



Norfolk Snowsports Club Executive Committee Meeting No.423

Date: 15th February 2022
 Location: Ivan Palfrey Suite, Norfolk Snowsports Club
 Committee: Deborah Anstee (DA); David Baxter (DB); Dudley George (DG); Edgar Harden (EH);
 Rebecca Matthews (RM); David Rich (DR); Richard Roberts (RR); Harry Steward (HS).
 Attending: Matt Brooks (MB); Leah Fogg (LF), Cat Wood (CW)

No	Agenda Item	Action
1	Apologies: Kevin Rhead, Caroline Gibbs, Nick Watson	
2	Conflicts of Interest: None were declared against the published agenda	
3	Minutes of Previous Meeting (422) – 18 Jan 22 The minutes of meeting 422 were approved	
4	<p>Actions from Previous Meeting - 422</p> <p>Item 5 Financial</p> <ul style="list-style-type: none"> • DB to provide full financial figures for Jan Mtg (421) <p>Spend Requests</p> <ul style="list-style-type: none"> • MB to arrange Zoom intro to Gladstone Account Manager • CG to lead review of GladstoneGo system • MB to arrange bouquet for Dave Beckett memorial <p>Item 7 Workshop Outputs</p> <ul style="list-style-type: none"> • DG & Opps - Appt of new Director, job profile & transition plan • Opps et al – Staff retention & recruitment; review market rates; costing exercise & urgent retention actions <p>Slope Maintenance & Facilities</p> <ul style="list-style-type: none"> • LR, KR, DG – see schedule on minutes of Mtg 422 <p>Customer Experience</p> <ul style="list-style-type: none"> • LF, MB, RM, EH – see schedule on minutes of Mtg 422 <p>Regulations and Compliance</p> <ul style="list-style-type: none"> • MB/LF/DB – seek legal advice on zero hours contract holiday pay entitlement • LF - Review of associated contracts of employment <p>Communications Plan</p> <ul style="list-style-type: none"> • DG/Opps/Exec – comms out to membership on workshop priorities <p>Health & Safety</p> <ul style="list-style-type: none"> • MB – review of H&S Policy Statement to cover volunteers as well as staff <p>AOUB</p> <ul style="list-style-type: none"> • NW, RM, DG – following initial NW review of club’s articles of association, working group to be formed. Any proposed amendments to September AGM 	
5	<p>Financial Review</p> <ul style="list-style-type: none"> • (a) Financial update: <ul style="list-style-type: none"> - Finance report presented by DB figures cumulative for end of Jan, with Dec figures - Cash at bank £328363 (2022) – v - £190345 (2021) - DB noted February figures will reflect some significant outgoings including VAT payment and payments for main slope matting. Accordingly, net cashflow for Feb is likely to be negative. 	



	<p>(b) Spend Requests/forthcoming requests:</p> <ul style="list-style-type: none"> - Pricing for replacement/repair of race club floor - Pricing for new Timing Board in Race Hut - Price Required for new large visible clock facing slopes - Price from Mark Duly for Reception refurb – desk/workstation creation - Materials for car park repairs £800. Note Plant and labour for the work kindly provided by a club member (Alan Russel Jnr). We should arrange for a note of thanks and small gift - Radios- working group to be formed to investigate replacement of hand held radios. Also to consider cost of a radios mike. Proposals and costings to be prepared <p>(c) VAT payments from HMRC</p> <ul style="list-style-type: none"> - £26k paid against original HMRC demand of £95K. This followed demand letters and visit from HMRC. - £26k confirmed cleared from bank - Agreed further discussion required to ensure support and back up and avoidance of single point of failure on finance functions. Appropriate key player backup and systems access to be investigated and agreed. Working Group to be formed to develop solutions 	<p>DG MB/LF MB/LF DG DG DR, HS, LF. CW DB All</p>
6	<p>Club Operations Report</p> <ul style="list-style-type: none"> • (a) Activity Volumes – January figures were reviewed – getting back to “normal.” Private lesson volumes restrained by slope space – Engagement required with Instructor Committee. Agreed that next month’s figures should be compared to 2019 data (pre covid) for “apples with apples” perspective of our recovery to “normal.” • (b) Slope Timetable – Summer Timetable now on Plus 2 – from 18th April. Note that Club Closed on Easter Sunday – 17th April 	<p>LF/MB/KR</p>
7	<p>January Workshop Outputs and Priorities</p> <ul style="list-style-type: none"> • (a) Appointment of New Director – in hand and process progressing • (b) Staff Recruitment & Retention – ongoing • (c) Revenue collection – <ul style="list-style-type: none"> ○ DD collection initiative not successful through temp resource due to illness. ○ Intro through Barclays BACS system to get letter template sorted ○ CG had estimated £60k outstanding through DD system. DB suggested we will be lucky to see £30k come in ○ Collect May to September on a bulk run ○ DR undertook to review the system to answer the question of how many actual members – v – memberships we have • (d) Slope Maintenance <ul style="list-style-type: none"> ○ Lee Rice (LR) to attend future Exec meetings to report & update ○ Invertor on Travelator motor needs programming to reinstate top travelator – electrician visit awaited. Hopefully car park lighting can be attended to in same electrician visit ○ Repair/resurfacing of fun park to be undertaken early March – comms to be issued. ○ Tubing Slope clean scheduled for 9th May – comms to be issued. • (e) Bar & catering <ul style="list-style-type: none"> ○ CW reported that bar getting back to a good standard and staff happier ○ Bellys going reasonably – financial proposal still awaited. Noted that perception is prices are high, but noted they are comparable with old Alm Bar prices ○ Looking at batch cooking and freezing solutions 	<p>DG/Opps Opps/LF/LR DB/LF DB/LF DR LR LR LF LF RM/EH RM/CW</p>



	<ul style="list-style-type: none"> ○ RM & CW to chat re an “order cooks” job specification, to assist with bar food option • (f) Customer Experience <ul style="list-style-type: none"> ○ Ongoing • (g) Regulations and Compliance <ul style="list-style-type: none"> ○ Ongoing • (h) Communications Plan <ul style="list-style-type: none"> ○ Ongoing 	RM/CW
8	<p>Health & Safety</p> <ul style="list-style-type: none"> • (a) Policy Update – Update of overriding policy statement to be drafted for DG to sign. Discussion on further work required to update whole policy. MB has produced a guidance email on the process. The intention is to expand the policy to include staff, volunteers and where appropriate members. MB suggested that the H&S at Work Act does not apply if we are all volunteers. 	MB/DG/LF
9	<p>Risk Register Review</p> <ul style="list-style-type: none"> • (a) Update – no revisions proposed at this point 	MB/DG
10	<p>Activity Updates by Exception</p> <ul style="list-style-type: none"> • (a) Disabled Lift – Further specification and scoping details to be discussed at club with design team, with a view to signing off and concluding tender documentation • (b) Funding – MB reported that he was still in discussions with Council about an additional Covid related grant 	DG/RR/LF/CW MB/DG/RM/LF
11	<p>Correspondence Received</p> <ul style="list-style-type: none"> • (a) – Snowsport England – DG reported on recent emails and subsequent discussion with Tim Fawke, CEO of SSE. SSE advised that they have secured Funding for next 5 years. They noted that a big theme of their work going forward will be related to Diversity and Inclusion. It was agreed that we should consider where this theme could be reflected and developed at NSC. Adaptive being one of a number of areas. To be discussed further. 	All
12	<p>Executive Workload</p> <ul style="list-style-type: none"> • (a) – Brief discussion on forming working Groups of Subject Matter Experts (SME’s). The recent paper on the GladstoneGO option was a good example here. This could be developed over several areas and is to be discussed further. This would include: <ul style="list-style-type: none"> ○ Finance ○ Governance and Compliance ○ Events ○ Funding 	All
13	<p>Any Other Urgent Business</p> <ul style="list-style-type: none"> • MB Reported that after further investigation, the electricity supply contract renewal costs represent a 70% Increase! Independent consultants advise that we won’t get better. Two immediate actions were considered to drive efficiencies and increase revenue to cover the additional costs. <ul style="list-style-type: none"> ○ Increasing the maximum numbers allowed on each tubing session. This should be manageable and would have an immediate positive benefit. This needs further investigation to ensure it can be done safely and effectively. HS, LF, LR to consider ○ Agreed that it would be very beneficial to create an Energy Conservation and Climate Change Champion for the club. Given her background and knowledge in this area, Cat Wood kindly undertook to take on the challenge and she will consider and revert to the Exec with ideas on how to develop and take this initiative forward. 	HS, LF, LR CW



14	Items Deemed Confidential	
	Declarations of Interest throughout the meeting None	
Date of next meeting... Executive Meeting: Tuesday 15 th March 2022		



Appendix B – Finance Report



Appendix C – Operations Report