

Minutes of Management Committee held on Wednesday 18th January 2023 at 7.30pm in the Parklangley Club New Meeting Space.

Present: Jacqui Bance (JB) Chair, Dave Cooke (DC), Kelsey Conway (KC), Rob Dagwell (RD), Stephen Grindley (SG), Sue Highmore (SH), Gerard L'Aimable (GLA), Jeremy Tagg (JT) deputising for Alan Lynch Janet Moody (JM), Anthony Nickalls (AN).

David Willan (DAW) Director, Parklangley Freeholds, Guest.

1. Apologies for absence:

John Williams (JW) Keith Waterton (KW) Alan Lynch

2. Minutes of last meeting

DC noted additions to the Minutes of Meeting held on 17.11.2022 (SFH to send amended copy) which will then be signed by JB as a true and accurate account.

3. Matters arising

The Warren – DC and Trevor May discussed that 3 padel 1 pickleball and 2 tennis courts can be achieved and DC submitted a plan to The Warren. They held a Directors Meeting and are in favour of this configuration. SH agreed she will progress the legalities. The next phase is for Tim to prepare costings then DC suggested asking Members for feedback. JB asked whether this could be done at the AGM but DC said it should be sent out to the whole membership. DC confirmed flood lighting will have to be reconfigured and the tennis courts can be used for coaching and for Tennis for Free.

4. Financial Report

GLA circulated his Financial Report to MC Members prior to this meeting. He confirmed from 1st October to 31st December 2022 was a good quarter and cash reserves are building after the effects of the pandemic. GLA highlighted areas of cost increases; wages, repairs and refurbishment, cleaning costs. Staff wage increases will soon be discussed for next year. JB said costs need monitoring closely. GLA said the cost base is going up for coaching and the surplus reduced in December 2022/January 2023 though is not sure why yet. DC explained there are ebbs and flows in transferring coaching income from term time to monthly costs. Our electricity tariff is fixed and we have the benefit of solar panels. Bank charges are increasing to £15,000 per quarter. GLA confirmed interest is flowing in nicely on the new deposits of cash, that cash flow is positive and he predicts a good annual surplus.

5. Managers updates – Circulated in advance

DC highlighted keypoints of his reports:

General: Coaching, Bar and Gym remain positive with expected Winter effect on coaching. There are healthy numbers on the adult coaching waiting list.

Staffing Matters: There is one resignation from Tennis Admin Team and one managed termination of employment from the Bar Team. KC has completed Staff Handbook updates which include variable working hours in line with new legislation. KC said staff were happy with their hampers and sent thanks to MC. David Willan (DW) asked if staff have appraisals. KC responded they currently didn't but that they will soon be introduced for PAYE staff then progress to Casual staff.

Health and Safety: Updates to fire evacuation and training completed. All general building checks are in place.

Safeguarding Report: We are establishing a policy for Juniors to participate in Adult Tennis matches that can be applied to other sports too.

Clubsys Update: Andy Hillbig will be in the UK later this month. A meeting is arranged with him on 30th January 2023.

6. Manager's Wish List – Circulated in advance

Minor projects

- Item 3 – Covered seating to courts C,D,E in progress with companies who provide such structures.
- Item 5 – Wickham Park repair in progress with Trevor May.
- Item 9 – Replacement fire doors. First quote has come in for triple the budgeted cost. DC is getting more quotes.

Major projects

- Item 1 - LED upgrade for external courts floodlights is awaiting parts.
- Item 2 - Office Upgrade – KC reported she has approached companies dealing with staff welfare, She has met one and will meet another tomorrow (19.1.2023). KC will report back to next MC.
- Items 3,4,5&6 Strength and Conditioning Area and Groundworks – DC is waiting for quotes.
- Item 7 Squash courts refurbishment – Squash Committee was concerned that the units on front walls for heat and air conditioning were insufficient. DC has looked at underfloor heating from heating and ventilation specialists. May be possible to run this off our existing system together with a new chilling unit. Junkers are dealing with design of compatible flooring. The project is moving forward. A specification is being drawn up for tenders for improvements to the three courts. This will produce a revised price.

7. Subs and Court Fee Review – Circulated in advance

DC explained the Proposed Subscription Increase and Proposed Court, Visitors and Match Fee Increases for April 1st 2023 to 31st March 2024 that he had circulated prior to the meeting. The small increases were discussed. Votes for implementation of the increases to Subscriptions and Court Fees as recommended were carried. A vote was also carried in favour of increases as recommended by DC for Studio and Function Space Hire and Set Fees for Physio hire, Chess Bridge and Rotary. Suppliers have notified KC that bar stock prices are rising considerably. KC will try initiatives to keep bar prices attractive to members. RD and DC will talk to Jo about kitchen price increases.

8. AGM Preparation

AGM to be held on 30th March 2023 at 7pm.

Draft AGM calling notice and proxy form have been produced. Await final details of nominees for board directors and MC officer posts. Went round room and identified the MC members willing to stand again. We need a nominee for either Premises or Grounds. AN will speak to Tony Reeve to see if he is interested in either.

JB wants to reintroduce AOB to Agenda for AGM in interests of transparency. Generally recognised that this part of the meeting can be hard to control. JB proposed (and this was agreed) that members be asked to send in AOB items in advance so that appropriate info would be available on the night. JB also confirmed that time limited AOB would be taken in the room on the night.

AGM calling notice would refer to various documents uploaded to a page on the Club website (to avoid circulating large documents by email).

AGM calling notice would include resolution to adopt new Articles of Association. SH had discussed these with Bachelors and was awaiting a final mark up to check through. Bachelors had suggested a way to ensure that nominee names were known before the AGM calling notice went out in future years. SH had agreed that they include this (in addition to the other amendments). Rest of MC thought this was a good idea. SH explained it could not be done this year. SH reminded the meeting that a 75% majority is needed at the meeting to adopt the new Articles. DW asked if this was 75% of those in the room or 75% of those in the room plus proxies. SH said she would check:

Post meeting note: s283 Companies Act 2006 as amended counts both votes in the room and votes by proxy towards both a vote by show of hands and a vote by proxy

SH referred to previous email correspondence between JB and rest of MC regarding her wish for each officer to produce a job description. MC members agreed that it was inappropriate to put a detailed job description permanently on the website for reasons expressed in that correspondence. MC members agreed that it might be easier for potential volunteers to come forward for posts if they knew what they were letting themselves in for. To that end, MC agreed to post on the AGM website a short (200 words max), consistent format, explanation of the scope of each role (both director and MD six officer roles), including estimated hours of input, desirable/useful skills and confirmation that the role is unpaid. Each would suggest who to contact if a potential volunteer wanted to know more. These explanations would be taken down after the AGM.

SFH confirmed that, were there to be any contested posts, then the voting forms (both proxy and in the room) would list the candidates for each role and instruct voters to pick one/two/three (depending on the role at issue) from the list of more names. This format had been recommended by Bachelors.

After discussion, MC agreed that potential candidates for contested elections would be invited to put together a short statement of their background, skills and motivation to put their name forward (“hustings”) which would be uploaded to the AGM part of the website. They would also be invited to present their case to the room at the AGM. There would be no compulsion to do so.

SH said that she would agree final form of AGM calling notice and proxy form with Bachelors once the position on nominees was known.

DW agreed to carry these messages back to the Board, as these decisions affect director candidates too.

9. Club Developments and Projects

New Squash Court and Lounge Project – DC confirmed the Lounge (Quiet Bar) is a separate project now, to be addressed at a later date. JT confirmed some members are still in favour of proposed Lounge/Quiet Bar.

The committee have talked with QS about cost of the new squash court and ancillary works (entrance through the corridor and upgrading the seating area). Cost has already gone down from original estimate by £500,000 but committee hope another £100,000 could be shaved off original costs. JB stated costs haven't haven't reduced by £500,000.

DC said proposals are ready to present to members at an Information Evening then an EGM will be needed for approval to spend the money. DC said clay courts G&H will not be impacted and the six weeks Summer holiday would be a good time to do the work. Seems unlikely that we will be ready by summer 2023 because of need for tender and member approval.

JB asked MC members if they are comfortable going ahead with the new Squash Court. DW raised issue about its “payback” (not in terms of income generation but in terms of whether the extra capacity is required).

AN, RD, GLA, SG and SH confirmed they are strongly and fully in support and gave reasons including; Squash members are due to have money spent on their section, that it is good for the Club’s reputation to have excellent facilities for every sport including Squash; squash coaching is building well under the new coach, and with the new facilities we could host competitions which would raise the club’s reputation; team squash matches would be much more collegiate and generate a better atmosphere (than when split across 3 courts plus court 4); that the Club has carefully stewarded the savings in order to improve facilities and has already spent significant sums on tennis and badminton; that the Squash members are passionate members and the best bar customers. SH suggested that these reasons underpin the explanation to members (at the Information Evening) of the reasons for the project being recommended by MC.

JB said she is looking at the project in a different way. She thought £1.1M was for the original joint project and that the cost of the new squash court has gone up by 39%. JB will look at figures with DC.

A vote was taken of those in favour of the new Squash Court project and was carried by majority.

Worsley Bridge Road Development – Discussed by MC.

SH confirmed she had now read all the draft documents. The planning appeal had been submitted this week. The developer is keen to get agreements signed up with PL as it strengthens their hand at the appeal. Appeal unlikely to be heard til the summer.

Initial point is that there is as yet no offer to pay PL legal fees. SFH did not recommend proceeding without this as her estimate is £15000 to get to exchange of agreement for forward purchase. She had had a preliminary chat to Bachelors who were happy to act.

In summary the deal offers PLF the chance to acquire the freehold of 3 tennis courts, 3 padel courts and 10 car parking spaces for free. There could be up to a 7.5 year delay before the facilities came on stream, and at any point, failure of planning and/or withdrawal of the proposed developer might derail that timetable, or lead to termination of the deal altogether. PLF is under no obligation to pay anything during the waiting period. PLF will, if the transfer of the freehold proceeds, then have to pay a reasonable contribution to the maintenance costs of the landscaping immediately around the courts. Use will be restricted to courts (so no building opportunity).

SH had spotted some bits of the agreement that were unacceptable, but these were negotiation issues, not big obstacles. She had done mark up of the agreement with which to brief Bachelors.

MC voted in favour of SH instructing Bachelors to proceed (subject to costs undertaking) and letting the Developer know.

The Warren

See earlier section 3 for progress.

9. Section Reports

Badminton: SG informed MC that he took over from Rod Forrest on 5th January 2023.

Squash: DC reported that Court 3 is out of action, the glass has dropped and needs a lengthy repair. We are waiting for a date when Prospect can look at it, it was installed two years ago. Meanwhile OD's and Court 4 are available.

Tennis: JT reported that they have responses to survey about block bookings and results will be sent out shortly. AN and DC have walked around tennis courts and prepared a shopping list of repairs including compaction on clay courts G&H and removing moss on tarmac courts.

Bar: RD has no major updates. The Football World Cup matches were very well attended.

10. Any Other Business

- DC: Ollie, our new staff member asked for Sections to submit articles for the newsletter.
- RD: Asked about car park potholes. Repairs will be done in January/ resurface in February 2023.
- SH: OD's have now appointed Solicitors (excellent news) and Bachelors are being instructed to deal with the contested renewal proceedings. SH will work with them to progress to next stage.
- Asked whether we knew if Vodafone rent review had been dealt with or not processed as yet. GA confirmed rent levels have not changed so presumably no review. SH would investigate.
- JB: Confirmed with SG that an elected member could be deputy for him on MC if he cannot be there.
- JB: Informed MC that Badminton Committee had suggested a meal for Rod Forrest including Rob and Ray as a gesture of recognition of his service. He would likely not want a big fuss. JB/DC/SG to confirm.
- JB: Suggested that the former Creche be renamed either the Whitehead Room or Alan Whitehead Room, whichever is Alan's preference. The idea was warmly received and wholeheartedly supported by MC.

11. Dates of Next Meetings

Wednesday 1st March 2023 at 7.30pm - Management Committee

Thursday 30th March 2023 at 7.30pm - AGM

Signed _____ Date _____
J. Bance (Chair)

Meeting finished 22.30.