



Minutes of a Meeting held on Monday 30th January 2023 at 44 Fulling Mill Lane, Welwyn AL6 9NP (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
 Dominic Savage (DS) - Convenor of the Squads Working Group
 Dave Bartlett (DB) – HBA Rep

	Item	Action
1.	Apologies Zoltan Tatrai (ZT) –Treasurer Joseph Eluekunnel (JE) – Fixtures Secretary Jackie Ward (YL) – Publicity Officer Ian Robinson (IR) – Schools Rep Ben Vranjkovic (BV) – Clubs Rep	
2.	Minutes of previous committee meeting The minutes of the last committee meeting (24/10/2022) were accepted unanimously.	
3.	Actions from previous meeting not covered by an agenda item Bill Goode's Bequest NG reported that this year's tournament will be held on 11/06/2023. He is hoping to have 12 teams competing and has 8 confirmed. He is waiting for decisions from Oxfordshire, Warwickshire, and Buckinghamshire. There is an option to enter a second team from Herts. HJBA Account Auditing Raj Madha has volunteered to audit our previous years' accounts and has been given access to bank and QuickFile accounts. To be progressed.	ZT
4.	Squad Trials & Membership Take-up ZT had reported that membership income is £1.9k less than budgeted, reduced by £752 from last meeting due to more members joining.	
5.	Communications with Clubs and Schools The spreadsheet detailing communications publicising HJBA and other local badminton events is being used to coordinate email and Facebook posts for several events by BL/KM. Email and FB templates for the different events are being created to minimise future effort. It was suggested that Anna Collis' singles tournament should be added to the schedule.	BL/KM
6.	Coaches' Contracts/Agreements a. ICT & RIO Payments It was confirmed that Kelly Matthews (KMat) would receive payment as details in the updated coaches' agreement for attendance at RIO, along with hotel and train fare expenses. Food will not be expensed. However, we need to clarify the position on tax and employment (see 6b) before the coaches' agreement is circulated to ensure that we don't become liable for employment costs. KMat to be informed.	DS



	<p>b. HMRC Requirements</p> <p>There is still confusion over what we need to do to avoid being liable for employment costs. Nick Rimmer (NR) had offered to help us complete the HMRC Check Employment Status for Tax (CEST) tool. NR to be contacted to see if a Zoom meeting with NG/MN/KM would be useful. However, one of the pre-requisites of the tool is that there is a contract in place with the coach. NR had also offered to research contract templates at BE – to be chased up.</p> <p>When KM had completed the CEST tool previously it had not been able to give a definitive view, but this may have been because some of the questions were ambiguous. It was agreed that NG & MN would complete the CEST tool and check whether their answers gave a definitive result.</p> <p>NG offered to contact his company's accountant to discuss further – this was agreed.</p> <p>c. Rate Review</p> <p>The 10% uplift agreed at the last meeting is in place, and a draft version of the updated contract has been circulated to the committee. However, the release of the document is on hold until the HMRC position is clarified, to ensure that it contains any disclaimers/conditions necessary.</p> <p>d. Payment Process</p> <p>The agreed process where all requests for payment is checked and authorised by NG is in place and working.</p>	<p>KM</p> <p>NG/MN</p> <p>NG</p> <p>KM</p>
<p>7. Financial Matters</p>	<p>a. Match Fee Payment Process</p> <p>The agreed process where all match fees are paid to the squad managers who then pass single payments into the HJBA account is working well.</p> <p>b. Player Affiliation Process review / Online form option</p> <p>It was reported that no progress had been made yet on this project, other than the initial evaluation. This should be progressed as soon as possible to allow adequate trials and testing before next season.</p> <p>c. Payment by instalment/bursary process</p> <p>It was agreed 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. This has been agreed with the Bursary sub-committee. Bursary application document to be updated to reflect this change.</p> <p>d. Change to move financial end of year to end of season / Constitution Change</p> <p>This was briefly discussed in ZT's absence. A move of the financial year end from 30th Apr to the end of the season (mid-May) would 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. A change of the year end date would mean not enough time to carry out the audit in time for the meeting; one solution to that would be to require the audit before the following year's AGM. To be considered further at the next meeting.</p> <p>e. Setting up of new investment account</p> <p>It was agreed that with the increase in interest rates, we should hold the bulk of our funds in an interest-bearing account. It was agreed that ZT should choose the appropriate account, and that it should require two-person approval to withdraw funds, as is the case with our current account.</p> <p>f. Projects/New Activities that require funding in 2022/23</p> <p>DB mentioned that the Ray Learney fund may need topping up soon. Colin Walker to be contacted.</p> <p>g. Review of 2022 ICT costs</p> <p>From the accounts report submitted it appears that there was a £1000 subsidy for ICT last season, but this needs to be confirmed by ZT. [Post meeting, ZT confirmed that he had yet to receive any invoice from BE for ICT, and so it is still not possible to determine what subsidy had been provided to ICT last season]</p>	<p>KM</p> <p>KM</p> <p>ZT/KM</p> <p>ZT</p> <p>KM</p>



	<p>h. Medium/Long Term Spending Review</p> <p>Deferred to a later meeting.</p> <p>i. Event Financial Reviews</p> <p>Due to low entry levels, our September event only just broke even, or may have made a small loss. It was agreed that where possible, each completed HJBA event should provide a financial review.</p>	<p>KM</p> <p>MN/BL</p>
8.	<p>Squad Working Group / Parent Reps</p> <p>The constitution requires that a working group, consisting of squad managers, assistants and parent reps should be responsible for the general operation of the county squads. Due to COVID, this has not been working in the last couple of seasons. It was agreed that this should be reinstated for next season.</p>	MN/DS
9.	<p>Premier Club Registration</p> <p>NG reported that Karen in his office was dealing with our re-registration. An issue had been referred to BL for checking/resolution.</p>	BL
10.	<p>Committee Reports</p> <p>The submitted and circulated reports were accepted.</p> <p>DB reported that a document had been submitted to Welwyn Hatfield Council on Gosling SC usage. Discussions had been held between Oaklands College and DB/NG about the plans to introduce a badminton academy. It was agreed that we should publicise their open days this once more information is available.</p>	DB/KM
11.	<p>Junior Badminton Network</p> <p>IR had rearranged the tournament date to 12th March so that it no longer clashes with the Primary Schools tournament on 5th March. There are currently 12 teams entered which was felt (BL) to be sufficient, based on her experience last year.</p>	
12.	<p>Dates for AGM and Squad Trials</p> <p>It was felt that the trials needed to be held in late June/early July so that they avoid school exams. The preferred date is 28th June with 5th July as a backup date (although NG is unlikely to be available for that date). It was agreed that ZT should book HSV with the same court bookings as a normal squad night.</p> <p>The date for the AGM was set as Thursday 29th June, starting at 1930 at HSV. It was agreed that this year we should meet in person and no option to join via Zoom should be provided. Our bulk booking should make us eligible for a free meeting room – ZT to check and book the large meeting room.</p>	<p>ZT</p> <p>ZT</p>
13.	<p>AOB</p> <p>BL –the issue of coaches/members that have been suspended by BE had been raised. Although there is a list on the BE site it is difficult to find, and it shows few details. BE contact the county association where the coach/member is based, but surrounding counties are not notified. It was felt that all safeguarding officers should be informed of any suspended coaches/members. The question was raised as to whether there was any links to the BE membership system, so club admins would be informed if they have a suspended member as a club member, or if they tried to add them. DB agreed to investigate further.</p>	DB
14.	<p>Date of Next Meeting</p> <p>17th April 2023 at 1930, to be held at 44 Fulling Mill Lane, Welwyn AL6 9NP.</p>	KM

K Maughan
Honorary Secretary
HJBA