



Norfolk Snowsports Club Executive Committee Meeting No.439

Date: 18th July 2023

Location: Ivan Palfrey Suite, Norfolk Snowsports Club

Committee: David Baxter (DB); Deborah Anstee (DA); Nick Watson (NW); Edgar Harden (EH); Ian Wilson (IW); Ed Bellamy (EB); Harry Stewart (HS), Kevin Rhead (KR); Dudley George (DG)

Attending: Tony Chauhan (TC);

No	Agenda Item	Action
1	Apologies: David Rich (DR)	
2	Conflicts of Interest: None	
3	Minutes of Previous Meeting Minutes Agreed	
4	Actions from Previous Meetings See attached Action Tracker Schedule produced for this meeting (No 439) which reviews the status of all Actions arising from Exec Meetings. See Appendix A	
5	Finance <ul style="list-style-type: none"> • (a) Update – finance report attached. <ul style="list-style-type: none"> ○ DB Finance report attached. Noted high wage bill for month for June compared to 2022. Cash at bank £159,732 ○ TC presented cashflow summary – actuals and projections. This shows a cash at bank figure for June 23 of £178,235. The discrepancy with the £159,732 figure above is explained by different reporting periods. View expressed that additionally, we need to see the actual underlying budget and associated assumptions sitting behind these projections. TC to consider how this can be presented, but noted that the Exec needs to decide upon the information it wants to see and the associated priorities, noting time and resource intensity in preparation. TC and Ops Comm to discuss further and revert to main Exec • (b) Spend Requests – EB sought agreement for entry fee of £390 to enter an NSC team into the All England Inter Club Race. Agreed See Appendix B	Ops/TC
6	Club Operations Report <ul style="list-style-type: none"> • (a) Activity Volumes - See Appendix C • (b) Revenue Initiatives – TC noted that the market is fairly “soft” at the moment. We do however have a fairly full Events programme over the next two months. TC proposed that next year we bid to host the GBR’s as we will not get to host the All England event two years in a row. Noted and Agreed 	TC
7	Health and Safety <ul style="list-style-type: none"> • No incidents to report. • DG raised the need to pull together all elements of this which sit behind the Overarching H&S Statement. This will include, where appropriate, Risk Assessments, Method Statements and SOP’s. TC advised that many of these 	



	documents are retained on the Z Drive and can be made available to staff and volunteers.	DG/TC
8	Events <ul style="list-style-type: none"> (a) Future Events – as noted in 5b and 6b above. 	
9	Maintenance <ul style="list-style-type: none"> (a) Slope Clean – TC report this is now complete and the process went well. A big thanks is extended to the whole team who worked on this! (b) A bench is being installed at the top of the nursery slope. 	TC
10	ICC <ul style="list-style-type: none"> KR reported that he needed to have a catch-up meeting with TC 	KR/TC
11	AGM Arrangements <ul style="list-style-type: none"> (a) Formal invitation to AGM to be issued by 20/08/23. Process for nominations for awards to also be advised. (b) Invitations and process to apply for Exec Membership to be issued by 20th July – NW to produce final draft, TC to issue through email system. DB advised of his wish to retire from the Exec and his role as Treasurer at the forthcoming AGM. He has served the club for some 34 years. All agreed that this was a phenomenal achievement and the club owes him a huge debt of gratitude for his work and guidance over the years! The process of finding a suitable experienced and knowledgeable finance specialist to represent this function at Exec level must now commence. DB kindly indicated that he would be prepared to continue in the role in the short term, whilst a replacement is found, but that there needs to be a clear time limit and cut off in this respect. This was greatly appreciated. 	NW/TC NW/TC DB Exec DB/Exec
12	Correspondence Received <ul style="list-style-type: none"> TC to respond to email on new session pricing structure and drivers 	TC
13	AOUB <ul style="list-style-type: none"> AGM format – similar to last year with efficient process for delivering and concluding formal elements. <ul style="list-style-type: none"> Suggested formal elements followed by relaxed cheese & wine type event to allow informal engagement with members/Exec and various session leads. TV on in background with footage celebrating key club achievements EH raised question of providing air conditioning to bar area. Current quote indicates a price of £10k. TC reviewing further options. EH raised the question of whether we had considered a stand/presence at Royal Norfolk Show. DA replied that this had not proved to be cost effective in the past Further discussion on combined Whitlingham Leisure Park marketing/promotional initiatives and what other initiatives we might consider in this respect. 	All TC
14	Any Items deemed confidential <ul style="list-style-type: none"> None 	
15	Date of Next Meeting – 15th August 2023 – 1900 – NSC Palfrey Suite	

Appendix A

Executive Meetings - LIVE Action Log Tracker (from minutes) - Produced for Mtg 439 - 18th July 23						
Action Number	Meeting Number	Item	Description	Action Owner	Closed	Comments
11	430	11	Proposals for level of Authority/spend for Tony Risk Register Review & Update	TC		TC/DG/Op to discuss off line & revert with proposals
13	430	12	Lease renewal - full budget to be produced	NW/DG/TC		DG to produce first draft for discussion
15	430	14	Disabled lift - plans and budget to Exec for agreement before submission for Planning Approval & development of funding strategy	DG		Work in progress to conclude
16	430	15		TC/DG		In hand
26	432	12	Relaunch of feedback process & Communication	DG/TC		Box has been refreshed. Facebook activity pending.
28	432	15	Airbag proposal - DB to check any requirements/conditions with insurers before order issues	DB		Club to produce risk assessment - TC in discussion with SSE
32	433	7a	Fast Track Numbers low - to be advertised more widely	LF		
33	433	10a	Circulate Opps Minutes to full Exec - note sensitivities and confidentiality where appropriate	DG		Not done for March Ops.
34	434	5a	TC to investigate separate identification of revenue from school groups	TC		In progress - some difficulties in identifying data
45	435	6	ICC to consider increase in number of Open Practice sessions	KR/ICC		
47	436	5c	Final tweaks to salary review proposals	TC/DB/NW/EB		One session on Thursday night possibly?
48	436	9	ICC to action agreed new/replacement uniform policy as agreed spend	KR/ICC		
50	437	5	Damaged radios to Link to be assessed for repair	TC		Closed
51	438	5a	Request for tracking against agreed budget	DB		
52	438	5b	Respond to email received on session rate increases	TC		Responded
53	438	5e	Further research on viability of solar panels by 30/06 grant deadline	IW		
54	438	15	NW to contact SSE on their request for data supporting voting rights - Data Protection issues	NW		



Appendix B

NORFOLK SKI CLUB FINANCE REPORT - JUNE 2023

	Month		Month 2 Cumulative		Budget	% of bgt.
	2023	2022	2023	2022		
Receipts - to 30 June 2023						
						%
Memberships	1,973	1,793	10	6,643	10,035	(34)
Lessons	2,213	4,622	(52)	6,223	11,988	(48)
Coaching	12,603	15,467	(19)	36,696	35,220	4
Open practice	1,772	2,556	(31)	5,362	6,445	(17)
Courses and events	0	0	#DIV/0!	0	0	#DIV/0!
Race activities	4,270	2,630	62	6,496	3,980	63
Tubing	16,103	19,280	(16)	47,251	43,400	9
Tasters	1,169	2,305	(49)	2,444	4,492	(46)
Room hire	265	460	(42)	1,305	1,135	15
Sundry sales (furlough ** etc.)	929	1,246	(25)	1,489	1,549	(4)
Interest on cash deposits	0	0	#DIV/0!	0	0	#DIV/0!
Donations received/refunds	0	0	#DIV/0!	0	0	#DIV/0!
Bar takings	7,747	7,562	2	19,125	15,500	23
Food sales (incl party income)	4,226	1,323	219	12,309	2,298	436
	53,270	59,244	(10)	145,343	136,042	7
Payments - to 30 June 2023						
						%
Courses and events	655	2,503	74	750	4,285	82
Racing	266	225	(18)	579	225	(157)
Post, stationery and phone	2,224	747	(198)	2,564	2,776	8
Newsletter costs incl postage	0	0	#DIV/0!	0	0	#DIV/0!
Slope allowances	1,067	2,057	48	22,986	21,589	(6)
Clubhouse running costs	3,226	4,765	32	10,581	18,780	44
Wages and salaries	57,238	44,209	(29)	110,515	87,380	(26)
Slope running costs	13,119	6,781	(93)	18,219	14,019	(30)
Boot, skis, mat replacement	0	0	#DIV/0!	323	0	#DIV/0!
Publicity and meetings	0	0	#DIV/0!	510	0	#DIV/0!
Rent, rates, insurances, corp. tax etc.	3,948	3,432	(15)	7,896	8,154	3
Bank charges and interest	1,011	821	(23)	2,022	1,683	(20)
Refunds	0	0	#DIV/0!	0	0	#DIV/0!
Bar purchases	7,128	5,032	(42)	15,047	11,226	(34)
Drinks machine purchases	0	0	#DIV/0!	0	0	#DIV/0!
Clothing purchases	0	222	100	4,576	1,434	(219)
Instructors deposits repaid (taken)	0	0	#DIV/0!	0	0	#DIV/0!
Food purchases	2,266	400	(467)	3,268	1,386	(136)
Donations	0	0	#DIV/0!	0	0	#DIV/0!
VAT	3,752	1,914	(96)	36,043	23,632	(53)
	95,900	73,108	(31)	235,879	196,569	(20)
Trading cash in/(out)flow	(42,630)	(13,864)		(90,536)	(60,527)	
Grants & loans received	0	0		0	0	#DIV/0!
Development expenses	0	0		0	(500)	100
Capital expenditure	0	0	#DIV/0!	0	0	#DIV/0!
Total cash in/(out)flow	(42,630)	(13,864)		(90,536)	(61,027)	
Cash at bank						
	last year	this year				
Current	216,041	159,044				
Deposit	685	688				
	216,726	159,732				
Barclays loan	(39,833)	(30,833)				
				Slope clean m/c hire	10,980	



Appendix C

June

Month V Month Var % Target 90%	Month Elapsed 100%										
	June				June			June Session Utilisation	Utilisation High	Utilisation Low	
	05-Jun	12-Jun	19-Jun	26-Jun	2022	2023	Variance				
Week Commencing	Wk 6	Wk 7	Wk 8	Wk 9	2022	2023	%				
Department											
Total Open Practice	20	13	29	-	156	62	40%	2%	14%	7%	
Total Freestyle Open Practice	4	1	-	-	14	5	36%	4%	32%	24%	
Total Freestyle Coaching	8	6	8	-	29	22	76%	13%	30%	15%	
Supervised Board	32	15	20	7	88	74	84%	22%	30%	16%	
Supervised Adult Ski	13	5	6	-	74	24	32%	6%	35%	6%	
Junior Club	67	74	87	-	210	228	109%	42%	50%	33%	
Junior Saturday Coaching	28	25	17	-	134	70	52%	52%	84%	34%	
Masters	18	19	14	-	53	51	96%	38%	76%	37%	
Ladies	12	10	8	8	53	38	72%	21%	61%	44%	
Fri Poles (Wannabe Racers)	35	39	38	-	78	112	144%	83%	107%	91%	
Total Race	71	100	94	-	225	265	118%	65%	52%	33%	
Improver Ski (Fast Track)	7	5	9	-	6	21	350%	16%	94%	26%	
Junior Boarding	12	8	8	-	38	28	74%	11%	26%	9%	
Adaptive	16	-	-	-	7	16	229%	53%			
Total Coaching	256	259	263	15	899	793	88%				
Private Lessons	22	8	12	5	41	47	115%		71%	21%	
Total Lessons	8	9	24	43	361	84	23%				
Total Tubing	283	250	350	302	1,632	1,185	73%	56%	58%	52%	
Total	912	846	987	380	3,121	3,125	100%				

May

Month V Month Var % Target 90%	Month Elapsed 100%											
	May					May			May Session Utilisation	Utilisation High	Utilisation Low	
	01-May	08-May	15-May	22-May	29-May	2022	2023	Variance				
Week Commencing	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	2022	2023	%				
Department												
Total Open Practice	49	21	22	28	29	325	149	46%	3%	14%	7%	
Total Freestyle Open Practice	6	7	3	4	8	26	28	108%	12%	32%	24%	
Total Freestyle Coaching	-	10	7	4	-	61	21	34%	13%	30%	15%	
Supervised Board	16	22	24	35	28	176	125	71%	35%	30%	16%	
Supervised Adult Ski	20	17	12	6	12	114	67	59%	17%	35%	6%	
Junior Club	-	87	64	69	-	287	220	77%	41%	50%	33%	
Junior Saturday Coaching	-	29	35	25	-	181	89	49%	66%	84%	34%	
Masters	19	10	18	17	16	90	80	89%	36%	76%	37%	
Ladies	20	7	16	11	-	74	54	73%	24%	61%	44%	
Fri Poles (Wannabe Racers)	38	43	45	31	-	135	157	116%	87%	107%	91%	
Total Race	89	89	83	70	13	368	344	93%	59%	52%	33%	
Improver Ski (Fast Track)	15	-	-	10	11	30	36	120%	27%	94%	26%	
Junior Boarding	1	-	11	8	2	40	22	55%	9%	26%	9%	
Adaptive	-	-	-	15	-	29	15	52%				
Total Coaching	179	271	259	247	80	1,381	1,036	75%				
Private Lessons	24	17	19	13	23	54	96	178%		71%	21%	
Total Lessons	29	16	18	9	84	883	156	18%				
Total Tubing	272	301	-	292	777	1,513	1,642	109%	73%	58%	52%	
Total	777	947	636	894	1,083	4,251	3,144	74%				