

## Minutes of Southbourne Tennis Club Committee Meeting

Monday 17 July 2017 – 7.00pm

### Present

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

### 1. Apologies

None

**2. Minutes of last meeting** – 15 May 2017 were approved

### 3. Matters arising

- PR - Following agreement PR to arrange the purchase and fitting of the signs about risk
  - The sign producer suggested different wording which we agreed with the Chair.
- AS - Confirm how the club rules apply to Pay and Play
  - Confirmed club rules did not cover pay and play. There were also some other areas where the rules needed expanding. AS to send out a draft of the new rules.
- DS - Consider alternative funding for modification of the entrance
  - We have not gained funding from the source we originally approached but there is a lottery grant we can apply for. This will be done in due course.
- AS, DS, SG, PR - Review the business plan, constitution and would present the work at a future date to the committee
  - A date will be fixed prior to the AGM so we can start the process of creating a business plan.
- MC - Finalise end of year accounts
  - This is in progress.
- DS - Obtain second quote for the radiator
  - 2<sup>nd</sup> quote was more expensive @ £450 but this was not written. Will arrange to obtain this.
- PR - Put hooks in the shower room
  - Tried to find matching hooks. Still in the process of doing this. Will have this done prior to the next meeting.
- PR SG - Review H&S policy
  - Under the Chair's report
- DS SG - Amend and sign coaching contract
  - This is to be signed by electronic signature
- SG - Update on LTA Regional Services meeting
  - No follow up meeting was held therefore there was no update to be made.
- DS - Review central heating settings
  - It's use is based on the weather so this isn't on during the summer.
- SS ZH - Renew website hosting
  - Done
- SG HH - Discuss suitable people who could take over as Match Secretary and discuss responsibilities for the handover
  - HH kindly gave time to go through the role and saved in a master document. Celia

has agreed to fill the position. Other people were too busy or sought compensation. Celia will be away for the 1<sup>st</sup> five weeks of the season but HH will still be in the role until the AGM. The Chair thanks CB for helping.

- SS - Look at other alternatives for hosting the Christmas party
  - no further progress on other potential venues. PR knows someone at the rowing club. SS confirmed they are still holding the venue for the date of our Christmas party.
- PR DS - Arrange a spare set of keys for the club to be made
  - this is to be done by the end of August
- PR - Mend the toilet flush
  - This is now okay at the moment.

#### **4. Junior Club Items**

- DS suggested this item now goes under the coaching report. The committee agreed and AS to amend the agenda for the next meeting

#### **5. Chairperson's Report**

- Additional court – Under the transform tennis together scheme we meet the criteria to apply for additional funding of up to 50% if the court is made available for pay and play. Discussions are ongoing. HH stated they also do loans. DS confirmed all being discussed.
- Health and safety – SG asked the committee if they were all aware they have a responsibility under the Health and Safety Act. If we see something is not right or presents a potential danger we need to act.
  - We also need to agree the health and safety policy which has been drafted and distributed to the committee. This needs agreement at the next meeting. PR raised that people who do not have mobile phones would find it difficult to inform emergency services and perhaps an emergency mobile be made available. CB suggested aren't remote as there are cars going by and buildings nearby. Committee agreed this was not necessary but this sort of question was just what the committee needed to ask.
  - Dangerous liquids would also need to be locked away. PR to do this.
  - The committee discussed parents dropping children off. If something happens DS confirmed if it was to a session then the coaches insurance would cover this. Anything else would be covered by the club insurance. SG will confirm this though. MC said the car park was more concerning, especially on a Saturday morning. AS suggested a sign for speed and right of way priority. SG said PR had raised this too.
  - Traffic management – DS puts out cones when there is a tournament. CB raised concerns about having parking alongside the courts. MC said with the extra court we could ask the council to put more yellow lines along the road. PR suggested getting access from the playing fields. MC said this would not be possible as the council would say no to this. CB said it would be a good idea to put something in the welcome pack about driving and responsibilities. It was confirmed there would be something about parents responsibilities if not attending a coaching session. MC suggested we have a designated waiting area for children. DS said the parking outside the clubhouse is for disabled users and coaches only. JC suggested we have a

sign or markings which inform users of this. It was decided we would consider the use the cones, signs (coaching and disabled only) and yellow marking on the tarmac. PR to take this forward.

- Knives – the draw should be lockable. SG and SS to look at this.
- Cleaning – whilst the cleaner is away ZH has agreed to do this.
- It is very pleasing to read every week in Sarah's updates how well our more competitive members (and coaches) are doing. The reputation of Southbourne Tennis Club remains high both locally and wider afield so I would like to add my congratulations to all concerned. Occasionally new members or guests ask about how they can play more competitively and I hope that we will continue to welcome new players in this way too.

## **6. Treasurers Report**

- SG had a couple of questions for the treasurer
  1. Variance – there is a significant difference in junior membership fees from last year. MC said the figures this year are a lot more accurate with Clubspark being used and help from JC.
  2. Telephones – there was a £108 increase. MC to check why.
  3. Disability – this is up an extra £5,000 which is down to the hard work of DS. SG thanked DS for all his work.
- JC raised about court fees as these were considerably lower. DS said this could be due to the Easter holiday. He will check this. (MC later said this was due to the timing of coaching sessions.)
- SG thanked DS for all his hard work and understanding/explanation of all the figures.
- SG thanked MC for his work

## **7. Coaching Report**

- James Johnson and Emily Pardy won the under 14 Road to Wimbledon County Finals. They will now play at Wimbledon in August.
- Matt Sanger attended every single class at St Catherine's and met every pupil.
- A big thank you to ZH who has gotten 110 entries for the open even though it was moved to August. This is a similar amount to last year.
- SG raised about the RB tournament. Someone asked if they could play even though they were not quite 50. CB mentioned last year there was a complaint about good players taking part. Committee agreed it was an open tournament to all abilities. SS to highlight this in the update.
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## **8. Social Secretary's Report**

- HH can't help out as much this year at tournaments with the food due to other commitments. SS would like help from the committee on this.

Below is the report provided to the secretary

- Profit from latest tournaments
  - 12 March 16U Doubles G4 & 19 March 9U Doubles G4 - Expenses: £38.32 and profit £65 (went to Bright Idea)
  - 29 April & 7 May, Spring Open and 29 April Quiz Night 29 April - Expenses: £120.45 and profit £80
  - 2 May, School tournament - Expenses £8.95 - profit £10
  - 6 May Red Team Tennis & 7 May 9U Tournament - Expenses £45.93 and profit £52
  - 13 May U12 Tournament - Expenses £41.68 and profit £50
  - 19 May SEND School games & 4 June, fun tournament Sunday Club Session - expenses £37.12 and profit £13.88
  - 10 June Wheelchair & Learning Difficult Tournaments & 11 June Nursery Open Morning and 16U Tournament - expenses £55.28. Apologies but I didn't note the profit for this one.
  - We ran a fun Wimbledon tournament for mini reds, oranges and greens on Sunday, 9 July. Good attendance, everyone brings some food so no expenses involved lots of keen mini competitors!
  - Wooden Rackets fun doubles during Sunday club session, 16 July. 10 players and cream tea afterwards. 10U tournament Sun, 16 July. Expenses: £6.60 + £6.18 (Wooden Rackets) + £24.60 stock for 10U = £37.38 Income £30 (Wooden Rackets) + £7 (10U) =£37 No profit – but stock left over for Southbourne Junior & Adult Open.
- Upcoming events:
  - Southbourne Junior & Adult Open – Sunday, 23 July – Sunday 30 July inclusive. We will be running the kitchen for hot food and snacks throughout this event. If anyone is able to help, please let me know. All help (and cakes!) very gratefully appreciated.
  - Ralph Beatty – 5 & 6 August. We will organise a meal in a restaurant for the Saturday evening.
  - Box League social event – 7.30pm, Friday 28 July in Ludo Lounge. Medal presentation and
  - TO DO: Complete Food Hygiene Certificate

## 9. Secretary's Report

- Nothing to report.

## 10. Membership Secretary's Reports

- Taken from the membership report - Total members at 31 July - 174 Adults (11 new for club year), 45 Juniors (inc 3 new for club year) + 6 Girls Friday Club
- HH had been chasing up for feedback from those who had not renewed.

## 11. Match Secretary's Report

- Still a lot of matches to play with 6 weeks to go but this is in hand.
- We need to decided how many teams to enter for the next season by the end of July. HH said she believes the current arrangements are fine. The Committee agreed. JC will check with the captains that they are okay to carry on.

## **12. Maintenance Health & Safety Report**

### Maintenance

- Had a word with Geoff West who will help re-align the guttering with PR.
- HH raised about doing a maintenance morning. PR said there was not a lot to do at the moment. AS suggested holding one at the end of the summer.

### Health and Safety

- Addressed in the Chair's report

## **13. Safeguarding**

- After last meeting, it was questioned whether or not we had a safe guarding policy. AS circulated prior to the meeting. Please review and comment.

## **14. Any other business**

- Patrick D has asked to advertise his sports massage business in the club. Committee agreed this was fine.
- A committee member was informed of an incident that happened a few days ago. A member and partner were playing on a booked court 9-10am on a Sunday. The other two free courts were being used, one by two young boys and the other by four adults, although neither court had been booked. Whilst playing, other members arrived and, seeing that there weren't any courts available, booked one via the club's computer. They then proceeded to ask the two boys to leave the court they had been playing on as they had now booked it. The member felt the situation could have been handled with a little more sensitivity especially as the people who asked the boys to move had arrived for the club session that hadn't actually started. Perhaps they could have waited a short while. The member who observed this felt that perhaps members could be reminded to treat others as they would like to be treated themselves.
- Celia has now taken on the role of Match Secretary alongside her current role as Safeguarding and Welfare Officer. Susie asked her to consider whether she is happy to be responsible for two roles. Celia said that, thus far, the Safeguarding and Welfare Officer role had not proved time consuming and she is happy to perform both roles for 12 months. She will then consider if she is able to continue with both.
- Susie raised the possibility of creating an additional role of Fundraiser for someone who could help with ideas and organise events to raise funds for the new court. This could be a temporary role for the duration of the time it takes to raise funds and the person responsible would not necessarily need to be part of the Committee but could focus on the role and report to the committee. If any member is interested, please contact Susie for more details. Experience not necessary, just plenty of enthusiasm!

**Next Committee Meeting – 11<sup>th</sup> September 2017**

<b>To Do for the Committee</b>	
PR	Following agreement PR to arrange the purchase and fitting of the signs about risk
AS	Distribute revised club rules for Pay and Play and other appropriate areas
DS	Investigate lottery funding for adjustments to the entrance
AS, DS, SG, PR	Review the business plan, constitution and would present the work at a future date to the committee
MC	Finalise end of year accounts
DS	Obtain second quote for the radiator (written)
PR	Put hooks in the shower room
Committee	Provide feedback on safeguarding
DS SG	Amend and sign coaching contract
SS	Complete Food Hygiene Certificate
SS	SS to highlight TB is an open tournament
MC	To check why the telephone bill has increased
SS	Look at other alternatives for hosting the Christmas party
PR DS	Arrange a spare set of keys for the club to be made
SS SG	Investigate the possibility of locking the drawer containing knives
PR	Investigate the options for highlighting parking beside club house is for disabled and coaches only