup>th</sup> May 2023 for both Squash and Tennis. **(post meeting insert – It was identified that there is already an activity linked to the club and to avoid a clash of events, the Open Day is now scheduled for 14<sup>th</sup> May 2023).** To incorporate free coaching, BBQ. A decision was taken to approach NM for assistance in promoting the event to potentially increase membership. PB and SP to liaise and coordinate. **PB and SP to Action**
- Following the retirement of Trustee's Edward White and Mark Chamberlain and the subsequent appointment of Ian Thornewell, Colin Edwards and Trevor Jones to the role of Trustee, Deeds of retirement and Appointment are currently being drafted by the solicitor. **PB to Action**

### Clubhouse Report

- Hockey season is due to end from 1<sup>st</sup> April. This will potentially see a reduced use of the bar area on Saturdays. SP will continue to monitor the use and if not used it may be necessary to alter the opening times. SP to send an email to all members. **SP to Action**
- Baby changing facility has arrived and awaiting fitting. **SP to Action**
- Cellar Cooler requires servicing. **SP to Action**

### Treasurer's Report

- It was noted that the Electricity bill had risen considerably in the first 2 months of the year £531 in Jan and £477 in Feb. These increases incorporate the Governments subsidy which ends 1<sup>st</sup> April. The Club will seek to identify a competitive (LTA Buying Group or High street provider) supplier for electricity.

	Jan-23	Feb-23
Cash in Bank	£ 104,018	£ 107,437

Monthly Profit/loss	£ 1,244	£ 3,334
Yearly Profit/loss	£ 1,244	£ 4,578
Monthly Membership fees	£ 3,389	£ 4,294
Annual Membership fees	£ 3,389	£ 7,683
Monthly Net Bar Receipts	£ 3,527	£ 4,482
Annual Net Bar Receipts	£ 3,527	£ 8,009
Monthly Wages	£ 4,319	£ 3,357
Annual Wages	£ 4,319	£ 7,683
Monthly Infrastructure spend	£ 134	£ 483
Annual Infrastructure Spend	£ 234	£ 617

Excludes Bounce Bank loan =£28404

### Padel Report

- LTA Quick Loan has been submitted. The request for a 60% loan over 7 years has been turned down. The Exec will now review the submission and TB will contact the LTA for further insight into its position and to enquire what level of support will be offered given our submission. **TB to Action**
- Still 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. **TB to Action**

### Squash Report

- Following the staining of Court 5 further dialogue required with Court Master prior to annual maintenance which is planned for August 2023. Email notifying members will be sent in advance. **SR to Action.**
- A member of the squash team has been tasked by the squash committee to explore putting a new 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**
- Squash Club Championships are being planned. **SR to Action**

### Tennis Report

- The Exec wishes to place on record their thanks to AG and JA for working to secure and fitting the new tennis sight screen. The Club was able to realise quite a saving.
- A member of the tennis section has proposed that club night lights and fees be included in the membership. A discussion took place as to the impact on the finances given budgets have already been set for 2023-24. TB to provide an email response to the member detailing the lost revenue to the tennis lights sinking fund and the club. **TB to Action** (This will now go forward as a Resolution at the AGM).

### Health and Safety

Nothing to report

### Safeguarding

- Minor incident reported. Exec requested and update from the Safeguarding/Welfare Officer. New policy required. **VF to Action**

Meeting ended 8:10pm

Date of next meeting: TBC Time 6:15pm Location Clubhouse.

Action	Progress
A briefing of the Trustee's would be required as part of the project programme. <b>TB to action</b>	Ongoing
The Squash Committee will be sitting in January to compile a list of events for 2023. <b>SR to action</b>	Ongoing
Gate or fence off the throughway to the tennis courts if the outer security gate is removed. Will need estimates for that. <b>PB to action.</b>	Ongoing
Each zone should work independently. Have called the plumber and am awaiting a call back. <b>PB to action</b>	Ongoing
Contact the LTA buying group to enquire if discounted Electricity and Gas can be obtained. <b>TB to action</b>	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. <b>TB to action.</b>	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. <b>SR to action. Ongoing.</b>	Ongoing
Sauna appears to have an electrical fault. Price to fix to be obtained. <b>PB to action</b>	Ongoing
Due consideration to providing First Aid training once the revue of coaches, staff and members are complete. <b>MD to action.</b>	Ongoing
A proposed Open Day for 13 <sup>th</sup> May 2023 for both Squash and Tennis. PB and SP to liaise and coordinate. <b>PB and SP to Action</b>	
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. <b>PB to Action</b>	
Bar Opening post 1 <sup>st</sup> April 2023, SP to send an email to all members. <b>SP to Action</b>	
Baby changing facility has arrived and awaiting fitting. <b>SP to Action</b>	
Cellar Cooler requires servicing. <b>SP to Action</b>	
TB will contact the LTA for further insight into its position and to enquire what level of support will be offered given our submission. <b>TB to Action</b>	
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. <b>TB to Action</b>	
Squash court maintenance is planned for August 2023. Email notifying members will be sent in advance. <b>SR to Action</b>	
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. <b>SR to action</b>	
Squash Club Championships are being planned. <b>SR to Action</b>	
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. <b>TB to Action</b>	
Minor incident reported. Exec requested and update from the Safeguarding/Welfare Officer. New policy required. <b>VF to Action</b>	