* **Subject:** **COMMITTEE MEETING MINUTES 18.10.20**

**Present:**  
Murray Sutton. Chairman  
Tim Bannerjee. Vice chairman  
Sarah Dickinson.  Social Committee  
Kirsten Holst. Development Committee  
Danielle Wade. Operations Manager  
Gary Couzens. Treasurer  
Tony Braimbridge. Facilities manager  
Melanie Gibbs. Membership secretary  
Peter Gray. Squash  
Giorgina Zinunula  guest speaker re Diversity & Inclusion  
  
**Apologies**:  
Graeme Hogarth.  Squash Secretary  
Gary Walker. Head tennis coach

**1. MEMBERSHIP**  
Juniors  
Squash.               8  
Tennis.               80  
Tennis/squash. 43  
                       ------  
                        131  
Adult  
Squash.             144  
Social.                  28  
Tennis.                322  
Tennis/squash.    67  
Off peak tennis.   18

                              ——

                            579  
  
Total.                     710

**2 FINANCE**

Summary of Tennis Club Finances (forecast to end of December 2020)

 Current bank account (as of 18/10/20). : £146717

Anticipated revenue (other than regular turnover)

 Expected normal profits @ £2k per month : £4000

Total revenue:  £ 150717

Expenditure due

Construction work costs to complete Phase 1 works

(£100k less £28k paid to date) ie £72000

Drainage survey works and associated consultancy fees. £2000

 Leaking squash court roof £2000

Miscellaneous bills   £3000

Outstanding VAT. £2000 (?)

Total.                      £81000

Balance.                 £69717

Loans to be paid back (Toby) £22000

(this will be delayed to 2021)

Tree pruning.        £5000 (?)

Balance end 2020:  42716

It was agreed that there should be a contingency plan to maintain a minimum float to insure against surprise expenditure. £50k?

ACTION. Tim B/ GC/MS to confirm figure

GC said that we should ensure that the building figure does not rise further.

**3. COURT PRESSURE**

It was agreed that it was correct to close tennis full time membership and to continue to offer off-Peak.

Concern was expressed at the number of late cancellations and no shows especially for tennis.   
  
ACTION. MS to check if Mycourts can automatically cancel a booking if an opponent is not included after three days. Failing that GZ offered to police the system.

ACTION. Tim B to draft Newsletter reminder and request to be considerate and to include opposition.

PG reminded that we can get peak time reports from mycourts.

**4. DIVERSITY**

GZ explained the thinking behind why we need to up our game in this respect. Following conversations with the LTA the following proposals were suggested:

- structured ‘social sessions’ involving parents. Logistics to be discussed later

-  cardio tennis involving people who wouldn’t traditionally consider playing tennis

-  an official structured bursary for less well-off children. Currently the club makes occasional contributions.   
  
ACTION. Tim B and Ben Kelly to discuss with coaches in relation to their fees

-  attend local community workshops?

-  considerably revise the website, making the language more inclusive, eg the etiquette section   
  
ACTION. SD/GZ to audit/redraft

The LTA are happy with much that we do already, especially our juniors’ pricing. There is more diversity in the juniors than adults-- let’s see how we can mirror that in the adult section for both squash and tennis.

**5. DEVELOPMENT UPDATE. (KH)**

Good progress is being made and the job is on schedule: kitchen stripped, ceiling done plus insulation, plumbing and electrics in hand to include wiring for big screen projection. Work on the Ladies, windows and doors (automated system built in) starts next week.

Drainage research remains a problem (Tony B working on it)

Cost: concern was expressed as to how the cost has risen from £65k estimated to £100k (maybe less given VAT negotiations).

It was agreed that total cost should not exceed £100k and in this context Tony B said that we need to pin down James Peake on the cost for the Ladies specifically.

ACTION. KH/ Tony B/Stewart Appleby to cost extras like sofas, furnishings etc and the proposed new entrance and provide detail of the new scope. Committee will then review the plans, remembering that members’ expectations need to be met.

Kitchen cost is fixed to include new appliances. MS suggested that the current working dishwasher be retained.

6. SQUASH. (PG)

Peter complemented Graeme on his sterling work to raise the squash profile, welcoming new members, offering coaching etc and generally steering squash through the COVID storm.

We now have four coaches: GH , Marco Spinola, Harry Parkes and Amit Goel.

Maintenance

- a new roof must be planned/budgeted for to avoid patch-up expenditure

- ditto glass-backed courts to upgrade the building

Give COVID Tier 2 restrictions tennis access will be reinstated with immediate effect for squash players.

The increase in members is encouraging.

**7 WEBSITE**

PG said that we need to integrate systems to include payments/emails