

Mote Squash Club Committee – Meeting Minutes – 7th Aug'20

Present:

Tim Casey	Chair
Adrian Humphries	Vice-Chair
Bob Korten	Treasurer
Alastair Hill	Club Secretary
Jason Goodayle	Club Captain
Claire Goodayle	Junior Coordinator
Russell Mason	Social Secretary

Apologies:

Paul Adam	Membership Secretary
-----------	----------------------

SUMMARY:

The Club was re-opened with restrictions on access/egress, play and use of the bar on Saturday 1st August '20.

This was the first formal meeting since March '20. During the closure, the Committee held 2 meetings via Zoom to review any matters arising, and then held a meeting on Sunday 19th July to review the actions required to open the club. The Covid-19 risk assessment was updated after this meeting and the actions required for safe opening completed prior to opening.

This meeting was focussed primarily on reviewing how the first week of opening had gone and to review the AGM agenda.

Notice of AGM was issued after this meeting: Friday 18th Sep'20 @18:30hrs. The bar will be open on the evening with the meeting being held outdoors.

All existing Committee members have indicated they will stand for re-election.

Action: Issue AGM agenda by Friday 28th Aug - Alastair

1. Administration Update

The March minutes were approved by the Committee by e-mail and issued on 3rd April'20.

This was the first formal meeting since March '20. During the closure, the Committee held 2 meetings via Zoom to review any matters arising, and then held a meeting on Sunday 19th July to review the actions required to open the club. The Covid-19 risk assessment was updated after this meeting and the actions required for safe opening completed prior to opening.

Good take-up in week 1 with 37 bookings. A couple of issues to resolve wrt some match play being played when not appropriate. In general. A good and safe restart.

Since the last formal meeting, **Simon Muir** has resigned from the Committee as Treasurer. The Committee would like to thank Simon for his efforts during his time during a period where significant improvements have been made at the club requiring close financial oversight. **Bob Korten** has volunteered to take over the role and the Committee have unanimously co-opted him into the role. Welcome aboard Bob!

Next Committee Meeting – Tuesday 1st September, 18:00hrs

2. Treasurer's Report

Bank Balances: 7th August 2020

Current account: £37,074.08

Deposit account: £11,268.40

Total: £48,342.48

Major outgoings:

Rent continues to be the main outgoing but we have been successful in achieving a 50% reduction of rent from the Cricket Club for 6mths (approx. £3.5k). Discussions are ongoing with the Cricket Club to increase this off the back of them receiving a large rates rebate from the Council.

Action: To be followed up in Sep/Oct – Tim / Adrian

There remains an ongoing issue with the British Gas electric bill as this is proving challenging to resolve. £5.5k is being accrued for this – Tim / Bob to resolve name on the account and to also confirm if any additional reductions due from shutdown for gas usage.

Other outgoings have been reduced where possible.

- Sky has been stopped
- Waste collection services – reduction in fees agreed
- BOC gases – reduction in fees agreed

Major incomings:

Sport England grant £8k to help cover losses during March – July'20 shutdown, and a Bounce Back grant of £200.

Work required to fix the leaks into the ladies changing rooms should be covered by the building insurance – this is the responsibility of the Cricket Club.

Action: Contact CC representative to get Insurance surveyor to come and assess – Tim

Access to tokens and £1 coins is causing an issue for members as all courts are now essentially off-peak and using the meters. Agreed to open the bar (serving only bottles) on Fridays 17:00 – 20:30hrs to allow members to purchase tokens / swap £1 coins.

Action: get light meter key and tokens off Simon before next Friday – Bob

Action: Covid-19 risk assessment to be updated – Alastair / Russ

3. Membership Secretary's Report

250 total members: 200 Adults + 50 Juniors

Approx £20k in membership fees YTD.

Post re-start

Week Commencing (starting Saturday)	# of adult members returning forms	% of adult members returning forms	# of junior members returning forms	% of juniors returning forms
01-Aug	55	28%	15	30%
08-Aug	67	34%	17	34%

4.

Juniors Report

Steve Franks has re-started to do coaching again – focussing on 1-2-1 or 1-2-2 sessions on Fridays. Court 1 will be used as much as possible for junior coaching as this helps with social distancing for coaches and juniors.

5. Club Captain's Report

Nothing to report

6. Social Matters.

Nothing to report

7. Health & Safety & Maintenance.

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

Priority	Project	Owner
#1	Subsidence – undertake review to assess level of subsidence (if any). Need Insurance surveyor (CC Insurance)	Tim
#2	Ladies showers – water leak appears to have been resolved for now but wall outside needs repointing and cladding needs inspecting. Await outcome of #1	Adrian/Jason
#3	Surrounding bar area – make good bar area	Russ
#4	Door Entry System – assessed Canterbury system. Estimate £1k for hardware and fitting (not including laptop required to run system).	On hold
#5	Office in Conservatory – only to be progressed once higher priority actions completed	
#6	Roof fans – plan in for April inspection	tbc
Completed in last month		
	Men's showers – repair blown tiles / paint ceiling / paint pipework / new basin area	

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.

Other Ongoing Maintenance Items:

Action:	Regenerate new court meter from spares of 3 old ones	Russ/Simon
----------------	--	------------

8. Any Other Business.

Action:	New bar stools to be procured (x6) - arrived	
Action:	Cricket Club rep to be invited to first 20mins of next meeting for them to give updates on development etc	Tim tbc

Date for next meeting: Tuesday 1st September, 18:00hrs