

## **RICHINGS PARK SPORTS CLUB**

### **MANAGEMENT COUNCIL MEETING 28 APRIL 2009**

#### **1.00 APOLOGIES**

- Bob Cowell
- Steve Burke
- Susanne Burke
- Wendy Wright

#### **2.00 MINUTES OF MARCH MEETING**

2.01 Minutes of 25 March meeting were circulated in advance and approved, except reference to a welded plate to be added for security gate. **RS**

#### **3.00 MATTERS ARISING FROM MARCH MEETING**

- 3.01 RF removing red chairs and table mid May after football season. **INFO**
- 3.02 RS to pursue telecom mast. **RS**
- 3.03 Green Bin for Bowls to be ordered Sylvia to liaise with RF. (Cost of £5 to bowls, balance by Club). **SB**
- 3.04 RW / RS to progress bin enclosure. **RW/RS**
- 3.05 GY / PD to progress marketing flyers, etc questionnaires. **PD/GY**
- 3.06 SB to liaise with RF on shower unit replacements. **SB/RF**
- 3.07 RS / RW to check wall protection for 3N° dart board locations. **RW/RS**
- 3.08 RS / RW to progress south wall timber cladding replacement, using the option of like for like at a material cost of £600. (Cedar option £1,900 too expensive). **RW**
- 3.09 RF has responded on holiday periods taken and available 2009 / 2010. **INFO**
- 3.10 Club generated events to be planned by Managers. **RF/PF**
- 3.11 Core drilling of Sports Field to be progressed by RS with David Bryant. **RS**
- 3.12 Managers PC now rectified and can receive emails. **INFO**
- 3.13 SB to remove Xmas lights from Clubhouse guttering. **SB**
- 3.14 Gang mowers rebuilt at a cost of £1,900 approximately. **INFO**
- 3.15 RS to progress bracket for second magnet for security gate. **RS**

#### **4.00 FINANCIAL REPORT (Copy attached)**

- 4.01 March accounts and yearend figures 2008 / 2009 available to all parties – hence subject to detail may enable an early AGM in Sept 09 approx. **INFO**
- 4.02 Money available at the bank approximately £16K. **INFO**
- 4.03 GY noted that the yearend trading surplus of £12K would be reduced slightly once the accounts are prepared. **INFO**

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- 4.04 GY outlined a scheme for an incentive for Managers to drive through functions where there is a void on external function hire. GY/RF/RS

GY / RS / RF are to discuss these proposals.

- 4.05 PD noted at this time that a Marquee hire company will be interested in the use of the grounds for 2009 / 2010 functions, to provide an income for ground hire. (PD to progress). PD

#### 5.00 CLUB MANAGERS REPORT

##### 5.01 FUNCTION FORECAST

Month	Possible Fri / Sat	Actual Booked Fri / Sat	Sunday & Mid Week	INFO
May	10	9	10	
June	8	5	4	
July	9	5	2	
<b>TOTAL</b>	<b>27</b>	<b>19</b>	<b>16</b>	

- 5.02 The increase in bar prices has now been implemented with no complaints from customers. INFO

- 5.03 We require clarification regarding new membership:

- New cards to be issued (*No retain existing cards when paid*).
- What happens to old cards? (*Disabled if not renewed*).
- What happens with out of season sports sections? (*Only pay and play sections will need a separate application*).

It has been common practice to allow the members to renew their membership during the month of April. From 1<sup>st</sup> May if no membership card is produced, they will be charged function prices. This will be difficult to achieve if we do not have clarification of the rules! (*Above policy – no card, no discount, the use of bar card to be discontinued*).

Perhaps I would suggest a meeting with the membership secretary would be helpful. (*RF to liaise with TB*),

- 5.04 Tables and chairs will be removed from members bar at the end of football season in two weeks time, as they are currently used midweek and weekends. RF

- 5.05 Graham will be provided with Courage monthly report confirming status of advance discount when report is received. RF

- 5.06 Received verbal quotation for work to be carried out in car park. RF

25 metres dyed black concrete £2,200 labour and materials.

Detailed quotation to follow, cannot be done for 3 weeks. (*Not approved, local patching to be arranged*).

- 5.07 Response to Roger's note regarding holiday dates is attached. INFO

- 5.08 Quotation and contract for waste bin has been provided to John Andrews, we have not been informed of a decision. (*Bin to be ordered RF to liaise with Sylvia*). RF/SB

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- 5.09 Tournament for football on July 18<sup>th</sup> five a side has been entered into the diary by Steve Burke, this needs to be discussed with the Managers to schedule staff etc. **SB**
- 5.10 We require clarification of this £300 cheque, Graham will need to discuss this with Pauline. **RF/GY**
- All payments have been received from football sections and banked. **INFO**
- 5.11 Fish and chip evening cannot take place on 15<sup>th</sup> May due to this date already booked for St Peters presentation evening. **INFO**
- 5.12 Eclipse Catering to be invoiced £50 for each use of the kitchen for their prep works. **RF**
- 5.13 Xmas comprising events for hire to be publicised to corporate users, PA launch in September, October for booking mid week etc even offer for Eclipse to cater for same. **PD/RF**
- 5.14 GY / RS to liaise monthly with Managers on food use strategy for 2009 / 2010 events. **GY/RF/RS**
- 5.15 Bob Cowell to be asked if food catering on 5<sup>th</sup> November is available, if not Eclipse.
- 5.16 GY / JS to liaise on the use of kitchen for softball evenings. **GY/JS**
- 6.00 IMPORTANT ISSUES 2009**
- 6.01 Clubhouse redevelopment update included new layout plan with 2 storey clubhouse, separated from residential, all generally in favour. **INFO**
- 6.02 Progress with developers to be "on hold" pending improvement to residential market. **INFO**
- 6.03 GY to liaise on voluntary professional support. **GY**
- 6.04 Function room flooring expected to proceed based upon a reduced scope and price from CDS, pending receipt of samples. **RS**
- 6.05 Radiator covers to be progressed by RS / RF. **RS/RF**
- 6.06 Bar reconstruction awaiting new prices from specialists. RS, GY to progress. (Prices received to date £20K, £8K exceed our budget). **RS**
- 6.07 Entry doors refurbishment to be progressed. **RS**
- 6.08 Cork tiles at the dart board locations RW /RS. **RS**
- 6.09 Lounge bar area now complete, extra sofas may be needed once chairs removed (Susanne to liaise with RF). **SB**
- 7.00 SPORTS SECTION REPORTS**
- 7.01 Bowls**
- Season underway, the bin issue of grass cuttings now resolved located in corner of the car park, RS / GY to meet with the Bowls committee to understand their needs for 2009 / 2010. **GY / RS**
- 7.02 Tennis**

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Courts being completed in next 2-3 weeks for the summer season, and should last for 5 years. The invoice to be lodged with the Club in due course.

Tree lopping for September 09 essential to protect court N°1. (PT - RS to liaise).

**PT/RS**

#### **7.03 Softball**

Season underway, no issues at present, the 5 year plan having been tabled at earlier meetings.

**INFO**

#### **7.04 Football**

Season near to complete, except for a 5 a side tournament in the summer.

“Softball / Football to liaise carefully on dates – and liaise on food availability”.

**SB/JS/RF**

#### **8.00 COMMUNITY LAUNCH (Picnic Park 21<sup>st</sup> June)**

8.01 Sports sections to prepare a stall for promotional purposes.

**ALL**

8.02 Approximately 20N° local community organisations will be present at this event.

**INFO**

8.03 Bands for the day are now booked.

**GY**

8.04 GY / RS to liaise on “web” generated event for the day, bouncy castles etc.

**GY/RS**

8.05 Catering to include “self help” picnics by those attending, with gazebo’s etc.

8.06 GY / PD to liaise on the details for flyers – posters etc to include: -

**GY/PD**

- RW Questionnaire
- List of attendances
- Club details
- Prize draw
- Poster / Flyer delivery

8.07 GY to issue a master schedule for all parties to action.

**GY/ALL**

8.08 Marshalling help set up help needed urgently from all sections.

**ALL**

#### **9.00 ANY OTHER BUSINESS**

9.01 Cost of £750 tree lopping 2009 paid.

**INFO**

9.02 Cost of £1,900 for mower rebuild paid.

**INFO**

9.03 Cost of £1,500 for roof repair paid.

**INFO**

9.04 Wedding / Marquee hire of grounds to be progressed by PD.

**PD**

9.05 Auction facility could be offered as a mid week venue.

**RF/PD**

9.06 Report from the Environmental Health Officer awaited. (No significant

**RF**

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issues).

- 9.07 Membership “swipe cards~” to be disabled after 15<sup>th</sup> May, if not renewed. (Bar swipe to be withdrawn by RF). **RF**
- 9.08 GY to liaise with NEXUS on their update for future operations of leisure in the Iver area.
- 9.09 Sally Tugwell may be presenting a summer plan for youth in the Richings Park area – use of Club being considered if activities are supervised.

**“DATE OF NEXT MEETING 2<sup>ND</sup> JUNE @ 8pm”**