

Richings Park Sports Club Ltd

Management Council Minutes

Tuesday September 1, 2009 8:00pm Sports Club – Bowls Pavilion

Facilitator: Graham Young

Note taker: Graham Young

Attendees: Tony Brown, Sue Burke, Sylvia Burrows, Bob Colwell, Paul Dunham, Julie Spittle, Wendy Wright, Graham Young

1.0 - APOLOGIES

Roger Sprules, Peter Tanner,

2.0 - MINUTES OF PREVIOUS MEETINGS

The minutes of the August 5th meeting were agreed as a correct record.
The minutes of the July meeting were still unavailable.

3.0 - MATTERS ARISING

There were none.

4.0 - FINANCE REPORT

GY summarized the previously distributed reports.

4.1 The gaming machines had now been emptied and it would appear that we were maintaining the same level of income as we had last year.

4.2 It now appeared that the recent hike in our heating and lighting bills was due to the meters not having been read for some time and thus bills had been sent based on estimated readings only. These estimates had been way too low and thus a recent meter reading had caused our under-payments to catch up on us. Thus the prediction of a £14,500 total for the year was not correct. A new figure would be calculated for next month's financial report.

4.3 Short-term loans to help us over the current cash-flow crisis had been given as follows: Bowls £1000, Roger Sprules £2000, Social Section £800, Anonymous member £4200. Further sums were available from Tennis and the Jubilee Fund if required. No difficulties were anticipated in redeeming these loans within their individual time-span requirements.

4.4 Despite many attempts to make contact, our previous firm of accountants had not been responding to requests to carry out our end-of-year accounts. The only conclusion that could be drawn was that they were now longer a resource for us.

Action items

Person responsible & Deadline

- | | |
|--|--------------------|
| 1. Empty gaming machines on a regular basis. | Managers – ongoing |
| 2. Submit true meter readings in the event of meters not being read. | Managers - ongoing |
| 3. Appoint new accountants for end-of-year accounts process. | Graham – 30/09/09 |

5.0 - MEMBERSHIP REPORT

No activity of note to report

6.0 - CLUB MANAGERS' REPORT

6.1 The report was read out in précis form at the meeting. A scanned copy was later circulated by email.

6.2 A long discussion took place concerning the swipe card system and members discounts with a number of options being debated. Actions were agreed as detailed below.

6.3 It was reported that the issue of the use of the beer pumps in the members bar was a red herring with respect to service levels. This had been discussed with the managers who had been asked to ensure that staff be instructed to pay closer attention to the members bar during busy functions in the hall. However, it was being considered to introduce a call-bell to attract attention.

6.4 Paul Dunham circulated a draft flyer which he intended to distribute around the nearby industrial estates to test the demand for corporate Christmas lunches.

6.5 A long discussion took place concerning the September 12th private hire booking that had been taken. A resignation letter from Steve Burke was also read out. The strength of feeling was high that Roy had acted out of turn. Actions were agreed as detailed below.

Action items

Person responsible & Deadline

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|--|--|
| 1. Disable all swipe cards not directly linked to a named member. | Tony - ASAP |
| 2. All functions should attract function prices - in particular, Friday evening music nights. Exception would be for section staged events providing that no payment was being made by the club for entertainment. Members attending functions could obtain discounted prices by purchasing through the other bar. | Managers - ASAP |
| 3. Disciplinary procedures in accordance with the Club's policy be enacted. | Roger assisted by Graham & Julie Spittle – w/e 11/09 |
| 4. The Managers be asked to contribute to the costs of displacing the indigent football teams to other grounds from their catering profits on that day. | Roger – w/e 11/09 |
| 5. A letter be sent to Steve Burke replying to his letter, apologizing for the lack of him being involved throughout and asking him to reconsider his resignation. | Graham to draft and circulate to Tony and Bob for input - ASAP |

7.0 – SECTION REPORTS

7.1 Bowls Section:

Sylvia requested that the club consider purchasing buffet tables as they were frequently using the ones belonging to the bowls club and not returning them

Action items

Person responsible & Deadline

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|---|--------------------|
| 1. Research cost and specification of tables. | Sue – next meeting |
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7.2 Softball Section Report:

Season had now ended. The annual awards event would be held in the members bar this Friday, September 4th. It was planned to hold some social events during the Winter. The 100 Club scheme had now reached the end of its life and would be wound up this Friday. The Club share would then be calculated and paid out

.../section reports continued

7.3 Football Section Report:

1. Graham reported that the issue of food on match days had been raised with the managers and, as a result, 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.
2. Bob reported that their first friendly would be this Sunday.
3. Graham reported that Roy had now received a cancellation for the entire season from one of the teams booked in who had decided to play elsewhere. Roy was now trying to follow up the interest that had been expressed by the Martin-Baker team from Denham

8.0 - ANY OTHER BUSINESS

8.1 Bonfire Night: Bob reported that the Signcraft section would run the BBQ for the event. Julie reported that she should be able to obtain marshalls from the Softball section.

8.2 Marquee Hire / Ground Rental: Paul proposed that we agree an asking price of £750 for the grounds hire portion of any marquee hire event. This was agreed.

8.3 Bucks CC 2010 initiative: Tony and Bob agreed to attend the kick-off event on September 17th and report back.

The next meeting of the Management Council was agreed for Tuesday September 29th, 2009
