

Committee Meeting 6th September 2022

Attendees

Murray Sutton: Chairman
 Tim Bannerjee: Vice Chairman
 Gary Couzens: Treasurer
 Danielle Wade: Operations Manager
 Mel Gibbs: Membership Secretary
 Tony Braimbridge: Facilities Manager

Apologies

Peter Gray: Squash Secretary
 Sarah Dickinson: Social Secretary
 Graeme Hogarth: Squash Secretary

Agenda

- Finances (Gary)
- Membership and waiting list updates (Mel)
- Tennis Membership Fees (Tim)
- Tennis floodlights update (Tony)
- Community Funding (Danielle)
- Bar refurb start dates and project governance (Danielle /Gary)
- Squash development program update (Graeme/Pete)
- Fencing and autumn planning (Tim)

Finances

The Club's finances continue move in a strong direction. They support the current developmental path way of delivering improvements / upgrades across all existing club facilities, and fully funding all essential maintenance whilst maintaining a contingency/sink fund of at least £50K

The latest transaction summary across existing revenue streams is below:

	2019	2020	2021	2022 YTD
BAR	£35,428	£26,811	£34,682	£35,879
SOCIAL	£5,914	£190	£6,136	£6,581
SQUASH LIGHTS	£6,055	£4,068	£11,598	£10,265
TENNIS LIGHTS	£8,370	£4,335	£4,924	£5,399
GUEST FEES	£1,420	£450	£5,223	£5,100
COACHING FEES	£7,956	£7,044	£12,738	£11,645
MEMBERSHIP FEES	£95,000	£123,000	£120,000	£103,112
COVID MEMBERSHIP EXTENSIONS		£9,812	£9,400	
TOTALS	£160,143	£156,085	£195,300	£177,981
Variance Vs 2019		£4,058	£35,156	
Revenue Split Estimations				
		Total	Tennis	Squash
Membership Fee Category	Tennis Only	£68,931.00	£68,931.00	£0.00
	Squash Only	£21,110.00	£0.00	£21,110.00
	Joint	£12,771.00	£6,385.50	£6,385.50
	Social	£300.00	£150.00	£150.00
	Lights	£15,664.00	£5,399.00	£10,265.00
	Guest Fees	£5,100.00	£4,495.00	£585.00
	Coaching	£11,645.00	£10,190.00	£1,455.00
	Bar	£35,879.00	£32,291.10	£3,587.90
	Social	£6,581.00	£5,922.90	£658.10
		£177,981.00	£133,764.50	£44,196.50

Membership and Waiting Lists

Club membership remains at an all-time high, split across our various membership categories as follows:

Membership Category	
Adult Joint Squash	26
Adult Joint Tennis	102
Adult Joint Tennis & Squash	16
Adult Off-Peak Squash	3
Adult Off-Peak Tennis	126
Adult Off-Peak Tennis & Squash	3
Adult Squash	139
Adult Tennis	265
Adult Tennis & Squash	46
Junior Squash (12-16 years)	7
Junior Squash (under 12)	5
Junior Tennis & Squash (12-16 years)	21
Junior Tennis & Squash (under 12)	23
Junior Tennis (12-16 years)	35
Junior Tennis (under 12)	62
Social	16
Squash & Off-Peak Tennis	3
Student Squash	12
Student Tennis	4
Totals	914

Current waitlist numbers are below;

Tennis: 43. This follows the recent summer push to admit Peak-time members. As planned the entry policy for peak-time membership has now reverted to a one-in, one-out model. In order to ensure all off-peak members interested in moving to peak-time membership are added to the current wait list a newsletter entry will be drafted for publication next week (Action Tim)

Squash: 3. This follows a small reduction due to increased admission over the last few months. For the most part admissions are currently following a one-in, one-out trend.

Tennis Membership Fees

Following the price freeze over the past few years, Tennis membership fees will increase by the sum of £30 for adult peak-time membership packages, £60 for joint adult peak-time membership packages and, £12.50 for adult off-peak membership packages. **These increases will be accompanied by the removal of all floodlight charges.**

These changes will apply from 1st November 2022, with the zero floodlights charge for social and team practice sessions applicable from 7th September 2022.

A summary of the new fee structure is below

Membership Category	Current Fee Membership Fee	Membership Fee as of 1/11/22
Adult Joint Tennis	£470.00	£530.00
Adult Joint Tennis & Squash	£580.00	£640.00
Adult Tennis	£265.00	£295.00
Adult Tennis & Squash	£320.00	£350.00
Student Tennis	£100.00	£130.00
Student Tennis & Squash	£153.00	£183.00
Adult Off-Peak Tennis	£150.00	£162.50
Adult Off-Peak Tennis & Squash	£289.00	£301.50
Squash & Off-Peak Tennis	£300.00	£312.50

At this point Squash and Junior membership fees have not been reviewed.

Tennis Floodlights Update

The current floodlights on courts 5-7 are no longer fit for purpose, and those on courts 3,4 & 8 approaching the end of their life span. We are now awaiting the submission of a few further quotations before awarding the contract for the upgrade of Tennis Floodlights on courts 3-8. These works will also include the repositioning of the existing floodlights on courts 1&2 to minimise the obstructive glare currently affecting courts 5&6.

In order to prepare quotes, all potential contractors have been given a scope and specification of work proposed by an independent floodlighting consultant. Lee Burton, has many years of experience working on tennis floodlights solutions for clubs, as employee of Philips, a LTA recommended subject matter expert, and a more recently as an independent consultant. Lee's recommendations detail, the light types, fittings and positioning to give the club the optimal end result.

A contractor will be selected by mid-September, with the works anticipated to commence Q1 2023. The estimated investment is expected to be in the region of £60K (Action Tony)

To accompany the installation and support the move to membership packages with integrated lights access, our MyCourts system will be upgraded to enable automated light activation with court bookings that occur in non-day light hours. (Action Tim)

Ideally the committee would like to see these works performed over 2 phases subject to feasibility:

Phase 1 (ASAP)

- Repositioning of Court 1& 2 light to minimise glare
- Installation of MyCourts integrated court booking and light switching

Phase 2 (Estimated Q1 2023)

- Upgrade to LED floodlighting on courts 3-8

Community Funding

In line with the club priorities communicated last year, the committee have agreed to establish a community funding program to support local charities and improve access for less privileged children to Tennis and Squash.

It was agreed the proceeds from numerous tournaments and social events will go to support a charity of our members choice and, a newly named **Gary Walker Bursary** that will fund coaching and equipment for at least 3 children per year that would not otherwise have access to Tennis.

Helen Kersley is leading the outreach to local youth institutions with the aim of identifying some children that would most benefit from the scheme.

The committee will draw-up a short list of local charities (Action Danielle) before opening a vote to the clubs' memberships to select the charity that will be supported for the next 12 Months (Action Tim)

The list of current club activities and associated proceeds that will help make up the 'Grafton Community Fund' are below;

Grafton Community Fund			
	Entries	Fee	TOTAL Revenue
Summer Champs			
2022 Legendettes' Singles	6	£5	£30
2022 Legends' Singles	12	£5	£60
2022 Men's Doubles	34	£10	£340
2022 Mixed Doubles	31	£10	£310
2022 Womens Doubles	13	£10	£130
2022 Womens Singles	20	£5	£100
2022 Mens Singles	74	£5	£370
Summer Champs Total			£1,340
Winter Mixed	44	£10	£440
Grafton Cup	40	£10	£400
American Doubles	28	£10	£280
Fox Trophy	48	£15	£720
Quiz Nights	200	£2	£400
Christmas Raffle	400	£1	£400
TOTAL			£3,980
Gary Walker Bursary			£1,000
Chosen Charity			£2,980

Bar Refurb Start Dates and Project Governance

Following the close of the consultation of the proposed Bar refurb, a total budget of £55K has been assigned and approved by the committee. CCP a company run by Gary Couzens will perform the works that will commence on 19th September and last for approximately 2 months.

Project governance will be overseen by Danielle. Tim and Ben Kelly will co-ordinate entertainment-based upgrade options and Gary Couzens will project manage all works.

Squash Development Program Update

The committee was updated on the outcome of the Squash development meeting held on 30th August,

With thanks to all involved we now have a more detailed cost analysis of the various projects and milestones associated with the proposed development of our squash facilities.

The costs have now been mapped against other development priorities, forecast profit and cash flow. As such the squash development program is now set as follows;

Summer 2023: Renovation and full refurbishment of the existing squash building. This will include the installation of new roofing following the as-is roof profile and, the complete refurbishment of all communal and viewing areas. A tentative budget of £100K has been set against these works that are targeted as priority; To commence and complete next summer. (Action; Graeme, Gary, Peter, Tim)

2024: Remedial ground works. Removal of the slag heap located along the side of the squash building. Budget TBC

2026+: Expansion. It is anticipated the development and refurbishment projects associated with the clubs existing facilities and grounds will have run to completion, which will enable a more considered review of numerous expansion opportunities. The Business case and finances associated with the build of a 4th squash court will be revisited.

Fencing

There are various areas of tennis court fencing in need of replacement.

- Rear of court 8 following storm damage
- Front of courts 3&4
- New gate to court 5 to enable access for routine court cleaning equipment

Stewart Appleby has kindly agreed to coordinate these works

Autumn Planning

It was agreed to increase the scope of the work currently undertaken by our Gardener Mark Sessions. He will now take care of all weeding, and bramble control across the club ground, as well as leaf removal from the tennis courts this Autumn. (Action; Murray)