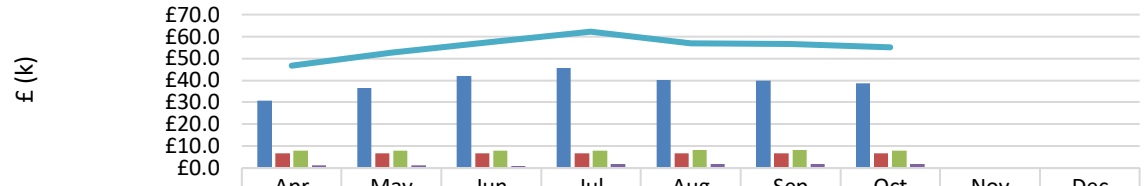
Minutes – Nunthorpe Squash Committee – September Meeting
Date Tuesday 7th November 2023
Time 19:00
Room – Tennis Club Room
Attendees: Peter Spaldin (PS), Ian Williams (IW), Martin Bradley (MBR)
Graeme Lewis (GL-Treasurer), Kelvin Bowes (KB – Secretary) Michael Bowes (MB),

Apologies: Ian Bell (IB), Geoff Smith (GS)

Distribution: via WhatsApp-
Notice Board: Web

Action point	Status/Action Required	Responsible	Due
1.0 Previous Meeting Minutes	1. General agreement MB could chair meeting in Chairmans absence due to GS illness. 2. October 2023 Meeting Minutes proposed by GL as accurate and seconded PS. 3. All Agreed as true record.	**MB**	**Complete**

2.0 Treasurers report & Financials	
	Notes:
	• General discussion around expected substantial invoices to be received – all in agreement that court refurb had been a success and once again thanks to MBr for coordinating the project.
	• Some concerns raised again in line with expected bills – all in agreement.
	  ○ Electricity bills (particularly as it gets colder, and sauna use increase)
	  ○ Gas Bills (particularly as it gets colder)
	  ○ Capitation (due but has been incorrectly invoiced -committee decision required)
		Update GL	**Complete**

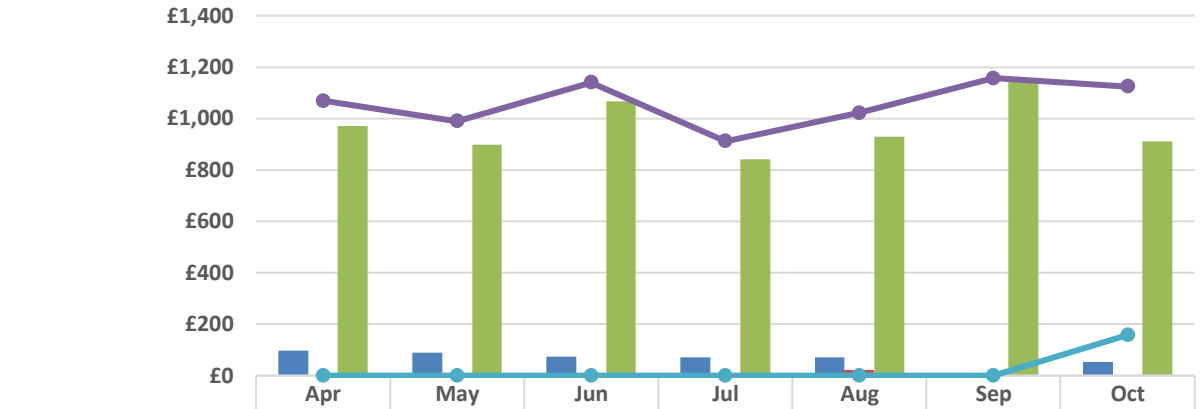
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Current account	£30.7	£36.6	£41.9	£45.6	£40.1	£40.0	£38.5		
Reserve Account	£6.6	£6.6	£6.6	£6.6	£6.6	£6.6	£6.6		
Development account	£8.0	£8.0	£8.0	£8.0	£8.1	£8.1	£8.0		
Junior Account	£1.4	£1.4	£1.0	£2.0	£2.0	£2.0	£2.0		
Total (£k)	£46.7	£52.6	£57.5	£62.2	£56.8	£56.7	£55.1		

- Lower than expected light, sauna, and vending revenue but it was noted that court maintenance had affected revenue stream and members visits due to courts be out of action.
- BT contract renegotiated on a reduced monthly basis going forward due to charity status – some further discussion on this in section 8.0.

Exec Summary:

- Invoices will be paid when received over month on November and following meetings with PFA on 2nd November, a review of capitation model and clarity will be requested.

- All invoices and misc. costs have been paid on time.



	Apr	May	Jun	Jul	Aug	Sep	Oct
Vending Machine	£97	£90	£74	£71	£72	£0	£54
Honesty Box	£0	£0	£0	£0	£22	£0	£0
Lights	£971	£899	£1,066	£840	£928	£1,157	£912
Sauna Meters	£0	£0	£0	£0	£0	£0	£158
Total (£)	£1,068	£989	£1,140	£911	£1,022	£1,157	£1,124

Please note-

- Honesty box has now been withdrawn from Late Sept 2023.
- Amendment to lights figures Aug & Sept, now corrected – error in data file and true figures now recorded.

3.0 Membership	1. Positive news that 7 new members had joined in October with 2 leavers. - leavers have had personal commitments and have expressed a wish that re-joining club in the future may be an option. 2. Some concerns raised with regards to access to Rec club firework night and how that squash member x 2 had been refused entry – further concerns raised due to attitude, behaviour and conduct of PFA trustee with squash member and family – MBr to speak to member to see if he wishes to raise a formal complaint to PFA. 3. Agreements that full REC club requirements for membership and access to be sought by GS so that we could inform members - all in agreement NSC need a Rec Club policy document so we can share with NSC members in due course and remove any grey areas. 4. Membership is on target to meet and exceed budget levels for 2023.	**Update MBr** **MBr** **GS** **Info**	 **Dec** **Dec**
4.0 Fixtures	1. General discussion on fixtures and County, England squash status -GS to liase with both so that we can brief members.	**GS Update**	**Dec**
5.0 Competitions & Events	1. Club night – Agreement media updates to continue and be circulated to share the good news story. 2. General discussion on Academy – date announced for Xmas bowling event on 9th December at Hollywood Bowl – agreement that communication to be sent with detail. 3. County Masters date received for 25th January 2024 – GL/GS to arrange courts bookings accordingly and advise Rec club. 4. General discussion on Mini Leagues and how the success of these leagues can be maintained and improved – MB to review and provide update for consideration by committee. 5. General discussion on holding Xmas junior handicap and doubles competitions over Xmas – provisional date to be 29th December 2023- date to coincide with rec clubs plans to ensure a great sporting and social success. 6. Some concerns raised ref team matches and rankings been out of sync- GS to review	**Info** **GL** **GS/GL** **Info** **PS/MBr** **GS**	 **Nov** **Nov** **Nov** **Dec**
6.0 Club Issues	1. Further request for key access to NSC from PFA based on H&S – PFA H&S policy to obtained so we can clarify situation and request	**GS**	**Dec**
7.0 H&S & Maintenance	1. Outside Vent- still missing – agreed GS to purchase and fix. 2. Emergency lights to be sourced for changing rooms – GS to liase with Malcolm Leech 3. Kitchen area in unacceptable condition with stored equipment and is a H&S issue – GS to escalate to PFA. & Rec club - still outstanding 4. Maintenance contract, still work in progress with M Leech and to be confirmed.	**GS** **GS** **GS** **GS**	**Dec** **Dec** **ASAP** **DEC**

	5. Roof situation with regards to water leak and damaged to internal roof fittings – following meeting with PFA who "landlords" on 2nd November – a scope of works is to be sourced from local contactor – this scope of works will form basis of our formal reply to the minutes and reading material agreed to be supplied by PFA within 2 weeks of the 2.11.2023	**Committee**	**Nov/Dec**
8.0 Projects & Club Development	1. Following meeting on 2nd November with GS, KB and GL and PFA trustees where remaining PFA trustees produced a presentation of the future of the PFA and Tennis merger. 2. It was agreed that PFA would circulate minutes of the meeting and along with presented reading materials regarding the proposed tennis merger within c2 weeks, this detail would explain how they had arrived at a decision to reject the NSC merger proposal without a viable other option at the time of decision. 3. Due to lack of clarity with criteria requested on the initial business plan and process, it was agreed a 6-week timeframe would be granted so that NSC could review minutes, reading material from 2nd Nov meeting and propose a formal reply to the decision. 4. Once documents are received, we will share detail with both sporting section members for consideration and gain feedback so we can carry forward any concerns, recommendations to PFA in reply. 5. General agreement to action complete upgrade of Courts 1 & 2 along with quotes to source on glass banister and viewing panels-dates now in diary 4th-11th December MBr to organise works and communicate a plan to brief to members. 6. Linking door entry system and printer works paused but still to be considered in this section. 7. Refer a friend (RAF) scheme still work in progress - MB to work with MBr– T-shirts, balls, free lesson as an example with media plan. 8. Consolidation and review of policy documents still ongoing – formats to be agreed, shared signed off and uploaded to web – items to be cascaded over coming weeks - work in progress.	**Info** **MBr** **Info** **MBr & MBo** **KB**	 **Dec** **Dec** **Jan 2024**
9.0 Website - Media	1. Review of current website to be conducted and KB to propose a business case for committee review	**KB**	**Jan**
10.0 NSC Feedback & AOB	1. No new issues reported but feedback form received in October, that was investigated /Resolved. Committee felt we needed to ensure member was happy with automatic lights situation in foyer. MBr to investigate	**Info – MBr to investigate.**	**Dec**
Next meeting	▪ **Tuesday 5th December 2023 19:00. – Tennis Room**		