

Mote Squash Club Committee – Meeting Minutes – 21st Oct'19

Present:

Tim Casey	Chair
Alastair Hill	Club Secretary
Russ Mason	Social Secretary
Jason Goodayle	Club Captain
Claire Goodayle	Junior Coordinator

Apologies:

Adrian Humphries	Vice-Chair
Simon Muir	Treasurer

SUMMARY:

Standard meeting – confirmed election of Paul Adam to the role of Membership Secretary, determined next steps with approach to cleaning and prioritised next set of maintenance activities.

1. Administration Update

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

Next Committee Meeting – Monday 2nd December

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

EGM / AGM – Minutes from Friday 27th September meeting are being finalised for review.

Decision:	Paul Adam confirmed into role of Membership Secretary with unanimous vote by the Committee
Decision:	Chris Cox will continue to support the club by completing maintenance routines to ensure we remain in compliance with health and safety regulations

2. Treasurer's Report

Bank Balances: 9th Sep 2019

Current account: £47,793

Deposit account: £11,255

Total: £59,048

Major outgoings:

Payments outstanding: Ben Ford shop sales outstanding (x7), 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, DWL needs invoice for Racketlon prizes

3. Membership Secretary's Report

Approx only 60 membership renewals to date ... chaser mail to be sent out.

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 have been entered into the winter season – 4 teams in main competition and 2 development teams (U12).

World Squash Day attracted some new juniors – will be seen if this materializes into memberships.

Golding Homes invoices required for junior academy sessions with Claire actively following up on what is left in the fund for the remainder of the year.

Ladies squash will now be on Mondays with Fit for Squash not continuing – to be monitored for take-up

The next round of Mid-Kent leagues will take place on Saturday 2nd November.

5. Club Captain's Report

Three teams entered into Winter Leagues – One in Priory Div 2, and two in Outer Kent (Div 1 & Div 3).

Future planned Squash / Racketball events:

Saturday 11 th January	Mote Graded
Sunday 29 th December	1 Day Bronze – tbc

6. Social Matters.

Future planned Social events:

Saturday 2 nd November	Private 50 th Birthday Party
Saturday 21 st December	Xmas Party

7. Health & Safety & Maintenance.

Thanks to Phill & Cynthia Crane for spending several hours deep cleaning the gents showers.

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

Priority	Project	Owner
#1	Carbon Monoxide Detector in Cellar – install asap	Russ
#2	Men's showers – tile wall on left hand side on way into showers / paint ceiling / paint pipework / new basin area	Jason

#3	Ladies showers – mixers and heads to be deep cleaned / frosted door on shower entrance / hooks inside shower area for towels	Jason
#4	Bar glass washer & surrounding bar area – order replacement washer and make good bar area / water softner	Russ
#5	Electrical checks – court lights + fans to be planned in	Jason
#6	Court Doors – Repair Court 3 door and replace Court 4 door with glass one (Ryan Leisure) - ongoing	Tim
#7	Door Entry System – confirmed that processor will be replaced at later date – on hold	On hold
#8	Office in Conservatory – only to be progressed once higher priority actions completed	
Completed in last month		
	n/a	

Action:	Maintenance Log generated – review with Chris	Alastair
Action:	Confirm ownership of electrical lighting inspection book	Chris
Action:	General Risk Assessment – confirm all completed with Chris	Alastair

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:

Action:	Roof has been inspected and clean-up and minor repairs required. Date tbc to carry out works	Adrian
Action:	Regenerate new court meter from spares of 3 old ones	Russ/Simon

8. Technology.

Nothing new.

9. Any Other Business.

Cleaning – the standard of cleaning was discussed and the Committee agreed that a change was required. The current cleaner would work out a period of notice and a new person appointed.

Action:	Cleaning checklist of standard duties and frequency to be generated for new cleaner	Tim
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Date for next meeting: Monday 2nd December 2019, 19:30hrs