

## Minutes of Management Committee held on Tuesday 13th September 2022 at 7.30pm in the Parklangley Club New Meeting Space.

Present: Jacqui Bance (JB) Chair, Dave Cooke (DC), Kelsey Conway (KC), Rob Dagwell (RD), Rod Forrest (RF), Sue Highmore (SH), Gerard L'Aimable (GLA), Alan Lynch (AL), Janet Moody (JM), Anthony Nickalls (AN), John Williams (JW), Sebastian Colabella (SC) Director, Parklangley Freeholders, Guest.

1. Apologies for absence:  
Stephen Grindley (SG)
2. Minutes of last meeting: Minutes of Meeting held on 28.6.2022 were signed by JB as a true and accurate account.
3. Financial Reports: GLA confirmed accounts have been completed by Auditors. He said the Club's house in Beckenham has not been valued for some time and has estimated value of £650/£700k. GLA confirmed last year's figures were good in all areas and our cash position has returned to a healthy position. DC confirmed Caroline Riley had calculated costs for increasing discounts, from 5% to 10% for 5 years then further 1% per year up to 20 years, will cost £10,000. A vote to increase the discount was taken and carried. SC asked how we compare to other clubs and it was confirmed we compare favourably for our facilities and fees.

GLA is continuing to look at which banks offer better interest for term deposits as Santander do not offer a good rate and said it will take some time to set it up.

RF asked about progress with Clubsys. GLA confirmed he had an initial meeting with Caroline Riley, Helen Beddoe and DC. Clubsys, has been asked to attend a meeting when he is in the UK late September 2022 to see what his future plans are. SC asked about the integration of financial processes into Clubsys. GLA confirmed this will be included in the project.

4. Managers Updates:  
**General Reports** – Finances are looking positive and strong. Subscriptions are in a healthy position. Coaching, bar and gym performing well, growth in Squash, Josh is trialling youngsters. Badminton is strong. JB asked for a breakdown of adults and juniors. Membership is in a healthy position. Tennis for Free (TFF) increases every year by approximately 1000 new members.  
**Staffing Matters** – Have been updated and circulated to the Committee  
**Health and Safety** – All up to date. Peninsula audit is arranged for end October 2022.  
**Safeguarding** – Janice White, Kent LTA Safeguarding Office will visit Club to talk about juniors playing with adults.  
**Clubsys (CS) update/cyber security** – Reported by GLA in Item 3 above.

5. Code of Conduct Policy  
JB reported that an incident in the Gym had highlighted that we don't have a policy. We need to implement a policy so that in certain circumstances DC can suspend a person with immediate effect. Any ideas from MC should be forwarded to KC. Abiding to the policy must be included in the terms and conditions of membership.  
DC reported that in the Bar, female staff have received comments of a sexual nature from members. An ex-member was found to be in the Bar making abusive comments. SH

recommended that DC write a letter saying the ex-member is not allowed to enter our facilities. The bar staff are being supported by the new Supervisors. JB will compose a letter.

6. Manager's Wish List: Circulated in advance of meeting

DC circulated Wish List of Minor and Major Projects which was discussed at the meeting:

**Minor**

Item 1. DC said the Badminton viewing area will be decluttered in October half term.

Item 2. The Creche meeting room will remain as it is.

Items 3&4. The maintenance team will create an opening in the indoor courts for the cleaning machines.

Item 5 Covered seating for C,D,E – work still to be done.

**Major**

Item 1. Tennis Court LED lighting upgrade (clay courts) – Planning permission application has been submitted by Ron Terry. Posts to be lowered 1m on Courts A&B. AL/DC will look at issues on Court G.

Item 2. Office Upgrade – DC/KC are looking at alternative locations in the Club.

Item 3. Strength and Conditioning Area (S&C AREA) Building and Ground works – A provisional sum was approved of £60,000 building and £20,000 ground works. Estimated total now is £160,000 for additional stated below (Item 5). JB asked the committee if they were happy to proceed with the development based on the increase in project costs. All in attendance agreed to proceed.

Item 4. Strength and Conditioning Area Ground works – DC is currently working on obtain access.

Item 5. Strength and Conditioning Area additional – Includes increased costs of building regulations, air handling, ground works, insulation, building materials, relocation of soak away under clay courts.

JB asked what is the revised payback time. DC said twice original estimate. Vision for S & C Area is for all three sections to use it. The Club will get income from the S & C program. We are a Performance Centre for Badminton and Tennis so an appropriate S & C facility is needed. The way the new S & C area is utilised is key. Courts A & B will be out of use for approximately two months.

Item 6. Grounds Compound Relocation – Estimate is up from £40,000 to £100,000 to move to tarmac court and new hardstanding. We have planning permission for a double shed. Tree report is back. This is preparation for the new squash court.

7. Club developments and projects:

**New Squash Court and Lounge Project** – DC presented revised drawings and plans and explained the update of the layout. About 25 seats will be lost but there will be a viewing gallery. There is virtually no steel which will reduce building material costs. A fire assessment survey will be carried out late September 2022 after which we will be in a position to move forward. JW & AL will form a sub-committee and the project will be presented to members for required approval.

**Strength and Conditioning Area** – Reported in Major Projects Item 6.

**Tennis Courts** – DC discussed possible projects with the MC

**Worsley Bridge Road** – Planning permission has been refused and Caerus are working out next steps. This item will be removed from the Agenda for now.

**Updated list from committee members – SH is still working on outstanding issues.**

8. Section Reports

**Badminton:** RF reported Sections C & D have waiting lists and A Section is now recovering. There are now more men members than ever and social media is being developed to attract more female players. Baffles on lights are being trialled to reduce glare. The tournament in July, on the same day as tennis, didnt attract interest.

**Squash:** JW confirmed for the first time in many years, Squash is in a very good place. There is an 8% increase in adult membership and junior squads are coming along. People were impressed with the recent world class match. Social media contractor did good media coverage and Fergus took great photos which are appearing on social media. Gina Kennedy is the first ever English woman to win gold medal in the Ladies Squash singles at the Commonwealth Games at her first attempt. This is having a very good effect on Squash section. A great welcome home party was organised by KC.

**Tennis:** AL reported membership is strong with some new members. Jamie Harper has left the Tennis Committee and AL will confirm someone else to deputise for him. There have been some problems with the grass courts and solutions are being sought for next year including maybe resting courts more.

**Bar:** RD reported that the Bar is doing well. RD want to explore having a Card/App facility for identity of our members.

9. Any Other Business

AN – Confirmed DW’s celebration is being arranged for early October 2022.

JB – Confirmed date for AGM will be 30th March 2023 at 7.30pm.

JB – Confirmed that subject to checking with the Board, a joint meeting of the Board and Management Committee will be held on 17th November 2022.

JB – reported the Kitchen is not always open when it is needed at events and members would like wider menu choices. JB, DC and RD to discuss further.

10. Dates of Next Meetings

Thursday 17th November 2022 at 7.30pm – Joint Board and Management Committee Meeting

Wednesday 18th January 2023 at 7.30pm – Management Committee

Thursday 30th March 2023 at 7.30pm - AGM

Signed \_\_\_\_\_ Date \_\_\_\_\_  
J. Bance (Chair)