

COOMBE WOOD LTC

NOTES FROM MANAGEMENT COMMITTEE MEETING

February 13, 2023, at 7.30pm in the clubhouse

Present: Rob, Ian, Paul, Val, Chris, Heather, Nandini

1. Latest financials/cash flow:

Financial forecast prepared by Paul/Rob was reviewed. The cash balance at the end of 2022 was £281k. The forecast shows that we have sufficient funds to carry out the terrace, lane and LED floodlight projects during 2023 still leaving a cash balance of £128k at the end of the year, when taking in to account the normal operating surplus to be generated during the year. This represents a shortfall on the sinking fund of £25k although this is forecast to be rectified by the end of 2024.

2. Projects update:

- Terrace
 - A planning application has been submitted with the decision due by the end of February. Quotes for the work have been received from 3 landscape companies. The preferred contractor would have been Willow Landscapes (Nigel), but a key member of his team is incapacitated so they have withdrawn but are being very helpful in assisting the chosen contractor.
 - The chosen contractor is called Bloomin Marvellous. A few adjustments need to be made to the quote from BM to incorporate a different paving choice etc, and to ensure the total project costs come within the £75k approved at last year's AGM.
 - As soon as the revised quote is confirmed and planning permission granted, the contract can be awarded, and work started. Ideally the work will start in early March and be completed by end April in time for the start of the new club season.
 - The design plans will be sent to the Main Committee and made available in the clubhouse for members to see before proceeding.
- Lane
 - Quotes have been received from 2 landscape companies. Bloomin Marvellous is also the preferred contractor for this project. The overall cost to complete the project is significantly greater than the amount approved at the 2022 AGM (£47K v £30k). The proposal therefore needs to go back to this year's AGM for approval.
- LED floodlight conversion
 - Floodlight pillars have been surveyed and are in good condition hence do not need replacing. Planning application has gone in and formal quotes will be sought as soon as this is granted. We should aim to complete the project as soon as possible so the club can benefit from electricity cost savings.
- Other 2023 projects
 - Chris to ask the terrace contractor for his view on possible solutions to the recurring problem of potholes in the car park. A more permanent solution is required as the previous short-term fixes have not worked.

- Replacing the barrier - to be carried out after the lane work has been completed or possibly at the same time if it makes sense to do so while the electrical works are being carried out.

3. 2023 Subscriptions:

Various levels of fee increases were discussed. The meeting proposed an increase of approx. 10% as follows:

	<u>2022</u>	<u>2023</u>
• Full Adult	£280	£310
• Junior (8 and over)	£84	£92
• Cadets (under 8)	£38	£42
• Under 26	£105	£115
• Country & midweek	£180	£200
• Off peak	£180	£200
• Parent	£84	£92
• Non-playing (including Bridge)	£30	£33

This proposal will be discussed for approval at the next Main Committee meeting, which will need to take place ahead of the AGM.

4. Legal structure review update:

- Brabners (legal advisors) took an age to respond but have now advised there should (subject to HMRC clearance) be no tax liability when transferring assets (including the shares in the existing limited company that holds the freehold land) to the proposed new company. There is still work to do on drafting the new company articles (which effectively replace the current club rules) so this will not be ready for the AGM, and we will need to hold an EGM later in the year.
- Full Main Committee meeting will be held to review the proposals in detail before anything is presented to members.

5. Clubhouse door lock proposal

- Ian's proposal to install a new locking mechanism with access controlled by an app on member's mobile phones approved by the meeting. The app based system, called Unloc, is being provided by a company that Richard Senger works for. The proposal will improve security, make us compliant with our insurance requirements and be easy to cancel access for people who leave. Will start operating the new system at the beginning of the new membership year.
- It was agreed that Ian will charge the club £500 to cover his time to create, test and fully document the proposed development, for software changes to the iPad app, and for general management of this project.

6. 2023 Events Calendar

- Monday 27th March - AGM
- April/May cocktail party will be scheduled to celebrate opening of new terrace
- Saturday 8th July – Final's Day
- Saturday 23rd September – Summer party

- Saturday 2nd December – Christmas party.

7. The meeting closed with the following agenda items to be held over for the next Main Committee meeting:

- Committee vacancies/successors – Juniors, Match, Hon Sec.
- Junior team captain's role spec and risk assessments.
- Review of open actions