



## **Management Committee Meeting Minutes – Wednesday 12<sup>th</sup> June 2024, 7.30 pm – 9 pm**

### **In attendance:**

Richard Jones, chair (RJ)  
Steve Bridgeman, secretary (SBr)  
Elissa Seddon (ES)  
Stan Ball (SBa)  
John Shepherd (JS)  
Peter Horne (PH)  
Guy Mines, treasurer (see item 4 below) (GM)

- 1. Apologies for absence** **RJ**
  - a. None**
- 2. Minutes of previous meeting, 9<sup>th</sup> May 2024** **SBr**
  - a. Received unanimously**
- 3. Matters arising** **SBr**
  - a. ES to reschedule grant meeting. To be covered later in the meeting.**
  - b. RJ/ES to source two further quotes for roof repair. To be covered later in the meeting.**
  - c. RJ to draw up contract for post of Club Manager. Now done and signed and in the folder.**
- 4. Treasurer's role** **GM**
  - a. GM has shown an interest in the role and was appointed unanimously to the role of Treasurer.**
  - b. ACTION: GM to meet with Mary and ES to go through the role.**
  - c. ES presented figures for the current financial situation. Surplus is £11,396.**
  - d. ACTION: GM to present current situation at each MC meeting.**
  - e. ACTION: Once GM has settled into the role, budget to be**

drawn up and presented.

**5. Club bank account and debit card**

**RJ**

- a. ES now has a Club debit card.
- b. RJ and ES have met with Clive Abbott and sorted out access to the bank account. ES and Mary have access and can make transactions.
- c. **ACTION**: complete process to establish ES as primary user.
- d. **ACTION**: GM to be given access to the bank account as Treasurer.

**6. Limited company**

**RJ**

- a. Simon Kenning has resigned as a director and Clive Abbott has suggested that RJ be appointed as a director. This will give a useful link between the Club and the Limited Company. The MC agreed to this unanimously.
- b. **ACTION**: SBr to respond to Clive's letter agreeing to RJ's appointment.

**7. Facilities and maintenance**

**RJ**

- a. Lights – badminton court 2 light is defective.
  - i. **ACTION**: RJ to install a retrofit LED fluorescent tube which we have in stores. If it isn't satisfactory, we will leave it and discuss at next MC meeting.
- b. Kitchen
  - i. Dishwasher is broken. RJ suggested replacing with a more commercial level machine. The MC considered a domestic model at £700, a commercial secondhand model at £1500 and a new commercial model at £3000. The decision was to purchase the secondhand commercial model at £1500. RJ would be able to deal with most maintenance on this and knows the company we are sourcing from.
  - ii. **ACTION**: RJ to arrange the purchase and installation of this model.
  - iii. We need a new fridge to cope with the functions we are now running.
  - iv. **ACTION**: RJ to circulate three suggestions.
- c. Squash court 2
  - i. Waiting for Clayton to provide a Canadian maple piece of timber. Hopefully Thursday 13<sup>th</sup> June. It then needs to be fitted.

**d. Roof**

- i. Matthew Giles has been up on the roof and taken videos. He has pinpointed areas where the problems are. This would be the second quote for the work.**
- ii. ACTION: RJ to pursue a quote from Matthew Giles.**
- iii. ACTION: RJ to source a third quote.**

**8. Club update**

**ES**

- a. Littlehampton Town Council (LTC) have given the Club £780 to set up pickleball.**
- b. ACTION: ES to look at a slot when we can do pickleball on the badminton courts. ES is in contact with Claire at Arun Pickleball, who will be able to feed potential players into our sessions.**
- c. We are looking at being a venue for Sussex Badminton Masters matches. We may need to increase staffing levels.**
- d. Looking to increase our buying power on shuttles and make money selling some of them on to other clubs.**
- e. Use of the lounge has increased and we are now making a profit, whereas in the past we have made a loss.**
- f. More private parties being held, generating income for the Club.**
- g. Looking to host Badminton England matches, which would be good income for the Club.**
- h. SBr noted that the Club is also looking into running squash tournaments.**
- i. Casino night made a profit and we will run another one.**
- j. Membership now up to 362.**

**9. Grant funding**

**ES**

- a. ACTION: ES to pull together meeting to look at grants we can apply for.**
- b. ES has signed up to the Badminton England scheme aimed at 6-9 year olds.**

**10. AOB**

**SBr**

- a. Volunteers to litter pick in the grounds and do some gardening.**
- b. ACTION: RJ to pull together a working party.**

**Date for next meeting Wednesday 10th July 2024, 7.30 pm – 9 pm**