

**RICHINGS PARK SPORTS CLUB**  
MANAGEMENT COUNCIL MEETING 2<sup>ND</sup> JUNE 2009

**1.00 APOLOGIES**

- Bob Cowell
- Steve Burke
- Susanne Burke
- Paul Flatman
- Roy Ford

**2.00 MINUTES OF MARCH MEETING**

2.01 Minutes of 28 April meeting were circulated in advance and approved. **RS**

**3.00 MATTERS ARISING FROM MARCH MEETING**

3.01 RS to pursue telecom mast. **RS**

3.02 Green Bin for Bowls in hand. **INFO**

3.03 RW / RS to progress bun enclosure. **RW/RS**

3.04 SB to liaise with RF on shower unit replacements. **SB/RF**

3.05 RS / RW to check wall protection for 3N° dart board locations. **RW/RS**

3.06 Working party to progress south wall timber cladding replacement, using the option of like for like at a material cost of £600 11<sup>th</sup> and 12<sup>th</sup> July. **RW**

3.07 Club generated events to be planned by Managers. **RF/PF**

3.08 Gang mowers rebuilt at a cost of £1,900 approximately payment to be processed with VAT receipts. **INFO**

3.09 RS to progress bracket for second magnet for security gate. **RS**

3.10 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**

3.11 GY confirmed the agreed scheme for an incentive for Managers to drive thro functions where there is a void on external function hire. **GY/PD/RS**

GY / RS / PD are to discuss these proposals.

3.12 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**

**RICHINGS PARK SPORTS CLUB**  
**MANAGEMENT COUNCIL MEETING 2<sup>ND</sup> JUNE 2009**

- 3.13 The procedure regarding existing and new membership:
- Existing Members retain existing cards when paid.
  - Old cards Disabled if not renewed.
  - Only pay and play sections will need a separate application.
- It was agreed that the common practice to allow the members to renew their membership during the month of April will continue. From 15th May if no membership card is produced, they will be charged function prices, i.e. 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)*,
- 3.14 Graham will be provided with Courage monthly report confirming status of advance discount when report is received. **RF**
- 3.15 Car park repairs to be kept to a minimum for safety purposes (£2,200 rejected). **RF/SB**
- 3.16 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**
- 3.17 Eclipse Catering to be invoiced £50 for each use of the kitchen for their prep works. **RF**
- 3.18 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**
- 3.19 GY / RS have agreed with Managers the food use strategy for 2009 / 2010 events and includes softball evenings. **GY/RF/RS**
- 3.20 Bob Cowell to be asked if food catering on 5<sup>th</sup> November is available, if not Eclipse. **GY**
- 3.21 Radiator covers to be progressed by RS / RF. **RS/RF**
- 3.22 Bar reconstruction awaiting new prices from specialists. RS, GY to progress. (Prices received to date £20K, £8K exceed our budget, a third price at £5K is being progressed). **RS**
- 3.23 Entry doors refurbishment to be progressed. **RS**
- 3.24 Tree lopping adjacent Court N°1 for September 09 essential to protect court N°1. (PT - RS to liaise). **PT/RS**
- 3.25 "Softball / Football to liaise carefully on dates – and liaise on food availability". **SB/JS/RF**

**RICHINGS PARK SPORTS CLUB**  
**MANAGEMENT COUNCIL MEETING 2<sup>ND</sup> JUNE 2009**

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|-------------------------------------|---|-----------------|
| 3.26                                | Auction facility could be offered as a mid week venue.  | <b>RF/PD</b>    |
| 3.27                                | Report from the Environmental Health Officer awaited. (No significant issues).  | <b>RF</b>       |
| 3.28                                | GY to liaise with NEXUS on their update for future operations of leisure in the Iver area.  | <b>GY</b>       |
| 3.29                                | Sally Tugwell may be presenting a summer plan for youth in the Richings Park area – use of Club being considered if activities are supervised. RW sought information in respect of numbers of children, age groups, period of time, and location of attendees. Meeting expected on the 11 <sup>th</sup> June. | <b>SB/GY/RS</b> |
| <b>4.00 FINANCIAL REPORT</b>        |   |                 |
| 4.01                                | Report had been circulated in advance of the meeting for the period ending 30 <sup>th</sup> April.  |                 |
| 4.02                                | The income shows a sharp deficit on last year's – probably due to lack of functions, and Easter clash.  |                 |
| 4.03                                | It is expected that the next period will improve on these figures, due to functions and events.   |                 |
| 4.04                                | Cash at bank £14,700.00 with known debts as scheduled by GY.  |                 |
| 4.05                                | Managers incentive scheme agreed and will commence as from 1 <sup>st</sup> May date, one function already in hand, and future evenings include bands in July where no event is planned.   |                 |
| 4.06                                | (Softball require 31 <sup>st</sup> July event in main bar).<br>The managers are arranging a “football bonanza” in September and will liaise with SB.  | <b>RF/SB</b>    |
| <b>5.00 MEMBERS REPORT</b>          |   |                 |
| 5.01                                | Paid up members have reduced on all sections, hence the need to recruit new members overall.  | <b>INFO</b>     |
| 5.02                                | Pauline to provide a list of all paid up Social Members.  | <b>PF</b>       |
| 5.03                                | Tony to liaise with James Attewell on new cards for new members.  | <b>TB/JA</b>    |
| 5.04                                | Roy / Pauline to remember new members need to apply, and tabled at Council Meeting for approval   | <b>RF/PF</b>    |
| <b>6.00 CLUB MANAGERS REPORT</b>    |   |                 |
| 6.01                                | To be issued after meeting and attached to minutes as an addendum. (Post meeting – NOT received prior to managers holiday period).  | <b>RF</b>       |
| 6.02                                | Point to note is that catering for Softball evenings should commence in July, Staff to be engaged from 8pm to 10.30pm. RF/PF to manage all costs of materials and staff thro the books.   | <b>RF/PF</b>    |
| <b>7.00 CLUBHOUSE REDEVELOPMENT</b> |   |                 |
|                                     | <b>New Clubhouse</b>  |                 |

**RICHINGS PARK SPORTS CLUB**  
**MANAGEMENT COUNCIL MEETING 2<sup>ND</sup> JUNE 2009**

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| 7.01                                | Copies of Option 2 (Separate Clubhouse) to be scanned by RS and circulated by GY, and placed on website for information.   | <b>RS/GY</b>       |
| 7.02                                | Drawings and planning options for RPSC on display for 21 <sup>st</sup> June.   | <b>RS</b>          |
| 7.03                                | Discussions with developers on hold pending improvement in residential sales.  | <b>INFO</b>        |
| <b>Function Room Refurbishment</b>  |  |                    |
| 7.04                                | Flooring works to be commenced next week by CDS, the added skirting to be included in there costings.  | <b>INFO</b>        |
| 7.05                                | Skirting to be painted by volunteers, (Post meeting – Sam Thomas obliged prior to carpets being laid).   | <b>INFO</b>        |
| 7.06                                | Radiator covers to be progressed from pre-made sources after rejection of current quotations.  | <b>RS</b>          |
| 7.07                                | New quotation of £5K for Bar update accepted by meeting pending final negotiations with the chosen contractor, RS to process.  | <b>RS</b>          |
| 7.08                                | Bar frontage to be plain – sharp detail without RPSC Logo.   | <b>INFO</b>        |
| 7.09                                | Lounge bar completed, only issues are whether to introduce 2N° sofas and 2N° tables (Suzanne to advise).   | <b>SB</b>          |
| <b>8.00 SPORTS SECTIONS REPORTS</b> |  |                    |
| 8.01                                | <b>Bowls</b> , complained after 21 <sup>st</sup> party left green in “poor” state, and encouraged the use of a £100 deposit to set against these issues (GY/RS/RF to discuss position) | <b>GY/RF</b>       |
| 8.02                                | The Sunday 9 <sup>th</sup> August bowls day is their 75 <sup>th</sup> Anniversary – and they have confirmed the use of the hall in the evening (Booked in Diary).                      |                    |
| 8.03                                | It was noted that events are still clashing with each other and <b>MUST</b> be resolved by each SECTION with the managers with precise details of timings – food etc.                  | <b>ALL/RF</b>      |
| 8.04                                | Diary to be readily available at the Bar and events clearly recorded.  | <b>ALL/RF</b>      |
| <b>Tennis</b>                       |  |                    |
| 8.05                                | Court N°1 near to completion, all other courts available for use.  |                    |
| 8.06                                | Tennis Coach (Rob) now up and running with Callum Brody assisting.   | <b>INFO</b>        |
| <b>Softball</b>                     |  |                    |
| 8.07                                | Quiz night for all sections available on 31 <sup>st</sup> July in main hall, unless the band is already booked. (Julie invited tables of 8 from other sections), fish and chip supper. | <b>ALL TO NOTE</b> |
| 8.08                                | Corporate event on 11 <sup>th</sup> June (O2), Julie to set up, bar needed in afternoon, tea and coffee also.  | <b>RF</b>          |
| 8.09                                | The ‘100’ Club is waning, Julie will run for 6 months and if the numbers do not increase the scheme will be dropped.   | <b>INFO</b>        |
| 8.10                                | Softball is in operation.  | <b>INFO</b>        |

**RICHINGS PARK SPORTS CLUB**  
**MANAGEMENT COUNCIL MEETING 2<sup>ND</sup> JUNE 2009**

**Football**

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|------------------------------------|--|-----------------------------|
| 8.11                               | No report available except to note that 5 A Side competitions will be arranged in the absence of cricket. SB in charge of this issue.  | <b>SB</b>                   |
| <b>9.00 COMMUNITY LAUNCH EVENT</b> |  |                             |
| 9.01                               | GY confirmed all flyers had been delivered, posters in shops, on website etc.  | <b>INFO</b>                 |
| 9.02                               | All 20N° local community groups to be present.   | <b>INFO</b>                 |
| 9.03                               | Band in afternoon 4pm to 6.30pm onwards.   |                             |
| 9.04                               | Set up on Saturday at 10am any helpers please turn up.   | <b>ALL</b>                  |
| 9.05                               | Tennis coach will be available to recruit new members.   | <b>RC</b>                   |
| 9.06                               | Bowls ditto  | <b>BC</b>                   |
| 9.07                               | Softball will stage an event and will seek new members.  | <b>JS</b>                   |
| 9.08                               | Pauline arranging Penalty Shoot Out.   | <b>PF</b>                   |
| 9.09                               | Ice cream vendor booked.   | <b>GY</b>                   |
| 9.10                               | Stewards to be arranged for marshalling duties etc.  | <b>RS</b>                   |
| 9.11                               | GY to issue a master schedule for all parties to action.   | <b>GY/ALL</b>               |
| <b>10.00 ANY OTHER BUSINESS</b>    |  |                             |
| 10.01                              | No Caribbean night planned for this year. (J. Attewell usually arranges this event).   | <b>INFO</b>                 |
| 10.02                              | Car parking in field may be needed on 13 <sup>th</sup> June, bowls to organise opening of rear gate and marshalling car parking.   |                             |
| 10.03                              | Bowls 75 <sup>th</sup> Anniversary on the evening of 9 <sup>th</sup> August, but all day event. This clashes with Softball 2 day event, hence extra car parking to be managed by Bowls / Softball. | <b>BOWLS /<br/>SOFTBALL</b> |
| 10.04                              | Softball will require the male showers to be available for the ladies and 2-3 changing rooms!! (Closed for men for Main Bar).  | <b>RS/JS</b>                |
| 10.05                              | St Peters Club match to be arranged date to be advised.  | <b>RF</b>                   |
| 10.06                              | Toilet door to male members bar to be fixed, door to changing room and lights.   | <b>RF</b>                   |