

# Duffield Squash & Tennis Club Council

16th April 2024

## Agenda

1. Introductions
2. Governance (Mandate, behaviours, unity, confidentiality, sub committees, additional support, document control, comms to members)
3. Merger (What are the priorities, Finance and controls, are we achieving unity and embracing all members)
4. Rebuild (Update on insurance monies, outstanding decisions and work)
5. Tennis, Squash and Gym strategies (Plus decision making processes, comms, purpose of club)
6. Burning Issues (Health & safety, what needs doing / decisions to be made, list of priorities)
7. Safeguarding update
8. Review agreed actions
9. Date of next meeting

## Minutes

**Present:** Rob Gossing, Nigel Williams, Andy Page, Sally Hargreaves, Vic Malysz, Mark Rees, Ralph Cooper

**Apologies:** Grenville Holt, Alison Knibbs

Agenda Item	
1	<ul style="list-style-type: none"><li>● Council members introduced themselves, their background and why they agreed to join the council</li></ul>
2	<ul style="list-style-type: none"><li>● Discussion and agreement on expected behaviours and responsibilities of people working in the council, in sub committees and across or for the club.</li><li>● Discussion of the remit and goals to ensure we have a sustaining, thriving, inclusive and resilient club into the future</li><li>● Set up “dugout” to park ideas and issues for future problem solving and action, that also need prioritising. Many key topics and actions identified and logged. Actions agreed on some prioritised issues</li><li>● Discussed and agreed the role of subcommittees, what they are required to do, how they will operate, report, and interact with council with joined up inclusive strategies</li></ul>
3	<ul style="list-style-type: none"><li>● Council reviewed and acknowledged current bank accounts and mandates</li><li>● Discussed consolidation of accounts to enable visibility, add security and reduce costs, which is expected to happen over the coming 6 months</li><li>● Agreed spend limits as follows:</li></ul>

	<ul style="list-style-type: none"> <li>○ ≤ £500 - sole authority</li> <li>○ £500 ≤ £2000 - additional relevant council member approval</li> <li>○ &gt; £2000 - bring to finance lead, who will involve the rest of the council if required</li> <li>● Actions to combine systems to create efficiency were agreed</li> <li>● There is opportunity to review membership categories and pricing as part of adding value and growing the club, but it is recognised that sport and club strategies need to be agreed first.</li> <li>● Recognition of the importance of the bar and social elements to improve the club, and that a capable social lead is urgently required on the council</li> </ul>
4	<ul style="list-style-type: none"> <li>● Reviewed insurance claim progress to date</li> <li>● Gym - agreement in place to replace equipment now. Ambition to reopen within weeks, pending final plan meeting this week</li> <li>● Remaining building reinstatement pending council agreement on the best way forward. Currently decisions and options to move forwards depend on being able to review and approve the sports strategies and finances as these will drive the need. Formulating strategies is critical early work</li> <li>● Ongoing improvements to the outside estate</li> </ul>
5	<ul style="list-style-type: none"> <li>● Recognised that having clear, reasoned, fact based and financially viable strategies is critical and a key piece of urgent work across all areas.</li> <li>● Council leads need to have well balanced sub committees in place (with named members) as soon as possible, with regular meetings to brainstorm, agree, develop and put forward strategy / business plans. These will be reviewed with scrutiny at council. Council will provide support as well as a 'critical' review as these strategies are developed.</li> <li>● To start the review the latest version of the squash strategy had an initial presentation. Lots of great ideas and actions, and a number of points for further thought and work requirements were noted for actioning.</li> <li>● There is a need to ensure member participation in sub committees, and how members take interest in and understand proposals and issues</li> </ul>
6	<ul style="list-style-type: none"> <li>● Throughout the meeting issues were noted requiring solutions or actioning. These were noted in the 'dugout', so they were not lost or forgotten going forwards.</li> <li>● This included immediate issues. It was agreed that certain types of urgent issues with limited wider impact or complexity, could be quickly agreed by relevant council members outside formal meetings to maintain progress, so long as these fell within agreed strategies and goals</li> </ul>
7	<ul style="list-style-type: none"> <li>● Safeguarding report provided offline and accepted by the council</li> <li>● Safety, Health and Safeguarding will be a single agenda item, at the start of every meeting going forwards. It will also be an item to pick up in sub committee meetings.</li> </ul>
8	<ul style="list-style-type: none"> <li>● Actions reviews</li> </ul>
9	<ul style="list-style-type: none"> <li>● Plan to meet monthly initially - Chair to suggest dates which may need doodle polls on occasion.</li> </ul>

# Actions

- RC: Share dugout following the meeting for follow up sessions
- VM: Shared drive - set up and grant council members access
- VM: Purchase dstc.org & associated hosting
- SH, VM, MR: reach agreement on system to use for combined membership database and one front end for members
- RG: Work with GH to draft comms on the vacant bar and social lead role, and send an update to members
- All: Council leads to set up working sub committees asap, with named members and balanced membership to address key topics - brainstorm, develop and agree their subject matter strategies and plans, to enable presentation to council. Include - revenue proposals, coaching and member development, membership, demographics, inclusivity and social. Recognise overlaps and common support functions with other elements of the club which are numerous and interdependent
- All: Update progress with setting up effective sub committees and any support required with leadership, team building or specialist advice
- Communications - to add as a separate agenda item going forwards
- RG/RC: To set future dates