

## **Mote Squash Club Committee – Meeting Minutes – 11<sup>th</sup> Mar'19**

### **Present:**

Tim Casey	Chair
Adrian Humphries	Vice-Chair
Alastair Hill	Club Secretary
Chris Cox	Membership Secretary
Russ Mason	Social Secretary
Jason Goodayle	Club Captain
Claire Goodayle	Junior Coordinator
Ryan Duke	Technology (part)

### **Apologies:**

Simon Muir	Treasurer
------------	-----------

### **SUMMARY:**

Continued excellent progress on tackling remediation items. The Committee continue to welcome feedback on items they would like to see improved.

### **1. Administration Update**

January/February minutes were approved by the Committee by e-mail and were issued ahead of this meeting. No further comments received.

<b>Action:</b>	Review the existing rules and highlight potential areas of discrepancy for discussion at future meetings <b>Update:</b> Rules have been annotated and some comments received. Separate meeting to be set up to review Club rule amendments	<b>Alastair</b>
----------------	--	-----------------

### **2. Treasurer's Report**

*Bank Balances:* 10th March 2019

Current account: £53,419

Deposit account: £11,245

Total: £54,664

*Major outgoings:*

First payment to Ryan Leisure for court upgrades made, but withholding final payment for Court 2&3 (£2,576) pending visit from supplier to review Court 4 'hollow' areas

**Post-meeting note:** On site visit scheduled for Tuesday 2<sup>nd</sup> April

*Major incomings:*

Subscriptions: £20,509 running total (+£383 in the month)

Large outstanding invoices pending: Kent Squash for court fees

### **3. Membership Secretary's Report**

Additional 5 members from last month – currently membership stands at 214 members (22 new members).

Peak	89
Off Peak	23
Family	24
Senior	12
Junior and Student	59
Honorary	7
<b>Total</b>	<b>214</b>
<b>Subs</b>	<b>£20,509</b>

#### **4. Juniors Report**

Junior team matches have continued with good performances from the teams.

Another successful Mid-Kent took place on Saturday 2<sup>nd</sup> March. Next one is Saturday 6<sup>th</sup> April.

Golding Homes grant has been received (£250).

Club Coach contract with Steve Franks has now been renewed for a further 12 months.

<b>Action:</b>	DBS checks to be reviewed to ensure all in date for all coaching staff who coach juniors, and to then publish on notice board along with coaching team info	<b>Claire</b>
<b>Action:</b>	Follow up with Steve F to confirm whether there are any new junior members attending training that need to pay membership	<b>Claire</b>
<b>Action:</b>	Review make-up of teams for next season to ensure teams are in the right league and with the right numbers to play regularly, as well as team management	<b>Claire / Jason / Alastair</b>
<b>Action:</b>	Review how best to support Steve with coaching approach	<b>Claire / Jason / Alastair</b>

#### **5. Club Captain's Report**

Winter League teams – 1 team in Priory Div 2 and 1 team in Outer Kent Div 3 – both doing ok!

Club Championships for Squash & Racketball have been set-up by Jason. The categories are Club Champs Squash, Over 50s Squash (new event!), Squash Doubles, Racketball, as well as 2 Junior tournaments (Under 13 and Under 19).

<b>Action:</b>	Communicate draws via Web Broadcast	<b>Alastair</b>
----------------	-------------------------------------	-----------------

#### **Future planned Squash / Racketball events:**

March – June	Club Championships
Saturday 6 <sup>th</sup> April	Mid-Kent League
Friday 3 <sup>rd</sup> May	Barn Door
Saturday 11 <sup>th</sup> May	Mid-Kent League
Saturday 18 <sup>th</sup> May	Club Championship Finals
Friday 21 <sup>st</sup> – Saturday 22 <sup>nd</sup> June	PSA Event
Saturday 22 <sup>nd</sup> – Sunday 23 <sup>rd</sup> June	Mote Junior Open

#### **6. Social Matters.**

Successful Race Night on 16<sup>th</sup> February – well done and thanks to Russ for organising

#### **Future planned Social events:**

Friday 15 <sup>th</sup> March	Carlsberg Night
Saturday 16 <sup>th</sup> March	Private Party
Saturday 30 <sup>th</sup> March	Quiz night
Friday 26 <sup>th</sup> April	Charity Football at the Gallagher Stadium + follow up at club
Saturday 4 <sup>th</sup> May	Charity Quiz Night

## **7. Health & Safety & Maintenance.**

Continued good progress made on high priority issues. The status of the high priority maintenance items is as follows:

<b>Priority</b>	<b>Project</b>	<b>Owner</b>
<b>#1</b>	<b>Electrical Remediation</b> – review risk assessment and action the high priority actions. Agreed to include circuit board upgrade, as well as court heating override buttons downstairs outside each court. Also includes ladies showers extractor fans. <b>Dates tbc</b>	<b>Chris</b>
<b>#2</b>	<b>Shower mixers (strip &amp; clean) (started) + new shower heads</b>	<b>Jason</b>
<b>#3</b>	<b>Gas meter requires a CP12</b> – requires gas valve in plant room	<b>Jason</b>
<b>#5</b>	<b>Door Entry System</b> – confirmed that processor to be replaced asap	<b>Chris</b>
<b>Completed in last month</b>		
	<b>Replace Gas Oven</b> with Electric Hob	
	<b>Court Maintenance / Upgrades:</b> All complete but following up on Court 4 'hollow' areas	
	<b>Shower ventilation (mens)</b>	

<b>Action:</b>	Start to generate a Maintenance Log to start to formally record what the key regular maintenance activities required actually are, and when they are required to be done eg. Gas statutory checks and servicing, Electric statutory checks, Water checks, Fire risk assessments etc etc. Committee to then review, add as required, and to then agree how to action	<b>Adrian / Jason</b>
<b>Action:</b>	Window cleaning – review who is doing this, how often and how much	<b>Tim / Simon</b>
<b>Action:</b>	Courts need additional sweeping for a while until dust levels return to normal after the upgrades. Additional 2 times per week	<b>Tim</b>

<b>Decision:</b>	The fire door exiting the men's changing room needs to be only used in an emergency. Opening this door when men are changing (especially with the full-length mirror) can lead to people being exposed to something they shouldn't be! We need to be especially mindful of our junior membership. Notices to be put up on the door, and a webpage broadcast message put out.
------------------	--

<b>Action:</b>	Install signs on Fire Door	<b>Jason</b>
<b>Action:</b>	Web broadcast decision re Fire Door	<b>Alastair</b>

A quote has been received for replacing the old court heaters – this will be reviewed in a few months once the urgent remedial actions have been closed out.

The door entry system needs modernisation – this will be reviewed at a later date alongside a wider review of club infrastructure.

### *Other Ongoing Maintenance Items:*

PAT testing – confirmed that PAT Testing not required until March'19.

<b>Action:</b>	Roof has been inspected and clean-up and minor repairs required. Date tbc to carry out works	<b>Adrian</b>
<b>Action:</b>	Carry out required fire safety checks	<b>Chris</b>
<b>Action:</b>	Asbestos management survey	<b>Chris</b>

Jo Morgan has handed in her notice from doing the cleaning – many thanks to her for the excellent job in doing this. A new cleaner is now in position.

## **8. Technology.**

Ryan gave an overview of the social media platforms the club are using – twitter, Instagram, Facebook, and shared what was being shared. This looked good. Thanks to Ryan for the great job he is doing here.

<b>Action:</b>	Review website for upgrade opportunities with particular focus on coach/junior section	<b>Ryan</b>
----------------	--	-------------

## **9. Any Other Business.**

British Airways carbon fund grant – Adrian & Simon met with the cricket club rep (Paul Heynes) and the BA rep (Iain Townsend) with regard to how the club can potentially access funding for solar panels. This would be at no cost to the club. Once fitted, the club would sell any surplus energy back to the grid.

<b>Action:</b>	Complete grant application form	<b>Simon</b>
----------------	---------------------------------	--------------

**Date for next meeting: Tuesday 23<sup>rd</sup> April**