

Norfolk Snowsports Club Executive Committee Meeting No.431

Date: 15th November 2022

Location: Ivan Palfrey Suite, Norfolk Snowsports Club

Committee: Dudley George (DG); David Baxter (DB); Deborah Anstee (DA); Nick Watson (NW); Caroline Gibbs; Kevin Rhead (KR); Edgar Harden (EH)

Attending: Tony Chauhan (TC); Leah Fogg (LF).

No	Agenda Item	Action
1	Apologies: David Rich (DR); Ed Bellamy (EB); Ian Wilson (IW); Harry Stewart (HS)	
2	Conflicts of Interest: None	
3	Minutes of Previous Meeting Minutes Agreed	
4	<p>Actions from Previous Meeting (430)</p> <p>Item 4 – Actions from Previous Meeting (430)</p> <ul style="list-style-type: none"> • Compile Minutes Action Log - complete • Instructor Expenses Review – in progress • Report on DD Status - complete • Fireworks Spend - complete • Report Junior Club Accident to Insurers - complete • AGM Actions - complete • Advise Instructors of new 35p mileage rate - complete <p>Item 5 – Directors Code of Conduct</p> <ul style="list-style-type: none"> • (a) Circulated <ul style="list-style-type: none"> ○ Some directors are still required to sign – to be recirculated <p>Item 6 – Reminder of Board Processes - complete</p> <p>Item 7 – Financial Review</p> <ul style="list-style-type: none"> • (b) Spend Requests <ul style="list-style-type: none"> ○ Request for purchase of ‘Swedish Ladders’ -approved – to be purchased <p>Item 11 – Ops Group</p> <ul style="list-style-type: none"> • (c) Director of Strategy and Operations <ul style="list-style-type: none"> ○ Proposal for levels of Authority/spend for TC ○ Development of a Working Budget <p>Item 12 – Risk Register</p> <ul style="list-style-type: none"> • (a) A working group to be set up to update the risk register <p>Item 13 – Strategy Map Initiatives</p> <ul style="list-style-type: none"> • (a) DG & TC to issue schedule of Working Party Group members <p>Item 14 – Lease Renewal Update</p> <ul style="list-style-type: none"> • (b) A full budget to be produced <p>Item 15 – Disabled Lift</p> <ul style="list-style-type: none"> • (a) Plans and budget to be submitted to Exec for agreement before submission for Planning Approval and development of funding strategy 	<p>CG</p> <p>NW</p> <p>TC</p> <p>TC CG/DB/TC</p> <p>NW/DG/TC</p> <p>DG/TC</p> <p>DG</p> <p>TC/DG</p>
5	<p>Directors Code of Conduct</p> <ul style="list-style-type: none"> • Code of Conduct has been circulated – some have been signed and returned. Those who have not yet signed have been asked to complete at their earliest convenience. 	NW
6	<p>Financial Review</p> <ul style="list-style-type: none"> • (a) – Financial Update <ul style="list-style-type: none"> ○ £139,009 in the bank compared to £269,404 this time last year. 	

	<ul style="list-style-type: none"> ○ Expenditure is trending higher than income ○ Scenarios for increasing revenue and prioritizing/reducing spend to be developed and regularly reviewed. A high priority to be attached to developing a working budget • (b) – Spend Requests <ul style="list-style-type: none"> ○ KR – Uniform Spend Request for £5700 now and £4800 in six months time. Due to the current financial situation savings to be looked for in order to reduce this cost. ○ KR to revert back to IC. ○ Approval to purchase Junior Leader jackets and one jacket per instructor if they do not already have a serviceable jacket. <p>See appendix A</p>	<p>TC/CG/DB</p> <p>KR</p> <p>KR</p>
7	<p>Club Operations Report</p> <ul style="list-style-type: none"> • (a) Activity Volumes <ul style="list-style-type: none"> ○ Activity volumes are increasing as we enter the winter period. ○ Conversion of increased numbers of beginners to full members is desirable. Engage with Instructors to achieve this. KR/DA to raise at Annual Instructor Meeting • (b) Tubing – Double Shift System <ul style="list-style-type: none"> ○ The new shift pattern has commenced on Saturdays and is proving successful. Tubing capacity has increased from 140 to 240 with 231 spaces sold for the next Saturday. Sundays from the 11th December have also been converted to a double shift pattern. The tubing meeting place has been moved to the bar. <p>See appendix B</p>	<p>KR/DA</p>
8	<p>Health and Safety</p> <ul style="list-style-type: none"> • No issues reported 	
9	<p>Forthcoming Events</p> <ul style="list-style-type: none"> • (a) Night Slalom – March 2023 <ul style="list-style-type: none"> ○ Proposal to invite local business representatives etc to showcase NSC facilities – Business Development Event - agreed 	
10	<p>Risk Register</p> <ul style="list-style-type: none"> • (a) Covered under item 4 	
11	<p>Strategy Map Initiatives</p> <ul style="list-style-type: none"> • (a) Covered under item 4 	
12	<p>Lease Renewal Update</p> <ul style="list-style-type: none"> • (a) Covered under item 4 	
13	<p>Disabled Lift</p> <ul style="list-style-type: none"> • (a) Covered under item 4 	
14	<p>Uniform Spend Request</p> <ul style="list-style-type: none"> • (a) Covered under item 6 (b) 	
15	<p>Correspondence Received</p> <ul style="list-style-type: none"> • (a) TC - a Noise Complaint has been submitted to South Norfolk Council; a 'pre-notice warning'. Steps are being taken to mitigate the issue. • (b) DB – Barclays have forwarded a 'Know your Client' form. To be filled in by DB. 	<p>TC</p> <p>DB</p>
16	<p>AOUB</p>	

	<ul style="list-style-type: none"> • (a) CG – request that GDPR be included on December’s Agenda. • (b) EH – request that consideration be given to opening an outside F&B area Friday, Saturday and Sunday 	DG TC/EH
17	Any Items deemed confidential <ul style="list-style-type: none"> • None noted 	
	Declarations of Interest throughout the meeting None	
Date of next meeting: Tuesday 13 th December 2022		

Appendix A – Finance Report

NORFOLK SKI CLUB FINANCE REPORT - NOVEMBER 2022

	Month		Month 7 Cumulative			Budget 2019/20	% of bgt.
	2022	2021	2022	2021	%		
Receipts - to 30 November 2022	2022	2021				2019/20	%
Memberships	7,536	8,717	(14)	33,422	33,383	0	105,000 32%
Lessons	17,185	13,057	32	58,291	66,511	(12)	135,000 43%
Coaching	13,972	17,047	(18)	92,105	71,668	29	120,000 77%
Open practice	2,826	5,245	(46)	15,615	17,471	(11)	70,000 22%
Courses and events	0	0	#DIV/0!	0	0	#DIV/0!	5,000 0%
Race activities	1,390	1,320	5	18,672	9,094	105	25,000 75%
Tubing	33,050	27,593	20	209,572	201,850	4	215,000 97%
Tasters	2,300	3,558	(35)	19,723	12,843	54	25,000 79%
Room hire	510	0	#DIV/0!	5,114	1,815	182	15,000 34%
Sundry sales (furlough ** etc.)	425	261	63	5,023	28,060	(82)	10,000 50%
Interest on cash deposits	0	0	#DIV/0!	0	0	#DIV/0!	200 0%
Donations received/refunds	400	0	#DIV/0!	904	4,253	(79)	0 #DIV/0!
Bar takings	10,139	18,599	(45)	56,791	94,002	(40)	110,000 52%
Food sales	4,089	0	#DIV/0!	17,287	1,008	1,615	25,000 69%
	93,822	95,397	(2)	532,519	541,958	(2)	860,200 62%
Payments - to 30 November 2022							
Courses and events	590	0	#DIV/0!	10,985	7,266	(51)	15,000 73%
Racing	308	300	(3)	1,073	5,401	80	4,000 27%
Post, stationery and phone	55	202	73	4,835	4,225	(14)	12,000 40%
Newsletter costs incl postage	0	0	#DIV/0!	0	0	#DIV/0!	0 #DIV/0!
Slope allowances	322	10,971	97	52,828	18,684	(183)	67,500 78%
Clubhouse running costs	4,729	2,897	(63)	40,386	30,871	(31)	61,667 65%
Wages and salaries	51,567	40,736	(27)	355,405	293,008	(21)	375,000 95%
Slope running costs	5,472	2,272	(141)	60,317	37,726	(60)	93,333 65%
Boot, skis, mat replacement	0	0	#DIV/0!	0	0	#DIV/0!	90,000 0%
Publicity and meetings	0	0	#DIV/0!	1,314	666	(97)	6,500 20%
Rent, rates, insurances, corp. tax etc.	1,184	8,203	86	33,070	28,612	(16)	66,000 50%
Bank charges and interest	1,078	1,228	12	5,700	5,677	(0)	9,500 60%
Refunds	0	0	#DIV/0!	1,900	0	#DIV/0!	0 #DIV/0!
Bar purchases	5,205	10,291	49	40,569	35,992	(13)	52,500 77%
Drinks machine purchases	0	0	#DIV/0!	0	0	#DIV/0!	0 #DIV/0!
Clothing purchases	292	422	31	3,770	2,801	(35)	7,500 50%
Instructors deposits repaid (taken)	0	0	#DIV/0!	0	0	#DIV/0!	0 #DIV/0!
Food purchases	698	101	(591)	3,770	2,028	(85)	17,500 22%
Donations	0	0	#DIV/0!	0	0	#DIV/0!	1,000 0%
VAT	19,873	2,099	(847)	64,322	11,531	(458)	0 #DIV/0!
	91,373	79,722	(15)	680,244	484,488	(40)	879,000 77%
Trading cash in/(out)flow	2,449	15,675		(147,725)	57,470		(18,800) 786%
Grants & loans received	0	0		0	2,455	100	0
Development expenses	0	0		(2,630)	(595)	(342)	0
Capital expenditure	(4,600)	0	#DIV/0!	(4,600)	(12,934)	64	(15,000) 31%
Total cash in/(out)flow	(2,151)	15,675		(154,955)	46,396		(33,800) 458%
Cash at bank	last year this year		vat return payment		18,392		
Current	296,071	146,978	Tubing ramp		4,600		
Deposit	685	686					
	296,756	147,664					
Barclays loan	(48,152)	(36,666)					

Appendix B – Operations Report

Month V Month Var % Target 90%		Month Elapsed 100%				
		November			November Session Utilisation	Utilisation High
Week Commencing	2019	2022	Variance			
Department	2019	2022	%			
Total Open Practice	476	264	55%	5%	14%	7%
Total Freestyle Open Practice	26	3	12%	2%	32%	24%
Total Freestyle Coaching	45	65	144%	30%	30%	15%
Supervised Board	182	119	65%	18%	30%	16%
Supervised Adult Ski	187	121	65%	18%	35%	6%
Junior Club	333	248	74%	34%	50%	33%
Junior Saturday Coaching	173	155	90%	43%	84%	34%
Masters	87	87	100%	48%	76%	37%
Ladies	107	77	72%	43%	61%	44%
Fri Poles (Wannabe Racers)	371	102	27%	57%	107%	91%
Total Race	121	262	217%	49%	52%	33%
Improver Ski (Fast Track)	90	29	32%	32%	94%	26%
Junior Boarding	100	35	35%	10%	26%	9%
Adaptive	54	19	35%			
Total Coaching	1,543	1,163	75%			
Private Lessons	162	98	60%		71%	21%
Total Lessons	539	537	100%			
Total Tubing	1,569	1,855	118%	89%	58%	52%
Total	4,251	3,974	93%			