

**Minutes of the Board Meeting of the Albury Community Sports Hub (SCIO SCO51926)**  
**Monday 24<sup>th</sup> April at 6pm at the Hub**

**Present:-** Louise Baxter (Chair); Judy Addison; Joe Coleman(Sport Aberdeen); Maureen Dickson; Lorna Glen; Eileen Grant; Agnes MacDonald; Sandy Shek; Bill Strachan; Meg Strachan; Andrew Wilson

**In Attendance:-** Hilary Cromar (Welfare Officer); Laura Temple (Acting DHT, Ferryhill School).

Laura Temple was welcomed by the Board.

**Minutes of Last Board Meeting:**

Gap in fence: Joe reported that Stephen Quigley of Sport Aberdeen suggested planting something in a pot to stop the gap which would look good. There was seen to be a low risk assessment from the gap. Joe agreed to progress this.

Andrew remarked that the increase in prices over 2021-22 may have decreased membership this year. We have now frozen Open Access User charges until a 2024 review..

Wellbeing Group: There is a meeting to discuss this w/b 8<sup>th</sup> May. Joe and Ali will be in attendance.

**ACTION: Joe**

The minutes were approved.

**Sport Aberdeen Report-**

Joe has forwarded dates for Child Protection and First Aid training. Joe relayed also that Emma is leaving her post at Sport Aberdeen. The post has been advertised. The Sport Aberdeen Social Committee would like to hold a Family Day at Albury either on June 10<sup>th</sup> or 17<sup>th</sup> from 2-5pm. Volunteers will be needed for all sports and Bill is willing to offer croquet.

The Service Level Agreement is still on hold. Sport Aberdeen will cover the costs of the Hub's water and electricity use. The budget allows for £600 for water and £1260 for electricity. Invoicing will be quarterly. Louise suggested contacting OSCR, as we may be eligible to claim back some costs from Scottish Water. Louise will investigate this. **ACTION: Louise**

ACC will have funding for community projects and, very necessary for the future of Albury, building maintenance. We need to identify our requirements and prioritise these over the season. Louise raised the problem of Albury's water; flooding. Location of stop cock, etc. This needs long term action. Joe will report back on this issue, and Bill will look into this also. **ACTION: Joe/Bill**

**Sports Reports:-**

**Tennis:** Sandy has had no response from our preferred company, Sportex, about tennis court maintenance. He will pursue this with them, as the Board were agreed using them for value for money. **ACTION: Sandy**

Anna will organise the Ladies' A and B Teams. Anna also asked if 5 ladies from Westburn could attend Albury for Social Tennis on a Saturday morning for 8 sessions. They will be joining us as Open Access Users. This was agreed; the Chair has emailed Anna *in absentia*. **ACTION: Anna**  
Sandy also indicated that TFF (Tennis For Free) would resume. Sandy will put a banner about this on our website. **ACTION: Anna**

**Bowling:-** Agnes reported that her contact from Balnagask Home, Dave McDonald, has died suddenly. He was the contact for Mannofield Petanque, the club whom Judy had emailed. The Board expressed their condolences. Agnes has hosted sessions with Ferryhill School, liaising with

Laura Temple, the DHT. These pupils visit regularly. Adult bowlers from the previous session are returning to play. The Grampian Disability Church Bowling Group will be using Albury regularly, with a day session on 26<sup>th</sup> June.

**Putting/Petanque:-** Maureen raised a concern about the state of the greens. It was observed that a couple more close grass cuttings would improve this. Judy had an enquiry from a group of 6-8 men who wish to use Albury 2-5pm on May 20<sup>th</sup> for putting and petanque only. As they do not wish sole use, Judy suggested they come in as Pay and Play for both sports. Judy will be away then, but has booked the petanque cours for them. **ACTION: Judy**

**Croquet:-**

Bill reported that players are returning to the greens. It was agreed to raise the Croquet Club fees payable to ACSH to £600; an increase of £100. Bill was asked to put together a definition of a croquet club and how it fits with Albury. He will set this up. **ACTION: Bill**

**Policies:-**

Most are now on the website. The meeting agenda will be uploaded, and minutes will be posted there after the next meeting when they have been approved. The volunteer policy, now in the hard copy manual in the office, will go on the website. Joe will check the H and S policy with Lorna.

**ACTION: Lorna/Joe**

Sandy attends to the LTA policy.

**Volunteer Report:-**

The office POS system in the office is now up and running, thanks to Maks and Emma, with volunteer training in progress. It is seen to be very successful and a great improvement. Meg reported 3 new volunteers, with most of the previous ones returning, but more are needed. It was suggested that a Whats App Group could be live for volunteers to be contacted to fill slots at short notice. Meg remarked that she has a confidential list of mobile numbers for volunteers who are willing to be contacted in such situations. Louise as Chair thanked Meg and Eileen for their hard work and training as Volunteer Co-ordinators. Laura Temple will survey parents at Ferryhill School about volunteering as part of the curriculum, with teacher-led sessions. Some of the children might volunteer with the bowling sessions. This is very much looking to the future; Laura will develop this.

**Pricing: Group Use and children's parties policy**

Andrew suggested that if catering is required, we could work with the Ferryhill Community Centre. A fee of £50 per sport for group use was put forward for sole use of premises. Children's parties: £160 was suggested. Andrew and Joe will discuss this further and come up with wording for the website, with prior circulation to the Board. **ACTION: Andrew/Joe**

**Finance and Governance:-**

Policies on these matters to be confirmed by the Finance Group. **ACTION: Finance Group.** Lorna asked Sandy about the LTA tennis levy on players, as was paid during the 2022-23 season. Sandy will ask players to pay the levy of £10. **ACTION: Sandy**

Lorna is in contact with the BOS about our new account going live. As at 23<sup>rd</sup> April of Open Access new users there are: 11 Fam; 16 Ad; 18 Conc. 45 in total after one week of the new season.

**Welfare:-**

A survey will be put on the website about welfare to all Open Access Users with regard to tennis. Hilary will send Sandy the link, and she thanked Lorna and Sandy for their help.

Matthew Hulbert, the Tennis Scotland welfare officer, will be visiting Albury on May 11<sup>th</sup> to review our position re: national standards as an LTA venue. Louise and Joe will join Hilary during this visit. Aspects such as changing rooms; toilet facilities, medical issues, First Aid and evacuation procedures will be looked at.

**Website:-**

Heartfelt thanks were offered to Sandy from the Board, for all the time and work he has put into developing and updating our website. It is a great introduction and guide to our Hub for both new and former users. The website will be updated as required with new procedures, policies and developments.

**Marketing:-**

We continue to encourage SCIO membership. Sandy agreed to remove the Friends category from the website; if anyone still wishes to take this route to support Albury they can join in person in the office for £5. However, since SCIO membership brings participating benefits in itself with no financial outlay, the Friends category may be redundant. Our forthcoming Open Day will provide a good opportunity to publicise what we do and can offer. Joe was thanked for offering his experience and help with marketing.

**Open Day, May 27<sup>th</sup>:-**

Joe will host an information stand; Bill will provide croquet. Joe, Ali and possibly one other from Sport Aberdeen will attend and support. The Chair has called a planning meeting to organise the day on 4<sup>th</sup> May at 6pm at the Hub for those Board members and Members who can attend. **ACTION:**

**Chair and Board**

**AOB:-**

A banner was suggested for the Open Day. All Board members will address this. **ACTION: Board**