

Richings Park Sports Club Ltd

Management Council Minutes

Wednesday August 5, 2009 8:00pm Sports Club – Members Bar

Facilitator: Graham Young

Note taker: Graham Young

Attendees: Tony Brown, Steve Burke, Sylvia Burrows, Paul Dunham, Julie Spittle, Peter Tanner, Robert Webster, Graham Young

Apologies: Bob Colwell, Roger Sprules, Wendy Wright

1.0 Minutes of Previous Meeting

These were not available and thus were deferred until the next meeting..

2.0 Matters Arising

As for Point 1.0 above..

3.0 Finance Report

GY summarized the previously distributed reports. He particularly drew attention to the continuing poor performance of the principal gaming machine. The annual HMRC license was due in November at around £2000. If the machine could not be shown to be paying its way by then he would be recommending that it be removed.

Action items:	Person responsible:	Deadline:
Monitor takings of fruit machine	Graham Young	30/09/09

4.0 Membership Report

Discussion: Members Discounts were apparently still being given to non-members via a swipe card behind the till. The issue was discussed with Don who said that this was only being given to people who had stated that they were about to apply for membership. Don was instructed not to do this unless the person concerned had actually paid and was only waiting for his card to be issued.

Action items:	Person responsible:	Deadline:
Advise Roy of decision	Graham	10/08/09

5.1 Club Managers' Report

This was not available until after the meeting had closed. A scanned copy was later circulated by email.

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5.2 Environmental Health Officer Report

Graham reported that the various minor items requested by the EHO were either complete or in process. However, the requirement that we produce a set of written Management Procedures for a multi-use kitchen was proving difficult to define. After some discussion Robert offered to investigate this area and report back.

Action items:	Person responsible:	Deadline:
Investigate Management Procedures for kitchen	Robert Webster	02/09/09

5.3 Eclipse Catering

Graham reported that he felt that this relationship was going nowhere and thus he was going to drop them from our plans.

5.4 Managers' Functions

Graham reported that this was proving to be effective with 5 events having now taken place resulting in a £195 bonus being paid in July. Future events were in the pipeline including 4 Friday live-music sessions in August.

5.5 Licensing Issues

Graham reported we had now received an official reprimand from SBDC for performing live music at Picnic in the Park without a temporary event license. We had also had problems obtaining such a license for the charity football day on July 18th.

As a result Graham and Roy had had a meeting with the licensing officer at the Club to discuss these issues. He had stated that no further action was going to be taken and as a result of the meeting a channel of communication was set up for us to discuss things with him well in advance of what would be taking place. This was now working well and we were beginning to receive temporary event licenses for future events without incident.

He did further report that they had received a written complaint about noise from a local resident who was disturbed on the evening of July 3rd. It was pointed out that this may not have been noise from the Club but rather from a private party elsewhere on the estate. No action was going to be taken but SBDC would be monitoring us for about a month to check that we were not emitting excessive noise. Roy would also monitor our outside noise levels when parties were taking place and log these for comparison in the event of dispute.

Graham emphasized that if sections were planning major events that might have outdoor entertainment then they should consult with Roy well in advance to ensure that these were licensed if necessary.

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6.1 Function Hall Refurbishment		
Issues relating to the functioning of beer pumps and sink were discussed at length. It was requested that beer pumps should be operational in both bars rather than in just one bar alone.		
Action items:	Person responsible:	Deadline:
Referred to Bar operations sub-committee	Roger/Paul/Graham	02/09/09
6.2 Re-Branding		
Graham tabled the idea that a re-branding of the club may help in attracting non-members to use the premises who otherwise may feel excluded by the term “club”.		
This was discussed at length but was rejected. The key point being that our target market was local residents who would always call us “the club” whatever name we thought of.		
6.3 Corporate Functions		
Various ideas were discussed. Paul Dunham also passed around his draft flyer for Corporate Xmas lunches. It was felt that we should have some written guidelines on pricing available to assist Roy in negotiating with potential users.		
Action items:	Person responsible:	Deadline:
Referred to Bar operations sub-committee	Roger/Paul/Graham	02/09/09
7.1 Bowls Section Report		
Sylvia reported that a major function sponsored by MARS would be taking place this weekend. She requested that some building materials remaining from work on the club house be removed from their patio.		
7.2 Tennis Section Report		
Peter reported on a successful “open day”. Also that the childrens’ multi-sport fun days were being particularly well attended and received..		
7.3 Softball Section Report		
Julie reported that there was now only 2 weeks to go until their end-of-season and a successful quiz night had been held the previous Friday.		
After-match catering was discussed at some length. In particular the relative poor take-up on the offer. Julie felt that this was worth persevering with as she felt that the demand would increase once people became aware of a food offer. She was willing to meet with the Bar Operations sub-committee before the start of next year’s season to help plan things better.		
Action items:	Person responsible:	Deadline:
Referred to Bar operations sub-committee	Roger/Paul/Graham/Julie	April 2010

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7.4	Football Section Report	
<p>Steve reported that a full house of teams would be playing as from September 5th. Capitation fees would amount to around £12.5K payable in 3 instalments.</p> <p>He requested that hot food (burgers, sausages, chips) should be available for purchase between 4:00pm and 7.00pm on match days with teas and coffees from 12 noon.</p>		
Action items:	Person responsible:	Deadline:
Referred to Bar operations sub-committee	Roger/Paul/Graham	02/09/09
7.5	Darts	
<p>A query was raised as to whether the Darts teams were being granted members prices even if they were not members. The feeling was that they should not be considering we were providing bar snacks free-of-charge for them.</p>		
Action items:	Person responsible:	Deadline:
Referred to Bar operations sub-committee	Roger/Paul/Graham	02/09/09
7.6	Cricket	
<p>It was reported that Uxbridge Cricket Club 3rd XI played their first match on our pitch the previous Sunday.</p>		
8.0	Bucks Sports Awards	
<p>Graham stated that SBDC were sponsoring awards for “sports volunteers” and that if any section wished to participate he had the relevant forms.</p>		
9.0	August 31 st Fun Day Event	
<p>Concern was expressed that this event was being advertised as a Sports Club event rather than a private hire. Of particular concern was the question of insurance and liability in the event of accidents.</p>		
Action items:	Person responsible:	Deadline:
Referred to Bar operations sub-committee	Roger/Paul/Graham	15/08/09

The next meeting of the Management Council was agreed for Tuesday September 1st, 2009