

## **Mote Squash Club Committee – Meeting Minutes – 29<sup>th</sup> Jul'19**

### **Present:**

Tim Casey	Chair
Simon Muir	Treasurer
Alastair Hill	Club Secretary
Chris Cox	Membership Secretary
Russ Mason	Social Secretary
Jason Goodayle	Club Captain
Claire Goodayle	Junior Coordinator

### **Apologies:**

Adrian Humphries	Vice-Chair
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### **SUMMARY:**

Standard meeting – main discussion was reviewing audited finance results for year ending March 2019 in preparation for the upcoming AGM. Also confirmed the date for the EGM/AGM (Friday 27<sup>th</sup> September).

### **1. Administration Update**

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

Next Committee Meeting – Monday 9<sup>th</sup> September, 19:30hrs

EGM required ahead of AGM to approve the updated Club Rules (Committee approved these at Jun'19 Committee Meeting)

EGM / AGM – Friday 27<sup>th</sup> September (19:45hrs / 20:00hrs respectively)

<b>Action:</b>	Send out EGM/AGM notices by end August	<b>Alastair</b>
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### **2. Treasurer's Report**

*Bank Balances:* 29th July 2019

Current account: £43,947

Deposit account: £11,250

Total: £55,197

*Major outgoings:*

Payments outstanding: Ben Ford outstanding + competition prize money, electricity bill has been outstanding for several months. All to actioned asap – SM

New Carlsberg loan approved

*Major incomings:*

Subscriptions: £21,509 running total (+£292 since last mtg)

Large outstanding invoices pending: Kent Squash for court fees.

2018-2019 club accounts have been audited and were discussed in detail to review position ahead of the AGM. No major concerns.

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

Additional 11 members from last month – currently membership stands at 242 members (vs 260 at end Sep'18).

Peak	99
Off Peak	29
Family	24
Senior	13
Junior and Student	70
Honorary	7
<b>Total</b>	<b>242</b>
<b>Subs</b>	<b>£21,217</b>

Chris has let it be known he does not wish to continue on the Committee after the AGM. The Committee agreed that we should actively promote the vacancy.

<b>Action:</b>	Broadcast message to members advertising the pending Membership Secretary vacancy – interested people to follow up with Tim Casey	<b>Complete</b>
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### **4. Juniors Report**

Junior team matches have now finished. 4 teams will be entered into the winter season – the intent is that each team is managed by a parent, and not by the Club Coach, so as to help spread the load.

The final round of Mid-Kent leagues prior to the summer break took place on Saturday 6<sup>th</sup> July. Thanks to Claire and Jason for continuing to run this so well.

Claire has started her training with regard the role of Welfare Officer.

<b>Action:</b>	DBS checks to be reviewed to ensure all in date for all coaching staff who coach juniors. Publish on notice board along with coaching team info	<b>Claire</b>
<b>Action:</b>	Welfare officer requirements to be followed up and implemented - ongoing	<b>Claire</b>
<b>Action:</b>	Follow up on Golding Homes grant (via Steve Franks)	<b>Claire</b>

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

Squash doubles and Racketball finals will be played in due course, as well as the replay of the Main Squash Final.

<b>Action:</b>	Finalise dates for remainder of club championship matches	<b>Jason</b>
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#### **Future planned Squash / Racketball events:**

Saturday 28 <sup>th</sup> September	Racketlon (tabletennis / racketball / squash)
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## **6. Social Matters.**

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

Sunday 1 <sup>st</sup> September	T20 cricket match vs Mote Cricket Club followed by BBQ
Saturday 28 <sup>th</sup> September	Racketlon (tabletennis / racketball / squash)
Saturday 26 <sup>th</sup> October	Quiz Night (Dave Ealham)
Saturday 2 <sup>nd</sup> November	Private 50 <sup>th</sup> Birthday Party
December tbc	Xmas Party

### **Social events .**

I have arranged a 20/20 Cricket match against Mote cricket club . Date to be confirmed but looking like its on Sunday 1st September.

Planning to charge £10 a head which will include cricket, a pint and a burger after the game. Spectators most welcome .

### **Saturday 28th September**

Rackthon event to be held from mid day followed by a club party with live music from a band called the budgie smugglers.

### **Saturday 26th October**

We have a quiz night hosted by Dave Ealham , 7pm start .

### **Saturday 2nd November**

Private booking for a 50th Birthday.

### **December ?**

Christmas party, date to be confirmed.

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

The status of the high priority maintenance items is as follows:

<b>Priority</b>	<b>Project</b>	<b>Owner</b>
<b>#1</b>	<b>Men's showers</b> – complete painting of area	<b>Jason</b>
<b>#2</b>	<b>Ladies showers</b> – investigate extraction fan	<b>Jason</b>
<b>#3</b>	<b>Ladies showers</b> – mixers and heads to be changed and shower area deep cleaned	<b>Jason</b>
<b>#4</b>	<b>Bar glass washer &amp; surrounding bar area</b> – replace washer and make good bar area	<b>Russ</b>
<b>#5</b>	<b>Smoke detectors</b> – install at strategic points around the club so that all areas are covered	<b>Chris</b>
<b>#6</b>	<b>Court heaters</b> – Court heating override buttons downstairs outside each court (Ct3&4 complete)	<b>Chris</b>
<b>#7</b>	<b>Door Entry System</b> – confirmed that processor will be replaced at later date – on hold	<b>On hold</b>

<b>#8</b>	<b>Electrical checks</b> – court lights + fans to be planned in	<b>Jason</b>
<b>#9</b>	<b>Court Doors</b> – Repair Court 3 door and replace Court 4 door with glass one (Ryan Leisure)	<b>Tim</b>
<b>Completed in last month</b>		
	<b>Men's showers extraction fan</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>	Confirm ownership of electrical lighting inspection book	<b>Chris</b>

General Risk Assessment has been carried out and is under review.

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:*

<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>	Regenerate new court meter from spares of 3 old ones	<b>Russ/Simon</b>
<b>Action:</b>	Create a bar staff parking space close to the club door	<b>Tim</b>

## **8. Technology.**

Nothing new.

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

British Airways carbon fund grant – potential to 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>
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Women's Squash Week (23-29<sup>th</sup> September) and World Squash Day (Saturday 12<sup>th</sup> October) are coming up. Discussion held as to what level of participation the club should undertake.

<b>Action:</b>	Follow up with Steve Franks	<b>Alastair</b>
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**Date for next meeting:** Monday 9<sup>th</sup> September 2019, 19:30hrs