

LANSDOWN TENNIS, SQUASH AND CROQUET CLUB LTD
MINUTES OF THE COMMITTEE MEETING HELD ON
SUNDAY, 28th NOVEMBER 2021

Start Time: 20.00 hrs

Present:

James Scully (JS)	Chair
Jeremy Goulding (JG)	President
Jeremy Labram (JL)	Committee Member
Claire Ackerman (CA)	Deputy Chair
Joan McLoughlin (JM)	Committee Member
Mark Radley (MR)	Squash Secretary
Brian Levine (BR)	Tennis Secretary

1. APOLOGIES

Apologies were received from Howard Grove, Mark Groves, David Barnes and Jon Foulds.

2. BANKING AND ACCOUNT ACCESS

Following discussions in the last committee meeting, further discussion and agreement was required in order to update bank and account access.

a) Payment authorisation

- i) John Fuller, Jeremy Goulding and Andy Ewings can all authorise bank payments at the moment. It was agreed that John, Andy and any other previous management or committee be removed from the mandate.
- ii) It's very important that we have several people who can authorise payments given the time sensitive nature of certain payments, e.g. payroll. It was resolved that Claire Ackerman, Mark Groves and James Scully be added to the bank mandates for all bank accounts.
- iii) It was further agreed that Natalie Curtis should have full access to the bank system in order to set up payments and monitor the accounts, but should not have authorisation rights.
- iv) It was resolved that one of Jeremy Goulding, Claire Ackerman, Mark Groves or James Scully are required to authorise any bank payment under £20,000 and two of the above are required to approve any amount over £20,000.

b) Debit card

- i) For day to day purchases and smooth operation of the office it was agreed that we ask for Natalie Curtis to be issued with a debit card to make payments. The application to Barclays to apply for a Business

Debit Card has already been made and the committee agrees to be bound by the Business Debit Card terms.

- ii) It was resolved that the previous spend limit for Natalie of £100 be increased to £500, and for amounts above this she should seek approval from the Chair or one of the other directors.
- c) Other changes
 - i) Cardholders/mandates may only be amended with prior approval of the committee.
 - ii) We instruct Barclays to take instructions from Natalie (and other nominated card holders).
 - iii) Natalie joins the list of persons who can jointly apply for nominated cardholders

ACTION: NC, JS, CK, MG

3. COVID UPDATE

It was agreed that signage re: mask wearing would be reviewed as it's lacking in places at the moment

ACTION: JL

4. TENNIS RFP

- a) Brian updated the committee on progress with Tennis RFP and feedback from the LTA about contract structure and remuneration that a club of our size should seek with any coaching contract.
- b) The LTA have advised:
There doesn't look to be huge value in going through a process from where we stand now. The demand for tennis coaches is high and the supply is low overall. And I would say the likelihood of an alternative to the experience and skill set of Tom who would be willing to leave another established role as we stand is quite low. In a nutshell I agree with you in not going to the market and renegotiating with Tom based on future needs for you both.
- c) James added that the two key elements of any deal are price and quality of service
 - i) If a supplier comes in cheaper than LTA recommendation, we're unlikely to go with them because we'd have concerns over quality
 - ii) TSC are not unhappy with the existing supplier service, so no supplier can realistically prove to us that they can offer a better service, it would be too big a risk for the club to take.
 - iii) Therefore we can think of no valid reason why we'd change suppliers OR why RFP would get us a better deal, and it will take longer than an existing negotiation with the current supplier

- d) Others in the committee suggested that the only way to get proper due diligence was to go out to RFP.
- e) It was concluded that Brian will share the advice given to him by the LTA with the whole committee. Brian would also draft a proposal for the committee with regards to how we move forwards. Such a proposal would address the immediate extension of the current contract, ambitions for the terms and timescales for reaching a renegotiated contract, and the circumstances in which an RFP might be conducted should an acceptable deal with Bluesky not be achieved.

ACTION: BL