

**Minutes of Management Committee held on Monday 25th April 2022 at 7.30pm
Held in The Parklangley Club New Meeting Space.**

Present: Jacqui Bance (JB) Chair, Kelsey Conway (KC), Dave Cooke (DC), Rob Dagwell (RD), Jamie Harper (JH), Sue Highmore (SH), Janet Moody (JM), Anthony Nickalls (AN), Adam Rich (AR).

1. Apologies for absence: Rod Forrest (RF), Stephen Grindley (SG), Gerard L'Aimable (GLA), John Williams (JW)
2. Minutes of last meeting: Minutes of Meeting on 10.3.2022 including JB's additions will be signed by JB as a true and accurate account.
3. Financial Reports: GLA sent apologies for absence and no report was submitted.
4. Managers Updates:

General reports – DC presented Income and Membership reports and confirmed we have come out of Covid situation well. Coaching income has had an exceptional year (2000 participants on the coaching programme overall (more off site) and net £156,000 profit for the year). We have recruited new squash members, tennis numbers are up to target, badminton numbers remain steady and Tennis for Free figures continue to rise. A positive report at year end.

Staffing Matters – We are now fully recruited on 7am-9am shift. Beth is leaving at the end of the month. We have recruited a new Bar Manager, Shaun Doyle, who is very experienced and three new Supervisors who will be enhanced Duty Managers. Shaun will work full-time and Supervisors will work for 12-18 hours per week. An Events Team has been formed, Emily and Ashleigh, who will manage event bookings, arrange bar events and kids parties.

Health and Safety – Covid Health and Safety policies have been archived. The risk assessment for grass courts will be updated to reflect new water tank. As LTA guide for run off is 5.49m our run off (to the tank) of 6.5m is adequate. A reminder will go out about wearing appropriate shoes.

Safeguarding – KC has completed training and is now one of the Club's Welfare Officers.

Clubsys (CS) update/cyber security – The Club booking system was discussed at the meeting.

Cyber security – Cortec, who have worked with us for a long time, did a report analysing the Club's Cyber risk. All action point within the report will be acted on immediately.

5. Communications:

Emails for Committee Members - JB has requested a Parklangley email address and laptop for work she does relating to the Committee. SH asked if this would be offered to all of the Committee? JB suggested it is good practice for all Committee Members to have laptops and/or PL email addresses in interests of centralised record keeping and possibly also GDPR requirements (if information held was sensitive). JM confirmed she would prefer to use a laptop supplied by the Club for the Parklangley Management Committee and Board administrative work she does. The idea was discussed. Not all committee members felt they needed either or both. Some were concerned about the cost implications – not only cost of laptop but also software licences, support from Cortec. There was some discussion about a communal filing system via

OneDrive, though not all committee members agreed with this. Some use Mac which makes compatibility an issue.

It was agreed that JB and DC would investigate feasibility and cost and circulate an email to Committee members for opinions.

6. Manager's Wish List: – The Committee discussed DC's Minor and Major Projects Lists.

Minor

Items 1&2 Timeline not confirmed so far, under review.

Item 3 Door entry card locks have arrived. This will reduce key use (and thus cost) and take security forward.

Items 4-9 DC and Trevor May visited our offsite courts to identify and price repairs required.

Item 10 Estimate £15,000 for indoor tennis surface cleaning machine but need to find storage.

Item 11 Estimate of £6,000 for structural changes to indoor cleaning store to store machine.

Item 12 Tannoy system is being upgraded to ensure it is audible and clear enough.

Item 13 Old shelter was removed for irrigation tank. New canopy seating for courts C,D & E is planned.

A vote was proposed; to carry out works listed under items 4-9, subject to GLA confirming available funds, and was carried unanimously.

Major

Item 1 Tennis Court LED lighting upgrade (Clay courts) – See Agenda Item 7 below.

Item 2 A local site considered as TFF development – See Agenda Item 7 below.

Item 3 A local site considered for development – See Agenda Item 7 below

Item 4 Office upgrade – Still to be done.

Items 5&6 S&C Building – planning permission applied for. Tree has been taken down. Costs likely to increase due to building cost inflation

Item 7 Grounds compound relocation – will shortly apply for planning permission.

7. Club developments and projects:

The list prepared by DC, SH and other committee members providing update on current projects was considered.

8. AGM Review

The draft AGM minutes were approved and it was agreed that a copy, marked draft, would go up on the website.

KW raised Item 8 (auditors) and whether there should be a beauty parade to reappoint/select a replacement. JB agreed this is normal practice. SH counselled caution, particularly if the supposed errors were small, as the current auditors had a long association with the Club and have been able to deal with the oddities of the way in which CS produces financial information. She knew that GA (and Alan before him) had to spend much time translating that for the accounts/auditors. New auditors might not be so cooperative. KW said that, in such circumstances, they might qualify the accounts and this would be unacceptable.

SH pointed out that, if new auditors insisted on information being presented in different ways, that might accelerate the need to find a commercial accounts package that could be supported either by ClubSys or a replacement. This would accelerate the resulting cost and might then affect how

many of the other projects MC could vote through. SH asked whether there was another option should the accounts be qualified.

KW agreed both to liaise with GL'A regarding the Auditors and their potential replacement and to confirm whether other options were available in the event of qualified accounts.

9. Section Reports

Badminton: In RF's absence, DC reported Club Championships will be same day as Tennis.

Squash: AR reported an upcoming ticketed Exhibition Match with junior involvement and Q&A. Also a potential match between the World No. 3 and Gina Kennedy World No. 8 to be advertised. AR confirmed that Josh is doing great for the Squash section and that Racquet Ball playing is also very strong.

Tennis: JH confirmed the grass courts are opening this Saturday, 30th April 2022. JH and AL have revised the Marshall list which includes three new members.

Bar: RD said the Bar is doing well. Shaun and the Events Team are welcome additions and club members appreciate an events list being circulated. KC/RD will discuss beer choices and menu ideas.

10. Any Other Business

AN proposed consideration of an appropriate celebration of Dave Wrighton's chairmanship of the Management Committee which was unanimously supported.

JB sought MC approval to publish the numbers of votes in favour and against each of the elected directors and officers, on the basis of transparency. This had been requested by a member. At SH request, she read out SH's reasons for rejecting such request (no past history of doing so except for Zoom meeting poll, no legal obligation to do so, and risk of a candidate with marginal vote being seen as a lame duck). These were discussed. Most MC members felt an elected candidate's view/vote should be respected regardless of the margin of their election. JB exercised the Chair's casting vote in order to pass the resolution to reveal the vote numbers. **(Post meeting note:** vote numbers were added to the draft AGM minutes prior to them being lodged on the Clubs website together with the breakdown of expenditure which was not available of the evening of the AGM)

JB confirmed Grant Donaldson and Matt Dagwell are considering the Coordinators role to continue the trips with Neuweid, the German team.

11. Date of Next Meetings

Tuesday 28th June 2022 at 7.30pm

Tuesday 13th September 2022 at 7.30pm

Signed _____ Date _____

J. Bance (Chair)

Meeting closed 23.00pm.