



Management Committee Meeting – Wednesday 28th February 2024 at 7.30 pm – 9 pm

Minutes.

In attendance:

Richard Jones, chair (RJ)
Steve Bridgeman, secretary (SBr)
John Phillips, treasurer (JP)
Elissa Seddon (ES)
Stan Bull (SBu)
John Shepherd (JS)
Guest – Phil Atherton, contractor (PA)

PART 1

1. Apologies for absence (RJ): Peter Buckland (PB)
2. Matters arising from previous MC meeting, 10th January 2024 (SBr/All)
 - 2.1. **Action:** ES to circulate previous minutes
 - 2.2. **Action:** RJ to organise contract for PA
 - 2.3. Change to meters, increasing to £5 per hour – being done Saturday 4th March
 - 2.4. Change has been notified to members
 - 2.5. **Action:** RJ formal proposal for Xero, agreed to trial this for 30 days (we will probably get 60), transfer to be done by the office staff
 - 2.6. ES has a rota for weekend opening and closing
 - 2.7. RJ update on focus group – they are hoping to have something with us by the AGM
 - 2.8. **Action:** Send out an appeal to membership for more committee members SBr to draft and liaise with ES to get

Noticeboard and email out

3. Report from Phil Atherton (RJ)

3.1. PA talked the MC through the action plan

3.2. **Action**: Change authority on our bank account from James K to RJ, ES and Mary K. This action for RJ.

3.3. **Action**: Remind members via Noticeboard that we strongly advise using the eBooking system as we are looking at using courts for regular activities and will be looking at court use data to inform us ES

4. Treasurer's report (JP)

4.1. JP presented his report, which shows a satisfactory financial position for the club

4.2. The transfer from British Gas is being managed

4.3. PA has completed the paperwork to get our VAT back on our previous energy payments to British Gas

4.4. **Action**: Ask James K to transfer the club credit card from himself to ES. This action for RJ.

PART 2

Confidential Business

Date for next meeting Wednesday 13th March 2024, 7.30 pm – 9 pm