

## **Minutes of Management Committee held on Thursday 17th November 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), David Willan (DAW) Directors, Parklangley Freeholders, Guests.

1. Apologies for absence:

Stephen Grindley (SG), Keith Waterton, Alan Whitehead.

2. Joint Management Committee and Directors Sub Meeting

JB's intention in having a joint meeting is to make the next AGM go more smoothly and be more pleasant. Questions regarding forward planning are usually asked at AGMs. An extensive discussion was held by the Board and Management Committee about how to develop our current 10 Point Plan into a Mission Statement. It was decided by the majority of the Management Committee that no change was required.

3. Minutes of last meeting

DC noted the additions to the Minutes of Meeting held on 13.9.2022 which will then be signed by JB as a true and accurate account. Matters arising:

**Wickham Park** – SH confirmed we are in the hands of trustees and we have to do any necessary works to comply with our contract. It will cost at least £15,000 to bring 2 courts up to current standard. Works must be done by April 2023 so we should book Trevor May to do the work in March 2023. DC will organise.

**Willet** – we have a 25 year lease unprotected so may not get the lease renewed. We cannot change the floodlighting without going back to the Council. It's a Council site for TFF.

**Kitchen** – will be looked at again in January 2023.

4. Financial Report

GLA confirmed from July to September 2022 cash flow was very positive.

Junior coaching programme costs are high. GLA will investigate. Cleaning costs are high. DC/KC will review cleaning. DC will explore improvements.

GLA has started processing options for deposit accounts both easy access and fixed term. GLA proposed keeping £500,000 in a reserve account and £1.8M be split in 4/5 easy access accounts which would earn £30,000 interest per annum.

It was agreed a bonus would be paid for specific reasons only, one person will receive £5K. JB said a hamper is a sufficient staff gift and was not in favour of any bonus payments going forward. This was agreed by the committee. KC requested £2000 for PAYE staff gifts which was agreed. GLA confirmed HMRC have accepted his explanation for the VAT mess and there is no penalty.

5. Managers updates – Circulated in advance

DC highlighted keypoints of his reports:

Squash section has 22 new members of mixed ages. There are 35 Junior members on the coaching program. The membership is very positive.

All annual H&S inspections are done and the Club is compliant in all areas.

GLA/DC/JP and several other clubs had a meeting with Andy Hillbig about Clubsys. A review of the system has started. DC and Tony Beddoe know and could list all elements Clubsys does and multiple providers may be required.

6. Code of Conduct Policy Update

A policy has been drawn up and is on the website.

7. Manager's Wish List – Circulated in advance

Minor

1. Cleaning machines have been ordered – cost saving £3700.
2. Structural change needed to house cleaning machines – cost saving £2000.
3. Covered seating C,D,E. Two structures for shelter £8000. Vote carried.
4. Storage area outside creche to become Badminton viewing area
5. Wickham Park court repair. Cost saving £3000.
- 6&7 LED and PIR sensors – cost saving and energy reduction making club greener.
8. Workshop and cleaning store along back corridor used by Cliff.
9. Five fire doors need replacing.

Major

1. LED upgrade for external courts floodlights, planning permission granted. Vote carried.
2. Office upgrade. SH thanked KC for her objectiveness in delivering the project. A vote for Option A (£120,000) as circulated was carried. GLA confirmed money is available immediately. It was noted a temporary office will be needed during the works.
- 3,4,5. S&C Area -Laings Estates have agreed we can have access through back of Club. Soakaway will be relocated on ransom strip not under courts A & B. We have gone out to three contractors. No vote required as yet.
6. Grounds compound relocation – Planning permission granted. Piling not necessary. Groundworks can be done together, we are currently waiting for a price for groundworks.
7. Squash court refurbishment – DC met with Ryan Leisure who are highly recommended. Our three current courts will form Phase 1. Costs for works estimate is £29,500 without heating. DC has spoken with Ron Terry regarding units on court front walls for heat and air conditioning.

DC distributed a list of Potential and Ongoing Projects for 2023/2024. This highlighted the extent of funds that would be required. Careful monitoring and planning of projects would be required to ensure affordability.

8. Club developments and projects:

**New Squash Court and Lounge Project** – JW said the 1st phase of works on the current courts would take 6/8 weeks and the 2nd phase, construction of the new squash court, would cause significant disruption. Phase 3, the members lounge, is not fully quantified and would be done at a later date.

**Worsley Bridge Road Development** – no further progress.

**The Warren** – would be a realistic opportunity for padel courts. Estimated costs £307,880 for upgrading including floodlighting and fencing. Payback is 10 years.

**Wickham Park Development** – may go ahead next year.

## 9. Section Reports

**Badminton:** RF reported that he is retiring next year. DC thanked RF for the help he has provided to the office. JB also thanked Rod for his help on the Management Committee.

**Squash:** JW confirmed there is an 8% increase in membership. The Section are looking forward to the improved facilities and are happy with Josh, the Coach. They will be fitting in tournaments and JW thanked DC and Josh for all their hard work with the Fancy Dress Event.

**Tennis:** AL reported that a survey about block bookings has gone to 450 members and he is waiting for responses. A review of the Grade 3 tournament has been completed with regards to the number of courts used. SH reported that David Wrighton had spoken to an OD member on an informal basis and suggested to SH we should wait two weeks and if we hear nothing then start S26 process. SH recommended this course of action, the MC approved this.

**Bar:** RD reported that all is fine with the Bar. Christmas dinners have started. We may have to take table bookings and do some drink offers during the Football World Cup.

Only issue is that non-members are buying drinks which our licence doesn't allow. RD want to explore having a Card/App facility for identity.

## 10. Any Other Business

- RF – Asked about the current disciplinary matters. It was confirmed the Gym member has left. The Tennis members have not replied to JW's letters containing agreements for signing.
- JB – Asked how the AGM will be affected by ODs issues. Not at all SH confirmed. The draft amended Articles are with Batchelors Solicitors who know the deadline for the AGM.
- DC – Flytipping on land at the back by the Gym - Joe Diyani says we left spoil on his land 7 or 8 years ago and that he wants to put back over the fence. If he does, we will report him to the authorities for flytipping. DC has set up CCTV cameras. There had been an issue with Joe Diyani wanting to put a gas pipe through our land, which has been dealt by SH/DC
- DC has reported to the manufacturers that we are not happy with the bar chairs that are coming apart. They replaced some chair legs and have tested fabric and said it is fine. They will replace fabric on all damaged items. Works can start in January 2023.
- JB said we have lots of projects that will eat into DCs time and asked if we should recruit a consultant to assist. DC confirmed he is delegating workload to KC who is supporting him well.
- AL – confirmed that an EGM will be arranged for the New Squash Court project and that once we have costs we will prepare an information evening for members possibly in January 2023.

## 11. Dates of Next Meetings

Wednesday 18th January 2023 at 7.30pm - Management Committee

Wednesday 1st March 2023 at 7.30pm - Management Committee

Thursday 30th March 2023 at 7.30pm - AGM

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