

The Northumberland Club Executive Committee Meeting

Wednesday 25th October 2023 at 18:30 in the Back Lounge

Meeting Summary

In attendance: Ryan Doran [RD], Alison Duncan [AD], Rachael Oswald [RO], Mike Smith [MS] (chair), Fiona Twaddle [FT]

Also present: Mandy Tulip [MT] (General Manager)

1. Apologies for absence:

David Breakey [DB], Martin Clark [MC], Heather Dean [HD], Mark Haigh [MH], Chris Lott [CL]

2. Minutes of the last meeting and matters arising

The last meeting was not quorate, so the notes from those discussions are not minutes to be approved. They are appended at the end of these minutes.

The minutes of the meeting on 30th August 2023 were agreed to be an accurate reflection of the meeting, subject to corrections.

Matters arising (rolled on from previous meetings)

- i. Club play sessions:
Ben Holroyd is running these sessions for the entirety of the session. MT notes that there are some non-members who are loitering until the coach has left to then join the session- Staff to monitor.
- ii. Crisis short tennis:
MT has met with John Doe. He is happy that this will be a short tennis session. To take place between Christmas and New Year.
- iii. Roof Quote:
MT and Andy Dawson are in the process of obtaining quotes.
- iv. Driveway section of carpark:
The maintenance team have used some “bagged tarmac” to sort the potholes. MT is carrying out a site assessment with Andy Dawson to look at additional lighting.
- v. MT to install signs in reception and the bar to state that abusive behaviour will not be tolerated.

3. Questions for the general manager

- Tennis coaches:
There’s a problem with capacity on floodlit courts during the winter.
- MT and Andy Dawson are in the process of obtaining quotes for the hot water and heating, as well as for drainage next to the Car Park Pavilion fence, and to replace the plastic on the bike shed.
- MT to obtain a clock for the centenary.
- RD and FT to look into the contents of the trophy cabinet
- A number of surveys are ongoing for the planning applications.

4. Finance and audit

An invoice from Robson Laidler has been received and is as expected. RO and MT report that the audit process has been very smooth this year. Direct comparison between April—September 2023 to 24: Up on turnover, up on tennis income, and up on squash income. RO to double check depreciation. Cleaning costs and wages are down.

RO and MT looking into opening a new bank account with a higher interest rate, which will be the sinking fund. RO would like to draw up a capital expenses replacement programme.

5. Planning update

Covered in item 3.

6. Safeguarding and health and safety

Covered in item 3. MT has sent the necessary incident report to MS and RD.

7. Operating Agreement Review

Discussed. All to provide feedback. MS and RD to collect responses and take to the JLC.

8. AOB

- i. Badminton
 - The executive committee have received a letter from some badminton playing members about the structure of the badminton offering.
 - Noted that club play sessions are supposed to be inclusive. The club play sessions at the Northumberland club are designed to be accessible to a wide range of playing standard, and this should include an element of socialising
 - The lack of availability of badminton courts at peak times is a concern for the potential loss of badminton players.
 - MT is meeting with the author of the letter to discuss the issues raised.
- ii. To ensure that there is a balance of cakes and healthier options on the bar.
- iii. Indoor centre is very cold: Discussed.
- iv. Tennis Team matches: Tennis captain's round up is coming up in the next month.
- v. Changing rooms: Discussed
- vi. Squash Match Fees: RD and MT to catch up

10. Date and time of next meeting

5th December 2023 at 18:30.