



## **Management Committee Meeting Minutes – Wednesday 11<sup>th</sup> September 2024, 7.30 pm – 9 pm**

### **In attendance:**

Richard Jones, chair (RJ)  
Steve Bridgeman, secretary (SBr)  
Elissa Seddon (ES)  
Peter Horne (PH)  
Guy Mines, Treasurer (GM)  
Stan Ball (SBa)

- 1. Apologies for absence** **RJ**
  - a. John Shepherd
- 2. Minutes of previous meeting, 14<sup>th</sup> August 2024** **RJ**
  - a. Approved unanimously
- 3. Matters arising** **RJ**
  - a. ES to confirm that she is now primary user on the bank account. This is now in place.
  - b. GM to be given access to the bank account as Treasurer. Still to be done. **Action:** ES to put this in place.
  - c. RJ to install a retrofit LED fluorescent tube which we have in stores. If it isn't satisfactory, leave it and discuss at next MC meeting. We have previously had a quote (arranged by John Chard) for over £7000. RJ can fit these through his company for about £1,500. **Action:** RJ to provide quote for MC approval via WhatsApp group.
  - d. ES to organize clearing out superfluous items to make space. May require a skip. Put forward to next meeting.
  - e. RJ to acquire some asset stickers for the clear out. Cost is around £80 for simple stickers which will allow us to compile an asset register. This is useful for insurance purposes. **Action:** RJ to purchase via Amazon.
  - f. ES to organize pickleball open day after Town Show 14<sup>th</sup> September and report. Looking at the 28<sup>th</sup> September. **Action:** ES to produce marketing material for the Town Show,

including 10% discount for new members signing up at the Town Show or Open Day.

- g. **Action:** ES to pull together meeting to look at grants we can apply for.
- h. RJ to pull together a working party to litter pick the grounds and do some gardening. 12<sup>th</sup> October. **Action:** SBr to produce a message to send to the membership and send to ES for circulation.
- i. GM to contact HMP Ford to see if one of their groups could help. PH has spoken to a contact at the prison and established that there are too many barriers, so we won't pursue this.
- j. GM to provide budget once he has the August financials.
  - i. Budget has been set.
  - ii. GM has produced a report on last year. This shows that the fee increase is going to be essential to future financial health of the Club.
  - iii. GM will produce a report monthly for the MC to show current financial situation using Xero.
  - iv. Capital purchases will in future come out of reserves for accounting purposes.
- k. PH to chase up Matthew Giles as he has already provided a useful video of the roof problems. See 4 below.
- a. PH to also contact Vince Lampitt who is known personally to Phil Atherton. See 4 below.
- b. GM to contact Kingsley Roofing Limited. See 4 below.

#### 4. New roof

RJ

- a. Mark Douglas has provided a quote for £1280 to repair the parapet.
- b. No other quotes have been received, beyond the original for £22,000 initially received.
- c. Quote from Matthew Giles expected imminently.
- d. Vince Lampitt still to provide anything.
- e. Kingsley Roofing do not do repairs.
- f. **Action:** SBr to approach Spectrum Roofing for quote.

#### 5. Match fees and squash balls

ES/SBr

- a. We agree that ideally we would like to charge the same for all club nights across the same sport, i.e. badminton and squash/racketball.
- b. We agree that equipment and resources (for instance, lights)

should be taken into account when setting the price of club nights.

- c. We agree that club nights should cover their costs.
- d. We want fairness across all club nights.
- e. We agree that we don't change the pricing because of numbers – rather, we look at whether or not the club night needs to be closed (too few) or split (too many).
- f. **Action:** ES to provide cost analysis based on history for discussion at the next MC meeting.
- g. Match fees need to be discussed before any new arrangements, for instance payment of away match fees, are implemented for next season.
- h. **Action:** ES to circulate costings for matches.

**6. Littlehampton Town Show** **ES**

- a. SBr, GM, PH, SBa all available to take part on the stall.
- b. Set up between 8.30 and 10. At the Club sometime after 8.30 to help pack stuff up.
- c. Pack up 4-5.

**7. Membership fees** **SBr**

- a. Meeting held this morning to begin discussions on next year's categories, predominantly not continuing with off peak membership for new members.

**8. Open Days** **Sbr**

- a. 28<sup>th</sup> September will be an Open Day.

**9. Club update** **ES**

- a. Casino Night 5<sup>th</sup> Oct, Shuffleboard 16<sup>th</sup> Nov, Caws Brothers and Craft Fair 7<sup>th</sup> December. Quiz nights being negotiated but will continue.
- b. Many more events planned and being planned.

**Date for next meeting Wednesday 9th October 2024, 7.30 pm – 9 pm**