

LANSDOWN TENNIS, SQUASH AND CROQUET CLUB LTD
MINUTES OF THE COMMITTEE MEETING HELD ON
THURSDAY, 7th MAY 2020 via ZOOM
Start Time: 7.00 pm

Present:

Andy Ewings (AE)	Chairman
James Scully (JS)	Deputy Chairman
Jeremy Goulding (JG)	President
David Barnes (DB)	Fabric Manager
Julian Moore (JM)	Squash Secretary
Mark Groves (MG)	Treasurer
Claire Ackerman (CA)	Committee Member
Jill Kingaby (JK)	Committee member
Jeremy Labram (JL)	Committee Member
Jean Wilson (JW)	Committee Member
Philip Torjussen (PT)	General Manager

1. APOLOGIES

Apologies were received from Rupert Larkin and Howard Grove. These were accepted.

2. MINUTES FROM PREVIOUS MEETING

The minutes of the meeting dated 12th March 2020 were accepted as a true reflection of the meeting.

3. MATTERS ARISING

There were no matters arising – topics were covered by the agenda.

4. CHAIRMAN'S MATTERS

Corona Virus

A general discussion took place regarding the possible re-opening of the club. It was agreed that there would be a working party consisting of AE, JL, RL, JS, TT and PT who would report back to the main committee. DB said that it would be important that a Risk Mitigation process was written and introduced. This was noted.

Everyone was asked to start thinking of the scenario where perhaps outdoor activity was allowed. Squash may be a bit different and will be looked at as and when required.

Staffing

AE reported that all staff have been furloughed with the exception of PT. The government recently repaid £5500.00 which was the 80% paid to staff for the April payroll period. Some work has been done on improving the administration within the business and this will be ongoing. It was agreed that we should continue topping up the extra 20% for the furloughed staff but it would be reviewed at the end of May.

Membership

AE was concerned about those who had cancelled their direct debit – we had lost around 8.5% of the monthly direct debits. It had been agreed that, like other clubs, we would offer a credit for those months where we are closed to those members who had continued to pay their monthly subs or who had paid up front. However, we would also ask that if they wanted to make up the difference then we would encourage it and perhaps give them some kind of bonus on their Clubcard? This would be reviewed nearer the time.

5. ACCOUNTS

MG reported a £13k profit for the first quarter of the year which was lower than this time last year. A new forecast has been done for this and next year and with some cutting of costs, we are going to be about the same as budget but with reduced revenue.

He was to be guided by John Fuller with regards to whether we account for the subscriptions over a longer period - perhaps over 16 months as opposed to 12 months. There was a debate going on with insurance at the moment because we may need to be clear on whether we are open. If only the tennis courts are open, are we fully open?

He estimated that it costs us around £20k a month if we are closed and there was a possible churn rate of 15% next year. We currently have cash in the bank of around £524,000. There will be a loss of £90k next year if this is the case.

JG: If we are to come back - some of the refurbishment work to go ahead could be obtained at a good discount. AE said that if this happens with the car park, changing the flooring in the corridor, ladies changing rooms, menu revamp, bottom of courts to be painted - it will all make a difference.

JW: Excellent idea re the changing rooms. CA also agreed.

MG reported that the extra 20% for the furloughed staff would cost the club £1,100.00 per month. It was unanimously agreed to continue to top up and look after the existing staff.

JL: What if the furlough scheme stops? There was a possibility of it being phased out if need be. Further information on Sunday after the PM response and we will have to discuss this soon after.

PT: Reported that he had obtained a grant of £25,000 from local government - paid for by central

government - which was for general use and did not have to be repaid.

6. SOCIAL AND CLUBROOM

CA reported that the revamp of the menu had been ongoing for a couple of months. A survey had been sent out to members. This had all been taken on board and a revised menu had been produced. Final draft to go to a member for a design and it would then be produced professionally.

It would be reviewed after a few months. There would be the dietary information included with some more healthy dishes.

Planned Work

Flooring of Corridor and Squash Court Area – a sub group consisting of DB, AE, CA and JM would consider the relevant information and make a recommendation. They were authorised to go ahead with the expenditure.

Changing rooms – This came in at just under £31k plus vat – which should be reclaimable. It was asked for a greater breakdown to see if we could save any money and breakdowns had been provided. MG confirmed that it would probably be written off over 20 years. It is also the first part of the future development. Everyone voted to go ahead.

It was also agreed that we would get the corridors a coat of paint to smarten up the inside area – PT to arrange.

It was also agreed that a letter would go out to staff to update them on the latest situation.

ACTION: PT and AE

7. SQUASH UPDATE

There was nothing to report although JG confirmed he was still doing circuits via Zoom and there were 13 to 16 people getting involved every time.

8. TENNIS UPDATE

RL apologised for not being at the meeting as he was still working. He was keen to work in the sub group to do with the reopening of the club.

It was agreed that we should continue with the revised program for TT Tennis. There would also be 121 coaching to be made available. This would be discussed with the TSC.

9. CROQUET

There was nothing further to report. PT advised that the Croquet lawn was looking particularly good at the moment.

10. SAFEGUARDING

There were no safeguarding issues to report.

11. AGM

JG advised that we had time to think about the AGM. Perhaps it could be a webinar but more information would follow in due course.

12 AOB

AE advised that MG was keen to spread our cash amongst multiple bank accounts. There was some discussion about this. It was agreed that we would open an additional bank account with an established bank as soon as possible.

DB advised that the new boilers had been installed and were working well.

13. NEXT MEETING

The date of the next meeting would be Thursday, the 18th June at 7.00 pm via the zoom link again.

There being no further business the meeting finished at 20.30 hours.

Signed _____

Andy Ewings, Chairman