



Minutes of a Meeting held on Monday 17th April 2023 at The Barberrry, Bracken Lane, Welwyn AL6 0RB (also online over Zoom)

Present:

Mike Newlove (MN) – Chair / Open Tournament Coordinator
 Nick Goode (NG) – Vice-Chair
 Kevin Maughan (KM) - Secretary
 Barbara Lewczynska (BL) - Welfare Officer / Closed Tournament Coordinator
 Zoltan Tatrai (ZT) –Treasurer
 Joseph Eluekunnel (JE) – Fixtures Secretary

	Item	Action
1.	<p>Apologies</p> <p>Dave Bartlett (DB) – HBA Rep Dominic Savage (DS) - Convenor of the Squads Working Group Ian Robinson (IR) – Schools Rep Ben Vranjkovic (BV) – Clubs Rep Jackie Ward (YL) – Publicity Officer</p>	
2.	<p>Minutes of previous committee meeting</p> <p>The minutes of the last committee meeting (30/01/2023) were accepted unanimously.</p>	
3.	<p>Actions from previous meeting not covered by an agenda item</p> <p>Bill Goode's Bequest</p> <p>NG reported that this year's tournament, to be held on 11/06/2023, has 9 teams confirmed and 1 (Berkshire) awaiting confirmation. There is an option to enter a second team from Herts.</p> <p>Suspended Coach/Member Communication Process</p> <p>No further information has been received since the last meeting on the issue of coaches/members that have been suspended by BE. It was agreed that DB should be asked to raise this at the BE meeting on 27th April.</p> <p>It was also agreed that BL would check with BE whether BE coach/member suspensions are recorded with DBS.</p> <p>Premier Club Registration</p> <p>This is still ongoing; the application requires a risk assessment for HSV, and the template that BE has provided is not relevant. ZT noted that HSV requires a risk assessment to be submitted for every block booking. He will provide BL with copies of his answers.</p> <p>Junior Badminton Network for 2022-23 (IR)</p> <p>It was agreed that this had worked very well, with dozens of children being involved. Thanks were expressed to IR for organising. It was agreed that we should try and organise this event again next season and should schedule it around other HJBA tournaments. IR to be contacted.</p>	<p>KM</p> <p>BL</p> <p>ZT</p> <p>KM</p>
4.	<p>Coaches' Agreements</p> <p>a. HMRC Requirements</p> <p>There is still uncertainty over what we need to do to avoid being liable for employment costs. A meeting has been held with Nick Rimmer (Operations Director at BE) and he has agreed to investigate using the HMRC Check Employment Status for Tax (CEST) tool to establish how to structure the coaches' agreement to ensure that they are confirmed as self-employed. He also agreed to investigate providing templates for the agreements/contracts that we need. He has reported that this work is still ongoing at BE.</p>	



	<p>b. Rate Review</p> <p>The release of the agreement containing the 10% uplift to paid coaches' rates is on hold until the HMRC position is clarified, to ensure that it contains any disclaimers/conditions necessary, but it was confirmed that the new rates are now being used.</p> <p>Any payment anomalies will be resolved by the end of the season</p>	<p>NG</p>
<p>5.</p>	<p>Financial Matters</p> <p>a. Player Affiliation Process review / Online form option</p> <p>An online membership application form has been created with Google forms which feeds directly into a spreadsheet which will save a lot of double keying admin for managers, the secretary and the treasurer. Initial testing has been successful, and it was agreed that this form should be used for registering players following the trials.</p> <p>One limitation of the form is that a separate Google account is required for each submission. To minimise the impact of this, a separate form per age group will be created. A back-up 'paper' form will be provided to managers to use as a last resort.</p> <p>b. Change to move financial end of year to end of season / Constitution Change</p> <p>It was agreed that moving the financial year end from 30th Apr to the end of the season (28th May) would lead to more representative accounts. This change will require a change in the constitution, which can only happen at an AGM or EGM. Currently, the constitution also requires that the accounts are audited prior to the AGM. It may be possible to modify the way in which the accounts are being audited so that it is an ongoing process which just requires a final check off at the end of the season. This needs to be checked with the current auditor.</p> <p>If this is possible it was agreed that the change would be put to this year's AGM for approval.</p> <p>Note: subsequent to the meeting, this was discussed with the auditor who agreed that the change is sensible and will still leave time to audit the accounts before the AGM.</p> <p>c. Fees for Next Season</p> <p>Although NG reported that shuttle costs should be similar to this season, we have been already notified of increases in court costs. ZT to prepare a budget with suggestions for squad and match fees.</p> <p>d. Payment by instalment/bursary process</p> <p>The agreement from the last meeting that requests from players/parents to pay squad fees by two instalments (September and January) should be handled by the Bursary sub-committee and be subject to the same application and justification process has been included in the Bursary process document.</p> <p>e. Account Audit</p> <p>The new auditor (Raj Madah) has been given access to all the accounts. MN to check when the audit will be complete.</p> <p>f. Setting up of new investment account</p> <p>The investment account for any funds for which we have no immediate plans has been opened, back dated to February when the application was submitted. It is a 6-month fixed term account playing 2.9%. Money from the investment account can only be paid back into our current account, which is subject to two-person authorisation for payments.</p> <p>g. Projects/New Activities that require funding in 2022/23</p> <p>Colin Walker had confirmed that they had received a contribution to the Ray Learney Fund following the closure of Stanstead Abbots BC, and so should not need any contribution from HJBA this season.</p> <p>After a short discussion, it was agreed that we should investigate updating the website (ZT has contacts that may update it for little or no cost). Other sports websites to be reviewed for design ideas.</p> <p>It was also noted that several years ago, the university provided lectures for parents on nutrition etc. and ongoing fitness testing for the squad players. It was agreed that this should be investigated to establish whether this could be provided again. DB may have appropriate contacts.</p>	<p>KM</p> <p>ZT</p> <p>KM</p> <p>ZT</p> <p>MN</p> <p>ZT</p> <p>KM</p>



	<p>h. Review of 2022 & 2023 ICT costs</p> <p>It appears that BE will not be invoicing for 2022 ICT. We have yet to receive the invoice from BE for 2023 and so final costs cannot yet be reported.</p> <p>i. Medium/Long Term Spending Review</p> <p>HJBA need to examine our objectives so that we can plan our spending appropriately. KM noted that we held a meeting several years ago to discuss this, but amongst other issues, COVID prevented any progress. Although some ideas from the time may now not be relevant, it was thought that it might be useful if the minutes from the meeting could be circulated to the committee with a view to re-establishing the discussion.</p>	KM
<p>6. AGM Arrangements</p>	<p>It was confirmed that the meeting room at HSV has been booked for 29th June 2023. Unfortunately, KM will not be available for the meeting as he will be recuperating after an operation. In his absence it was agreed that BL will take minutes.</p> <p>Existing committee members need to be contacted to establish whether they are prepared to stand next season. BL is standing down as Closed Tournament Organiser, and Ronnie Goode has volunteered to stand in her place.</p>	KM
<p>7. Squad Trials Arrangements</p>	<p>The trials have been advertised and arrangements are in hand. KM to organise the online membership forms and the membership letter.</p>	KM
<p>8. Coaching Teams for 2023/24</p>	<p>It was agreed that Kelly Matthews should be reappointed as Head Coach. It was also agreed NG will arrange for her and NG to discuss next season's arrangements with the coaching team over the next 2 weeks to check whether they are prepared to continue. Results of the discussion to be circulated to the committee.</p>	NG
<p>9. Committee Reports</p>	<p>The submitted and circulated reports were accepted.</p> <p>A question had been raised in the U16 report about why match fees for home and away Shires League matches are the same, given the additional costs involved in travelling away. It was noted that the total match fees collected over the season does not cover the cost of running the SL teams. Any reduction in away match fees would therefore need to be accompanied by an equal increase in home match fees which the committee felt would create problems in fielding teams for home matches. It was noted that parents should be encouraged to arrange car shares. BL agreed that she would discuss this with Steph Stockwell.</p>	BL
<p>10. Communications with Clubs and Schools</p>	<p>NG and ZT reported that they had not received any of these HJBA emails, and BL reported that they all go into her spam folder. This to be investigated further. It may be necessary to move to a bulk emailing system, such as sender.net, to improve deliverability.</p>	KM
<p>11. AOB</p>	<p>BL – Stevenage Leisure has been taken over by Everyone Active. Where this has happened at other centres, it has normally resulted in an increase in court costs.</p> <p>ZT – we should make use of other social media platforms like Instagram to celebrate our players successes, but we don't have anyone with the skills or time to take on the role. It may be possible to give this to the upper age group within the U18 squad. To be discussed further at a future meeting.</p>	KM
<p>12. Date of Next Meeting</p>	<p>12th June 2023 at 1930, to be held at 44 Fulling Mill Lane, Welwyn AL6 9NP.</p>	KM