

## **Mote Squash Club Committee – Meeting Minutes –9<sup>th</sup> Sep'19**

### **Present:**

|                  |                      |
|------------------|----------------------|
| Tim Casey        | Chair                |
| Adrian Humphries | Vice-Chair           |
| Simon Muir       | Treasurer            |
| Alastair Hill    | Club Secretary       |
| Chris Cox        | Membership Secretary |
| Jason Goodayle   | Club Captain         |
| Claire Goodayle  | Junior Coordinator   |

### **Apologies:**

|            |                  |
|------------|------------------|
| Russ Mason | Social Secretary |
|------------|------------------|

### **SUMMARY:**

Standard meeting – main discussion was preparation for the EGM/AGM, approach for running teams for the Winter season

### **1. Administration Update**

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

Next Committee Meeting – Monday 28<sup>th</sup> Oct, 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)

Discussion held on the proposed 'joining fee' that is in the proposal for the revised Club Rules – agreed to propose an amendment to make this a 'late payment charge' only. Discretion will be applied by the Committee on a case by case basis for long term injuries etc. This is proposed to be set at £20 initially.

|                |   |                    |
|----------------|---|--------------------|
| <b>Action:</b> | Chairman and Treasurer reports to be completed ahead of AGM | <b>Tim / Simon</b> |
|----------------|---|--------------------|

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

*Bank Balances:* 9th Sep 2019

Current account: £42,097

Deposit account: £11,255

Total: £53,352

*Major outgoings:*

Payments outstanding: Ben Ford shop sales outstanding, electricity bill has been outstanding for several months. Cricket Club payments due in October.

All to be actioned asap – SM

*Major incomings:*

Subscriptions: £21,602 running total (+£93 since last mtg)

Large outstanding invoices pending: Kent Squash for court fees.

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

Additional 6 members from last month – currently membership stands at 248 members (vs 260 at end Sep'18).

|                    |                |
|--------------------|----------------|
| Peak               | 103            |
| Off Peak           | 29             |
| Family             | 24             |
| Senior             | 15             |
| Junior and Student | 58             |
| Student            | 12             |
| Honorary           | 7              |
| <b>Total</b>       | <b>248</b>     |
| <b>Subs</b>        | <b>£21,602</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.

### **4. Juniors Report**

6 teams will be entered into the winter season – 4 teams in main competition and 2 development teams (U12). The intent is that each team is managed by a parent, and not by the Club Coach, so as to help spread the load.

New Juniors term has started up as of 2<sup>nd</sup> Sep. A new coach (Tim Richards – Level 2) has been invited to help out. He is up to date on DBS and safeguarding certificates.

New Junior Board has been set-up and looks great – Claire and Steve will manage.

The first round of Mid-Kent leagues post the summer break will place on Saturday 5<sup>th</sup> October.

Claire is continuing with her training with regard the role of Welfare Officer.

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

Squash doubles and Racketball finals are in the process of being played out:

- Squash Doubles Final – Ben & Tom Goodayle bt Jason Goodayle & Paul Adam
- Racketball Plate Final – Alastair Hill bt Matt Baker

Thursday 26<sup>th</sup> September will see the finals of the Main Racketball and the Squash Doubles Plate.

The Main Squash final will probably be played around Christmas time.

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

|                                     |   |
|-------------------------------------|---|
| Saturday 28 <sup>th</sup> September | Racketlon (tabletennis / racketball / squash)   |
| Saturday 12 <sup>th</sup> October   | World Squash Day<br>- Juniors session (am)<br>- Open Ladies session (early pm)<br>- Open session (early pm)<br>- Fun Team Competition (late pm) |
| Saturday 11 <sup>th</sup> January   | Mote Graded   |

## **6. Social Matters.**

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

|                                     |   |
|-------------------------------------|---|
| 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                                    |

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

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

| Priority                       | Project   | Owner          |
|--------------------------------|---|----------------|
| #1                             | <b>Men's showers</b> – complete painting of area  | <b>Jason</b>   |
| #2                             | <b>Ladies showers</b> – mixers and heads to be changed and shower area deep cleaned                     | <b>Jason</b>   |
| #3                             | <b>Bar glass washer &amp; surrounding bar area</b> – replace washer and make good bar area              | <b>Russ</b>    |
| #4                             | <b>Electrical checks</b> – court lights + fans to be planned in   | <b>Jason</b>   |
| #5                             | <b>Court Doors</b> – Repair Court 3 door and replace Court 4 door with glass one (Ryan Leisure)         | <b>Tim</b>     |
| #6                             | <b>Door Entry System</b> – confirmed that processor will be replaced at later date – on hold            | <b>On hold</b> |
| #7                             | <b>Men's changing room</b> – upgrade proposals to be generated and reviewed                             |                |
| <b>Completed in last month</b> |   |                |
|                                | <b>Ladies showers extraction fan, Smoke detectors installed, Ct1&amp;2 heater controllers installed</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. – **NOT BEING PROGRESSED**

**Date for next meeting:** Monday 28<sup>th</sup> October 2019, 19:30hrs