

Minutes of Southbourne Tennis Club Committee Meeting

Monday 13 March 2017 – 7.00pm

Present

Susie Grainger as Chairperson (SG), David Sanger (DS), Adam Spicer (AS), Sarah Stout (SS), Peter Richardson (PR), Don Greaves (DG), Martin Cavey (MC), Helen Henshaw (HH) and Celia Barron (CB)

1. Apologies

Don Greaves (DG)

2. Minutes of last meeting – 16 January 2017 were approved

3. Matters arising

- PR and DG to liaise Wednesday to share responsibilities – Meeting took place and walked around the courts. Any maintenance issues discussed
- SS is to take Food Hygiene Certificate – SS to take this next week
- Share the coaching contract with the committee – AS had previously distributed this and would discuss this more under the Chairperson's Report
- Arrange signs on risk to go up on the gates to the courts. PR showed 6 examples which including what we currently have. Committee agreed on the 6th one which contained information on guests and risk. It was confirmed the signs would be designed by the company and we look at the colour and fonts used to emphasise certain elements. We will ask the firm for a quote to produce the signs. When delivered the signs would be put on all gates/entrances
- Our insurance and how this works with pay as you play tennis. Concerns were raised as we were unsure which scheme covered this. DS said the pay and play service was part of the LTA software ClubSpark so the LTA insurance should cover this. SG will confirm with the LTA
- AS will confirm how the club rules apply to Pay and Play
- Investigate document sharing service – AS explained most services have to pay for when you hit a certain number of users. Will use the Google Drive sharing feature and AS to share details with the committee
- SG Chased up Ed Alexander in regards to the potential extra court. SG to discuss under the Chairperson's Report
- Formalise cleaning contract – to be discussed under the Chairperson's Report
- Look into funding of new doors – DS to discuss under the Coaching Report
- Honours board – DG could not find one who was willing to provide the service. SG will ask around the club to see if anyone can help

4. Junior Club Items

- nothing to report.

5. Chairperson's Report

- Contract with Dave Sanger Coaching Ltd - aim is to define the working relationship between DS coaching company and the club. It has been raised about the fee structure, services provided in return and court availability when coaching takes place. With the fee structure the committee focused on section 7 of the contract. DS said the arrangement had been mutually beneficial relationship. CB asked about the relationship with the other coaches. DS explained for group and club sessions the money goes to the club and his coaching company. Individual coaching is on a self-employed basis. Committee discussed the services provided and this works. Within the contract in addition to coaching they must help with marketing, juniors, programmes and attending competitions. The committee agreed to review annually. CB asked about the arrangements for disability. DS said these were dealt with under another arrangement. MC said it would be advisable to have these within the coaching contract so both the club and coach are protected. JC asked about the court allocation for coaching. CB gave an example when 4 courts were booked. DS said this was limited to two during club sessions and are freed up if not in use. Committee and coaches to keep the court allocation under review. SG to add a section to the contract covering disability programmes and see if the court allocation can be revised.
- Contact with the cleaner – this will be 2.5 hours per week. Had discussions with MC, DS and ZH. Waiting for bank details to start the new hours and a list of tasks have been drawn up.
- We have put in an application for funding with the Clothworker’s Foundation who provide funding to improve people’s lives and communities. We have an application in and we are waiting for a response.
- Additional court – SG had chased up Ed Alexander. We now have a pre-planning pack to submit a pre-planning application which costs £180. Draft plans for the additional court (no.7) were circulated with the committee. Court 7 would sit parallel to the court 6 and a new entrance allowing us to use a safer one way system on the site for cars. Extra parking would also be created. Next step is for comments from Highways and Parks. When the pre-planning done, planning would be in place for 5 years. MC confirmed the land would be under a new lease and the council was keen to get rid of both leases (which is the current arrangement) and combine them into one. Committee thought the plans were good . SG thanked DS for his hard work. Also a big thank you to Dave Carmen for doing the plans.
- LTA has asked us to be involved in regional services who promote tennis, events co-ordinate skills/services at a regional level. We have said and we are waiting to hear back. We have been asked as we are recognised as pushing tennis in the right direction.
- It was agreed AS, SG, PR and DS would work to review the business plan, constitution and would present the work at a future date to the committee.

6. Treasurers Report

- MC explained the treasurers Report:
 1. Headlines – For expenditure of more than £150
 2. Detailed income and expenditure for the month
 3. Club funds – money we have committed
 4. Varian page which compares to last year
 5. Invoicing of DS for disability and coaching

- MC to add Celia to the circulation list
- Had previously discussed with SG about circulating the accounts prior to the meeting but has to be after the 6th of each month as accounts done monthly. The meeting would have to take place the following week at the earliest.
- Due to problems with our energy suppliers we have obtained a refund from Eon for £750 and a free month from BG.
- 47 people have committed to go to the O2 ATP. We just need to work out how to collect the money. All tickets are for one block.
- JC mentioned visitors fee are considerably down. MC said we now have our own ladder league which would have reduced visitors . Also match fees down and it was thought this was due to team captains waiting until the end of the season to bank the money.
- MC will provide end of year accounts for the next meeting which is on 15/05/17.

7. Coaching Report

- Tesco bags for help fund – this is now in place and currently the vote is ongoing at Tesco.
- Completed Dorset LTA Victoria School project and wrote report and invoiced for funding
- Met with Irwin/Mitchell who will sponsor trophies/medals for Wheelchair/LD tournaments. Irwin/mitchell also printed flyers for Disability programme for
- Defibrillator case – DS gave examples. The committee decided on one with a lock and breakable glass front
- Ordered and paid for Club tennis balls which are currently provided by Stringers World. If anyone can find them cheaper please let us know
- CCTV is done and all working
- Neighbour across the street mentioned the lights are sometime left on. They offered to turn these off but the committee decided this should not be the responsibility of one person and a non-member. Top lights will automatically go off at 10pm and the bottom courts are on a timer.
- Storeroom has no radiator and lots of heat is lost due to the cold room. Also need to protect the equipment. We have been quoted £300-350 to fit one. DS is to obtain another quote for comparison.
- First aid course is being held at the club on 31/03. Need to inform those who play on a Friday
- DS and Ray have attended the yearly training for the Davis Cup Tennis For Kids 2017 programme. Fliers will go out to all the local schools.
- Great British Tennis now added to ClubSpark and on the calender
- DS thanked players who came to support the tennis marathon. Four wheelchair players took part and had a great time. Over £2,000 raised so far.
- Set up Wheelchair taster this Fri at 7-9pm at Rossmore Centre with Dorset Disability Network
- Set up Linwood additional tennis
- Set up Schools Games and contact Schools

8. Social Secretary's Report

- SS has arranged a bowling evening for Friday

- Website is up to date
- Box league social is underway and will encourage participants to complete matches
- The rowing club is available 2/12 with use of the lounge and bar but you need to be a member to book it. There is a deposit of £100 and you can cancel up to three months beforehand. Cost is £100 per hour £20 cleaning charge. Committee agreed to pursue this further.

9. Secretary's Report

- Nothing to report

10. Membership Secretary's Reports

- 187 adults and 64 juniors which is slight down on last year

11. Match Secretary's Report

- Fixtures are all done for the summer
- DS to complete the team lists
- Still need to find a captain for the one mixed team
- MC has paid in the fees received to date
- Wimbledon tickets – HH explained the process of the ballot to SG and the results will be randomly generated by the LTA on behalf of the club. Committee agreed to continue using this method.
- HH and JC to confirm participants are valid members prior to the ballot.

12. Maintenance Health & Safety Report

- PR has asked Steve who does carpentry to put up a canopy over the entrance which he has done. Thanks to Steve for doing this.
- List for grass to go up
- Toilet seat fixed
- Lagging on all the piping is now complete
- PR had asked a member about wheelchair access to the shower. Towel hooks will be placed lower down and possibly a shower curtain and as there is no door. PR raised about the possibility of baby changing facilities. SS said we would need bins put in and CB suggested we might have problems finding a place to put the equipment. PR is to put the hooks in but for now no baby changing facility to put in place.
- PR will email AS on Health and Safety policy for distribution to the committee.

13. Any other business

- CB asked how many coaches we have at the club, DS described the structure of the coaching team consisting of 3 full-time coaches and we also have people training to be coaches with 5 level 2s who are insured and participate in sessions.
- CB questioned the times on ClubSpark for the Tuesday morning session. DS said this has now been updated to show the correct time.
- Jenny has offered an ornamental tree for the club which is about 8ft high. PR to speak

with Jenny to see where the tree can go.

Next Committee Meeting – 15th May 2017 at 7PM

To Do for the Committee	
SS	SS is to take Food Hygiene Certificate
PR	Arrange signs on risk to go up on the gates to the courts
SG	Confirm insurance arrangements with the LTA
AS	Confirm how the club rules apply to Pay and Play
AS	Investigate document sharing service
SG	Honours Board - will ask at the club to see if anyone can be recommended
SG/DS	Add a section to the contract covering disability programmes and see if the court allocation can be revised.
DS	Look into funding of new doors
DS DG	Pass details to DG for the honours board and DG to arrange the work
AS, DS, SG, PR	Review the business plan, constitution and would present the work at a future date to the committee.
MC	MC to add Celia to the circulation list for the club accounts
MC	MC will provide end of year accounts for the next meeting which is on 15/05/17.
DS	DS is to obtain another quote for comparison for a new radiator.
PR	Put the hooks in the shower room
PR	Email AS on Health and Safety policy for distribution to the committee.