

Minutes of Management Committee held on Wednesday 26th April 2023 at 7.30pm in The Whitehead Room

Present: Jacqui Bance (JB) Chair, Terry Brandon (TB), Dave Cooke (DC), Kelsey Conway (KC), Rob Dagwell (RD), Sue Highmore (SH), Chris Mangioni (CM), Janet Moody (JM), Adam Rich (AR) deputising for John Williams (JW), Jeremy Tagg (JT) deputising for Nick Nicol (NN), Tony Reeves (TR).

Sebastian Colabella (SC) Director, Parklangley Freeholds, Guest.

1. Apologies for absence:

Stephen Grindley (SG), Nick Nicol (NN), John Williams (JW)

2. Introductions

The Chair introduced all attendees; Management Committee (MC) Members, Section Deputy Chairs and guest Director.

3. Minutes of last meeting

RD noted a few typo's to the Minutes of Meeting held on 18.1.2023 which will be amended then signed by JB as a true and accurate account.

4. Matters arising

TB asked to see copies of papers and plans for the new squash court. DC will send a package of information to all new MC Members. SH explained the way the project will progress is for there first to be an information meeting for all club members. It would not be sensible to go through the expensive tender process before holding that information meeting as the tender fees might be wasted if the project does not receive support. Assuming that the project yields positive comments, we will then need an EGM for members to vote in favour of the project proceeding as the cost is above the threshold for member consent to be required. SH proposed a vote to agree a date for the information meeting rather than waiting to do so at the next MC which would introduce further delay to an already tight timetable. This still gives time for the new MC members to familiarise themselves with the documents. A vote was carried 4:3 and date agreed, 29.6.2023, for the information meeting.

5. Managers Report and Wish List

The Club Manager Report, Wish Lists and Proposed Schedule of Works for Tennis Court Repairs were circulated to MC in advance. DC highlighted key points and answered questions arising:

TB asked if staff have appraisals. DC confirmed they do.

TB asked if staff have job descriptions and said he would like to see them. DC confirmed that staff do have job descriptions which can be seen by MC members.

TB asked about replacement fire doors. DC said work is still being done. Costs have increased because of tennis double doors. He is getting a second quote. AR will pass contact details for Forza to DC. JB said we will have the doors alarmed so they cannot be opened in summer.

TR asked DC for confirmation of numbers of tennis members as different information was given at the Tennis AGM. JB also has different information from Caroline. DC said there is constant ebb and flow, that tennis section is at target and we have a one out/one in policy. JB said reducing the cap is for the Tennis Committee. CM asked how many members are out of county or students as this will affect court usage. DC will check tennis member numbers and circulate a breakdown to MC.

TR asked DC if coaching figure of £945,000 was from individual coaching. DC said No, they pay the coaches and pay a court fee. That figure is from group coaching and for all sections and camps.

TR asked why Gym target is 1400? DC said target was set before he arrived. CM asked if you can be a Gym member only? DC confirmed you can only attach gym privileges to an existing membership, which could be a social membership. SH asked if there was an overcrowding situation in the gym? DC and Suzanne Williams regularly review to see if it is too busy and do not think it is a problem now. JB suggested MC agree to put a hold on new applications for gym privileges for the time being to contain numbers and reduce stress on parking. RD said he uses the Gym four times per week, the overcrowding situation is better since the recent measures were taken. AR asked if playing members with injuries will still be able to join the Gym to recover. JB agreed that they could. CM asked what if you are a current social member and you want to take up gym privileges? JB explained this would not be possible if her proposal was approved. JB proposed a vote to close applications for gym membership other than from existing playing members. The vote was carried.

6. Club Developments and Projects – Onsite and Offsite

- Strength and Conditioning Building can go ahead once we get the soakaway figure, estimate is £160,000.
- Squash Courts refurbishment of glassback courts 1 to 3 is due to start on 3rd July. Wet system and underfloor heating. Estimate £60,000. SC asked about Court 4. This will not be refurbished in this phase as it wasn't in original budget.
- Office – KC confirmed Spacepod have been appointed and we are planning to commence work in summer holidays for minimal impact. Main aim is to remove dividing wall and improve working conditions. On target for budget of £125,000.
- Court repairs – DC said we have big bills for resurfacing Tennis for Free (TFF) courts. We don't want all TFF sites out of use at the same time. Some can be left until next year. TFF membership is currently 15,500. Income is strong £126,000. Fobs are now much cheaper.
- Tarmac courts have started to break up at Wickham Park (WP) and need resurfacing. JB said we may want to put clay there, but we would need to negotiate a legally binding lease. Just resurfacing is estimated at £38,000 or clay £45,000. MC discussed WP's income for us versus expenditure. It is not a TFF court and runs separately as its own club. PL use's for coaching 5 days a week on 2 courts. JB asked for figures for income generation. SH said we need WP to give us a long lease if we are going to invest in sorting out subsidence, getting rid of trees and installing floodlighting. TB said he thinks the trees are at the end of their life.
- At Kings Hall respray is needed to 4 courts, cost £10,000. At Willett resurfacing 2 courts, cost £30,000. A vote was held to press on with work at Kings Hall and Willett and was carried.
- Clay courts G&H are 17 years old and need replacement. Cost £47,000. This could wait until next year but as there are drainage issues due to compaction, JB wants them done this year or we will lose match courts if they are too wet. Courts G&H are the most visible, and it is not good if they are in a poor state of repair. TR asked what's the down time? DC said he will check and confirm. Car parking spaces will be lost at top end during works. Hopefully grass will be playable. JB proposed a vote to replace surface on G&H this summer. It was carried by majority.
- Resurfacing Croydon Road courts can be left until next year.
- Old Dunstonians – SH agreed with MC that this is kept confidential on the advice of the Club's external lawyers. She explained the background to new MC members. She confirmed that a s26 request for a new tenancy had been served, extending occupation until the start of December 2023 and lawyers had been instructed to conclude these proceedings, ideally by negotiation.

TB asked what approvals are necessary for levels of spending. SH confirmed up to £200,000 is approved by MC, from £200,000 up to £400,000 needs Board approval and over £400,000 must be approved by club members.

JB asked CM if he wants to wait to sign off projects until he has reviewed finances. CM said he wants to delay signing £100,000 plus projects. The proposed court repairs for this year are well below that limit, which he thinks are OK.

7. Finance

CM said VAT returns are due 30th April. He is meeting with Gerard L'Aimable, previous Financial Executive, on 27.4.2023 and will report back to MC. CM will also meet Alan Whitehead with JB.

8. AGM 2023 Review

- Padel – DC has not heard anything further from a local club. CM said it is impossible to get on Padel courts at Sundridge Park because they are always full. He said if an opportunity comes along we should grab it as quickly as possible. It was confirmed to new MC members that MC has pursued opportunities for Padel, so far without success. DC has had good conversations with LTA about funding but we have nowhere to put courts.
- Gym – JB confirmed membership issue is now dealt with (Item 5 above). Broken mirror is replaced, some sprucing up is needed, TB and DC will do a maintenance survey on 28.4.2023 and TB will review a general maintenance list from Cliff who does basic reactive work. JB wants a copy of the list and asked TB to add items he sees or hears from members.
- Squash Committee Meetings – a question was asked about the lack of an elected committee and why the section didn't have an AGM. AR said it is only one person. AR confirmed current Squash Committee Members are John Williams, Josh Masters, Steve Maybank, Kevin McCoughlin and himself and said details will be posted on the Squash Notice Board. Minutes of future meetings will be posted on Club website. SH reminded MC that the Constitution allows each section to run itself subject to very limited interference from MC under Article 73.
- Old Dunstonians (OD's) – JB said this item on the AGM Agenda was unpleasant. JB confirmed she had reinforced SH's information at the Tennis AGM. A member was not happy with the Club response to her question.
- Badminton – A member does not want pay and play to be stopped in the holidays so we can run tennis camps. He is encouraged to book a different time but is not happy. A member says that social members aren't paying visitor guest fees. The Committee agrees that guest fees at the Club are an issue for all sports and it was reiterated that members are responsible for signing in their guests and ensuring a fee is paid.
- Uncontrolled kids running round the Club causing a mess and mistreating the furniture - This has been raised at many previous AGMs. There is no easy solution as, ultimately, it is up to parents to supervise their children. DC confirmed that the bar/duty staff are now taking time to take children back to their parents and ask them to take control. This has helped, but MC felt that the improvement could be shortlived. Regular reminders would be given.
- Numbers of guests. One member had complained that a social member had brought a lot of guests for Sunday lunch. A member had asked MC to consider limiting the number of guests a social member can bring. SH pointed out that CASC rules do not allow us to set different privileges for different members, so if a limit on guests were brought in, it would apply to all members, including playing members and the events/Rotary/dance school. This could have adverse effects on tournaments and income from bookings in the various function rooms. DC guestimate was a loss of 30% of income. CM said he is worried about the income loss. No

resolution was passed on this. JB reported that new applications for social membership were currently on hold.

- Bar Licence - JB and RD agreed that use of photo ID cards (for members buying alcohol) should be pursued, even if this would be superseded in due course by an app or prepaid card or (potentially, according to DC) by features in any new management system. RD has spoken to Sam, Bar Manager, about this and to bar staff. There will be a two month period of adjustment; reminding members to bring cards, notices, bar staff reminding them. Anyone can ask for a photo ID card if they do not have one. After that period the bar staff will adopt a no-excuses policy – no membership card, no alcohol. RD explained that it is crucial for all MC staff to support visibly the implementation of this, as the bar staff were worried about potential aggression. They need to know this will be dealt with quickly and robustly.

SH confirmed that for future AGMs there will be a new two months lead time for members wishing to stand for Committee and Board positions as stated in the Club's revised Articles. We need to bear this in mind when setting the timetable.

9. Section Reports

Bar – RD reported feedback has been positive. The kitchen is now operating with more flexible hours and staying open late for events. RD will ask Sam to speak with Jo about the kitchen being open until 8.30pm on Finals Day. Tennis wanted them to stay open later after Finals because some people are hungry. DC suggested special offer vouchers for Tennis Finals Nights and pre-ordering. TR confirmed having Pimms jugs at events has previously worked well. RD will suggest a trial period to Jo of an extra hour on Saturday nights. JB said we will need to advertise it widely.

Squash – AR reported two Finals coming up, Racketball on 5th May and Squash on 12th May and encouraged members to come. Jack Mitchell and Caleb are likely to be finalists and AR is playing in doubles. He has confirmed a special £10 food deal with Jo. Squash membership is very good with Juniors membership getting better and better thanks to Josh Masters. AR is strongly pushing for the new court as members are struggling with courts at peak times. DC said that at the recent 5th Racketlon, Jo had a sell out day and there were fantastic sales at the Bar. The racketlon event we lost in covid was the world championship so they would like to host it here next time. JB asked what squash appetite is for an internal racketlon and said it might be a way to bring club sections together. JB will ask SG. DC reported an event we hosted last month for Gina Kennedy and Playstation. It was a major thing and may bring other stuff. Filming was done here; we get a credit and will go worldwide. The chap that is doing this system will share what PL do on social media and will encourage membership. Adrian Larkin is liaising with them. Gina credited PL in the interview.

Tennis – have passed a resolution on block bookings. One week block bookings /one-week open bookings. Some people have lifetime block bookings, JB will clarify how many.

10. Any Other Business

SC asked about bank charges of £15,000 per quarter. JB knows about the deposits, two accounts of £300,000 each, one with Redwood Bank 2.6% and 3.5% with United Bank. It was agreed commercial charges are very different from personal accounts. CM will review and update. Authorised signatories are Helen Beddoe, JB and CM.

RD asked MC to consider Padel at WP, 2 or 3 courts. He's a member and said the grass courts are terrible. They like them but could be persuaded to reconsider. WP have a small car park which may be a problem on Saturdays but there are alleyways from other roads to Wickham Chase and Langley Way which are free. Possible noise and floodlighting issues with neighbours. RD suggested it is

worth floating this idea with Rob Sheath. Rob wants new young members because they have an aging demographic. JB stated we will not consider further large expenditure until the fate of OD's is known. SH/DC/RD will discuss opportunities further.

DC said a social member has broken several rules and asked if he can terminate his membership. DC described what had happened. SH advised DC to write to the member and cancel his membership with immediate effect.

11. Dates of Next Meetings

Wednesday 5th July 2023 at 7.30pm

Tuesday 12th September 2023 at 7.30pm

Signed _____ Date _____
J. Bance (Chair)

Meeting finished 23.10.

Redacted minutes