

## **Mote Squash Club Committee – AGM Minutes – 13<sup>th</sup> November 2020**

Minutes of the Annual General Meeting held by Zoom call at 19:00hrs on Friday 13<sup>th</sup> November, 2020. As the meeting was held virtually this year due to social distancing measures put in place by the government, the option to vote on-line ahead of the meeting with regard to the membership subscription proposals and election of the Committee was made available to the members.

Pre-meeting voting: 18 members: Aranghan Lingham, Chris Cox, Darren Heathfield, David Seaman, James "Jim" M Vaughan, John Burbridge, Lloyd Chinsen, Maddy Hill, Mark Swann, Martyn Smith, Neil Reading, Ollie Smith, Paul Newvell, Robert Atwood, Stephen Duke, Steve Brewer, Steve Wentzell, Will Beeching

Attendance at meeting: Club Officers (x3) plus Committee (x5), plus 4 members (Chris Cox, James "Jim" M Vaughan, Paul Jenner, Simon Muir)

### **1. Chairman's Report**

The Chairman, Tim Casey, submitted his annual report, which had previously been circulated to all members ahead of the meeting.

Please see appendix 1 below for a copy of the report.

### **2. Treasurer's Report + Financial Forecast for 2020/21**

The audited Trading Account and Balance Sheet prepared by the outgoing Treasurer, Simon Muir, for the year ending 31<sup>st</sup> March 2020 was circulated to all members ahead of the meeting.

Please see appendix 2 below for a copy of the report.

Simon summarised the key numbers as follows:

Finances were stable but this was a year where significant maintenance and repair costs of £25k (increase of £10k on previous year) contributed to a deficit of £17k (vs £7k profit in the previous year). The request for more investment was a request by members at the last AGM.

Income was also down due to less membership subscriptions and less bar profit (sales at same level to previous year), so action for the Committee to review bar prices.

The accounts were approved and signed off by Alan Veal ahead of the AGM.

A financial forecast for the next 12mths was presented by Club Secretary, Alastair Hill. This summary was a basis for the membership subscription proposal for 2020/21 and shows that there is an expectation that the club will make a loss of approximately £13k, but based on what the Committee see as reasonable assumptions, the club reserves will mean that the club is not at financial risk.

Please see appendix 3 below for a copy of the report.

### **3. Membership Subscriptions for 2020/21**

The proposal for half fees (in relation to last years full price fees) for existing members (full fees for new members) was unanimously supported through the pre-meeting votes and in-meeting votes.

#### **4. Election of Officers and Committee**

After proposal and seconding through pre-meeting voting and in-meeting voting, the following were elected unopposed:

**Officers:**

Chairperson	Tim Casey
Vice-Chairperson	Vacant
Treasurer	Bob Korten
Secretary	Alastair Hill

**Committee:**

Membership Secretary	Adam Friswell
Club Captain	Jason Goodayle
Social Secretary	Russ Mason
Junior Coordinator	Claire Goodayle
Committee member	Neil Reading

#### **5. Club Auditor**

Prior to the meeting, Alan Veal confirmed he would be standing down from his role as club auditor. At present, there is no replacement but the Committee will follow this up in the coming months.

#### **6. Confirmation of Trustees**

Prior to the meeting, Jeff Root, Paul Newvell and Steve Wentzell confirmed they were willing to continue in their role as trustees. Simon Muir has now stepped down from this responsibility. The trustees are responsible for:

- maintaining the lease between the squash club and Mote CC
- any property owned by the squash club

This was unanimously approved at the meeting. Thanks for the continued support for the Club.

#### **7. Any Other Business**

Some questions were submitted ahead of the meeting with the following answers also provided ahead of the meeting:

- Could we switch to monthly membership that includes light fees?
  - This has been reviewed a few times in the past. At present there is no plan to do this.
  - One of the main reasons is that members who do play less frequently would be disproportionately impacted. Any proposal would need a thorough financial analysis to ensure any proposal made financial sense to the members and to the club, and would require broader consultation with members.
  - Annual membership also allows us to have our funds in the bank ahead of the paying our rent surplus and allows us to budget better for the year ahead.
- Could LED lights be introduced if there's a deficit?
  - This has also been looked recently and we expect it to cost in the region of £9,000 to fit out all 4 courts. This is obviously a large initial outlay and even though running costs are half that of the existing lights, payback takes a while. We are expecting to make a loss this financial year due to the impact of Covid, and so this project will remain on the 'wish list' for now, but one that will be reviewed again once we are back on our feet.

- Could we have an NFC/fob door lock rather than card based if the lock needs replacing anyway so that people could use their phones to access?
  - This is a more active idea and Adam Friswell (new membership Secretary) is beginning to investigate options that can update our access system with a view to reducing the administration burden involved in managing access cards, as well as the benefits to members with a more modern system.
- Please can the central heating be fixed for December opening at least? Club has be very cold indeed, courts fine, showers better now, even though only 2.
  - The heating should be fixed this week.

In-meeting question below:

- Query relating to water leaks impacting the ladies changing rooms, and also potentially the mens, and what was the progress in resolving this.
  - This may be subsidence and discussions are ongoing to understand what the squash club are liable for and what may be covered by the CC insurance. The Committee will update on progress as soon as possible.

There being no other business, the meeting concluded at 19:50hrs.

## **Appendix 1**

### **Introduction.**

Due to the current Covid restrictions, this year's AGM will be held virtually on 13<sup>th</sup> November.

This report is kept shorter than previous years to allow time to address the many Covid related issues that I'm sure members will want to discuss.

Thank you to those who have served on the committee this year.

Adrian Humphries, Vice Chairman; Alastair Hill, Secretary; Simon Muir, Treasurer (Sept – May); Bob Korton, Treasurer (June – Date); Paul Adams, Membership (Sept – July); Adam Friswell, Membership (August – Date); Claire Goodayle, Junior co-ordinator; Jason Goodayle, Club Captain; Russell Mason, Bar Manager and Social Secretary;

May I also welcome Neil Reading who has recently joined the committee.

Thanks also to Chris Cox who continues to lead on Health and Safety issue and greatly assists with maintenance.

Thanks to all those who have worked behind the bar and undertaken cleaning roles for us.

Many thanks to other members who take an active role in the club organising events, running teams, helping with the juniors, managing the box leagues etc.

Thank you to our sponsors, DWL Windows, SAD IT, CAF ceramics.

### **Membership.**

Annual membership fees are now due and it is proposed that there is a reduction for existing membership re-joining now. This will compensate for the lost time during lockdown 1.

Membership at the end of September was 209 adults and 56 juniors. Total 265.

### **Treasurer.**

The treasurers report has been compiled by Simon.

### **Maintenance.**

Below is a list of the repair works carried out before lockdown 1.

- Glazed doors to all courts
- Renewal of rear emergency escape door
- New basin and vanity unit in gents changing
- Privacy curtain installed to ladies showers, as requested at last AGM
- Carbon dioxide detectors installed in cellar and cleaners cupboard following Rus's incident
- In line temperature gauges installed on Andrew Water heaters in plant room so that we can more closely monitor and have confidence in source water temps to ensure compliance with HSE L8 requirements (control of legionella)
- Roof repairs.

We are currently investigating potential extensive repairs to prevent water penetration and damage particularly in the area of the changing rooms.

### **Bar and Social.**

Since last year's AGM we have hosted a private party in October, a members Christmas party and a Quiz Night in February.

Unfortunately, due to restrictions with large groups since March, we have been unable to organise any further events since.

Any future events will be determined by Government guidelines.

### **Club Captain.**

A short recap on what was happening prior to lockdown.  
We had 3 teams competing in the Kent leagues.

SE Kent League  
1st team - 3rd in Division 1 and in the final of the Cornwallis cup  
2nd team - 2nd in Division 3  
NW Kent League  
1st team - 7th in Division 3

Thanks to Alastair and Izzy for both running a team, unfortunately the season and cup game were unable to get completed.

We managed to run a graded tournament in January which had the biggest ever turnout at the club with 64 entrants, thanks to Joe Magor organising.

Thanks to John Burbridge for running the internal box leagues we hope to see these back soon.

Hopefully when restrictions are removed we can see a return to team squash and squash events at the club.

### **Juniors.**

We have a healthy junior section and prior to lockdown many had been successful with the county teams and participating in county training that is regularly held at the club.

Unfortunately, with lockdown the juniors were unable to complete the season of the Kent Junior League but we had 5 teams that were competing well.

As we came out of lockdown and schools returned Steve Franks decided to step down from his role of head coach and we wish him all the best.

We now have Josh Masters and Ben Goodayle providing coaching to the junior section and there has been a healthy return by existing and new juniors to the midweek and Saturday sessions albeit with restrictions in place.

It's been great to see the enthusiasm and development of the juniors since their return in September

### **Covid.**

The committee have, as far as possible, implemented the Government regulations and the ESR guidelines.

Thank you to members for following the guidelines and adhering to the new types of play, procedures and restrictions.

Whilst Covid has impacted on our finances, the club is still in a relatively healthy financial position. Alastair and Bob have produced a financial forecast for the club.

Tim Casey  
Chair.

## Appendix 2

Analysis of Costs Mote Squash Club 31st 2020											
Gross Profit											
Carlsberg prices have increased and bar prices were not increased - discounts need to be discussed.											
Junior Sponsorship											
This relates to money received from Golding Homes.											
General Maintenance						£					
Breakin Repairs and Showers						3944	During the Course of the Year				
Bar Stools						660	Mar-20				
APW Gas - Heating						432	Feb-20				
Ryan Leisure - 50% Doors Court 3 and 4						1620	Feb-20				
Blaize - Balance of Glass Washer						1300	Dec-19				
AVW - Carbon Dioxide Monitors						624	Dec-19				
Blaize - Glass Washer Deposit						900	Nov-19				
AVW - Light Inspection and Replacement						732	Nov-19				
Ryan Leisure - 50% Deposit for Doors Courts 3 and 4						1620	Nov-19				
AVW - court heating thermostates and guards						936	Sep-19				
AVW - Electrical issues upgrade						3442	Jul-19				
Air Con - Fan Service						240	Jul-19				
AVW - Electrical issues upgrade						3000	Jun-19				
Mitec						300	May-19				
AVW - Main Distribution Board Replacement						1902	May-19				
Water Repairs CC						1440	Oct-19				
Various - not detailed						1524	Various				
						24616					
Insurances											
Anthony Jones Mote Insurance						699					
Cricket Club Insurance Building						1071					
Prepayments movement						-60					
						1710					
Subscription and Entry Fees											
England and Kent Squash						2207					
Team fees						285					
Prepayments movement						-271					
						2221					

### **Appendix 3**

#### **Summary of cashflow bridging from Formal Annual Yr End Accounts reported as of end March'20 with forward projection to end Sep'21 (end of membership year)**

##### **Summary:**

- Cashflow is essentially neutral over last 8mths but this has been supported by income from grants (£8.2k), a 3mth rent holiday (£3.3k) and savings on expenditure (£1k) totalling £12.5k
- Approx 50% of membership is back at the club and playing
- Court income over the last 3mths has increased steadily netting approx £1.9k once cleaning costs accounted for
  - o Aug: 40cts/week
  - o Sep: 60cts/week
  - o Oct: 80cts/week
  - o Pre-lockdown average court usage: 90cts/week
- Court capacity has been increased from 50% on restart to 70% (65minute court slots in place since 5<sup>th</sup> Oct)
- Bar income has been healthy since it re-opened on 6<sup>th</sup> Oct but it is has only open for 4 nights/week.
- With Carlsberg loan payments, the bar is essentially neutral to date, but may be helping to drive increasing court usage
- Junior session numbers have been healthy and at maximum levels allowed considering restrictions
- Estimating £13k loss from current cash status to September '21 based on:
  - o 60% members @50% of full rate
  - o Going back into Tier 1 restrictions in Dec'20 with similar guidelines in place, with no further restrictions thereafter
  - o No further grants
  - o No further rent reductions assumed
  - o British Gas electricity back payment resolved

##### **Key financial highlights since March lockdown:**

Account balance Mar'20 lockdown: £47,156

Account balance Nov'20 lockdown: £46,430

Key credits: £14,860

- Sport England grant + Bounce Back grant £8,200
- Court income total £4,660
  - o Phase 1 (1<sup>st</sup> Aug): £920
  - o Phase 2 (1<sup>st</sup> Sep): £1,640
  - o Phase 3 (5<sup>th</sup> Oct – 65min courts/showers/bar): £2,100
- Bar income (from 6<sup>th</sup> Oct): ~£2,000

Key outgoings: £15,865

- Rent £5,500
- Gas £2,600
- Cleaning £2,775
- Bar outgoings + Carlsberg £2,100
- Gas certificate / Maintenance £2,000
- Insurance £700
- License £180

Outgoings saved: £4,350

- Rent holiday £3,300
- Reductions in other outgoings (Sky/waste/BOC/HBI) £1,050

Key sensitivities/liabilities:

- Rent balance £4,200
- British Gas Electricity back payment £5,500 (estimate)
- Membership subs £6,300 (assumes 60% uptake at 50% of full rates)