

**MINUTES OF COMMITTEE MEETING – SOUTHBOURNE TENNIS CLUB**  
**Monday, 11 September 2017 – 7pm**

**Present**

Susie Grainger as Chair (SG), Peter Richardson (PR), Martin Cavey (MC), Adam Spicer (AS), David Sanger (DS), Sarah Stout (SS)

**1. Apologies**

Celia Barron (CB), Jane Carter (JC), Helen Henshaw (HH)

**2. Minutes of last meeting** – 17 July 2017 were approved.

**3. Matters arising**

**PR** – Risk signs have been purchased and fitted. The invoice has been paid

**AS** – Rules for Pay & Play being revised. See Secretary's report

**DS** – Lottery funding for entrance door. Unfortunately we were unable to access this financial support as they are only looking to assist specific types of facilities and we did not qualify. Therefore we will need to look into funding this ourselves.

**AS, SG, DS & PR** – Business plan. AS & SG met week prior to the committee meeting and made progress. However this will take more work and they are looking to conclude this so it is ready to run from April 2018 – March 2019 as it was agreed this time-frame ties in with other business plans and will enable them to work with the end of year finances which will be known in April 2018.

**MC** – end of year accounts have been finalised

**DS** – working on obtaining a second written quote for the radiator

**PR** – hooks have now been fitted in the shower room

Committee – members have provided feedback on **CB**'s safeguarding report.

Need to look into guidance for using photographs on social media on the LTA website especially regarding junior players. **SS** to liaise with coaches.

**DS, SG** – the coaching contract has now been signed

**SS** – to complete food hygiene certificate

**SS** – informed members on rules regarding Ralph Beatty tournament which has now taken place

**MC** – looked into costs of phone bill. We hold two accounts, 1 telephone line at £23.70 per month for line rental that includes £16.99 for an entry in the phone book. The latter has been removed and MC has renegotiated the rental to £16.50 per month.

The second account involves our broadband access. This is with BT Infinity at £35 per month plus a £5 fixed fee for a static IP address. MC has negotiated this down to £29, to a total of £34.50. All fees are exclusive of VAT

**SS** – Christmas party details in report

**DS, PR** – spare keys. The club has a total of 6 doors with locks: patio door at the back, kitchen door (no key?), gate to field off mini-court, shed key, mini fridge in club house lounge, utility cupboard key (cupboard to be completed). **PR** to organise cutting one complete set of keys to be kept in the white treasurer's post box.

**SG, SS** – all sharp knives are kept in one box in the kitchen. There is a sign on the box to please return all knives there. **SG** to inform captains that they need to remain the designated box for safety reasons. **SS** to put a sign on the kitchen door saying that no unsupervised children are to be allowed in the kitchen.

**PR** – will purchase yellow paint for the area directly outside the main entrance and mark out a designated area, in box junction style, to be allocated as parking for disabled and coaches only. Any remaining paint will be used to highlight the steps from the back door to courts 1-3, possibly using glue and/or sand to reduce the slipperiness of the steps.

#### **4. Chair Person's Report**

SG received notification of court usage during the Tuesday club session on 4 courts and feels that the number of members using the courts does warrant a change of time to 9-11am, as per Friday mornings. PR raised the concern of people who work who may wish to use the courts earlier, eg. 8.30-9.30am. It was agreed to trial the earlier time for 6 months over the winter to allow chance to see how this works and to make this time permanent if no issues arise. DS to arrange the court bookings accordingly

##### Additional court

The latest news is that David Relph met with the council regarding the issue of trees and their size and positioning. The feeling is that the council are unlikely to agree to pay to remove these unless the club agrees to doing more work with disability groups and children so it may fall upon the club to fund removal of these trees ourselves.

We have been advised that the large willow absorbs 50 litres of water daily so it could raise issues of flooding concerns. It has a large canopy and far reaching roots. When we apply to for planning permission, if part of the agreement is that we pay for tree removal, the committee will need to meet to discuss this and advise before taking it any further. It was agreed in principle that if this is the only thing hindering the permission for the additional court, the committee agrees to the club covering the costs of this removal and assisted work involved if the costs are considered to be reasonable.

On 12 October there is an LTA event – Transforming Tennis Together that will look at how the LTA using money and this should help us assess ways we can seek funding.

Chris Lane has very kindly agreed to donate all sponsorship for two marathons he is doing in the next few weeks to our funding for the extra court. Committee members are encouraged to sponsor him and encourage other members to do so too.

##### Cleaning

Zoltan Horvath (ZH) has been cleaning the club since June and it was agreed he is doing a great job. He is willing to continue to do this and at some point we will need to formalise this and arrange a contract with him in due course. ZH raised the question of giving the carpet a professional clean. DS & SG obtained a quote for £75 and MC offered to obtain an additional quote. PR suggested we set a maximum amount of £250 to complete this and the committee agreed. It was also

suggested that the carpet is given a thorough brushing prior to cleaning to remove as much sand as possible and to discuss this with the companies who are giving quotes. DS asked how old the carpet was and everyone thought about 5 years old. SG said it is not badly worn, just dirty and sandy.

### Business plan

As mentioned in Matters Arising, this plan has been agreed to be put into action by April 2018 for the year. AS has been revising the club rules. The Health & Safety policy didn't receive any additional comments so has been agreed as is. AS to put this into the shared drive.

## **5. Treasurer's Report**

MC circulated his report prior to the meeting.

The invoice dated 4 September 2017 for Mark Hinsley, Aboricultural Consultant has now been paid.

SG asked for clarification on a few points:

The variants on the Year To Date look very favourable and what is the impact on the overall budget as it is higher than for 2016? MC advised that these figures are affected by membership and how we are able to distribute income from membership to adults and juniors. At the end of each year it is put together as one figure so the overall impact is minimal.

Other Income looks very healthy at nearly £1000 over 12 months. SG wondered what this refers to. MC explained that the difference between August 2016 and August 2017 show a healthy improvement and is almost certainly related to the amount of money spent on the disability programmes and this expenditure can be affected by how much funding we receive which directly affects what we spend.

Sinking Fund. The committee agreed this should be kept at £20,000. MC is unable to transfer monies until all membership payments are in.

## **6. Coaching report**

The Ralph Beatty tournament went well and was well attended with around 34 players.

The Southbourne Junior Open also performed well despite taking place in a different week to in previous years. There were 115 singles entries and 48 doubles. The over profit was £436

DS arranged a session for children between 6-16 years with Downs Syndrome. There were 6 attendees, a great attendance for the first session. This could possibly be opened up to work with children with any form of learning difficulty as per the Learning Difficulty session we run for adults.

DS attended a tennis disability forum in Taunton where the idea is for different regional centres that run disability programmes to report updates and ideas and mentor each other. DS talked about our disability programmes as we run the Bournemouth Disability Network from the club.

Solicitors – we have a team from a local solicitors coming into the club on Sunday, 24 September to run a team building afternoon. They have booked two courts from 12-5.30 and paid £75. DS met the manager and showed them around. They will be using the kitchen and will possibly bring a BBQ. PR offered to run the kitchen if they need any assistance.

The coaching report for the AGM has already been emailed out to the committee.

## **7. Social Secretary's report**

### Southbourne Open - July

This was a busy, successful event and it is always great to be able to offer food and drinks and a welcoming environment for visitors during this week. Many thanks to Helen Henshaw for her guidance and help and also to the following for kitchen help and cakes:

Lucianna Lyle	Amelia Stout	Jenny Hawkes
Keith Mitchell	Brenda & John Woodham	Amy & Colin Gilbey
Jackie Yorke	Cilla Hubbard	Caroline Ødegaard

Total profit: £236

### Ralph Beatty Tournament - August

Another great year for this seniors event with lots of entries. We ran the kitchen and a BBQ, plus several members enjoyed a meal at Abdul's on the Saturday evening. Thank you to Susie for hosting the latter. Profit: £30

### Box League - August

We concluded this season's box league matches with a social evening at Ludo Lounge. As many members were unable to complete their matches for a number of reasons, Zoltan is considering charging a small fee to enter that is returned upon completion of a minimum number of matches. It is hoped this will encourage entrants to play as many matches as possible. The new season will commence after the Club Championships.

### Fun Junior US Open tournament – September

We ran a fun tournament for mini members and had some new players in our red group, plus new orange players who had moved up. Great matches and the children had fun, followed by sitting down for hot dogs and food together afterwards, provided by the parents. These remain a great way to introduce our younger players to competitive tennis in a fun and familiar environment.

### Upcoming events

Club Championship weekend – hopefully we will run a BBQ if the weather is good. Any help very gratefully appreciated.  
Next fun Junior tournament in November  
AGM evening – to provide food and drinks

Other

Web site – currently updating each Monday after a summer break

Christmas party – Sat, 2 December – SAVE THE DATE!

Hiring external venues would prove to be too expensive plus there remains issue of providing food and alcohol. The committee agreed that we will host the annual Christmas party at the club again and are considering ways to make this run smoothly. Keep an eye on your inbox for updates.

## **8. Secretary's Report**

A discussion was held around updating the rules and several amendments were made that will be updated and circulated accordingly.

## **9. Membership Secretary's Report**

Membership at the end of August:

Adults: 176 – incl 1 new adult in August and one former member

Juniors: 45 = 6 Girls Friday Club – no change in August

## **10. Match Secretary's Report**

The fixtures have been arranged and the match bookings put on Clubspark. The team selection has been agreed for the Winter League

## **11. Maintenance & H&S Report**

PR is working on clearing the guttering. The current to-do list includes: fixing the dip in the artificial grass to remove the tripping hazard and renewing the hazard tape on the steps to courts 4-6, see also last point in 3. Matters Arising

## **12. Safeguarding**

Nothing to report

## **13. AOB**

**AGM** – end of year accounts draft to be emailed to committee, presented in the same way as other accounts. Differences will be the depreciation of fixed assets and liabilities not received in previous accounts. Surplus will be very similar to previous years, c.£2,600. Membership income up from £33,900 to £35,800.

Some figures may be down due to gift aid, the club used to take membership fees via local giving and this in effect generated gift aid. Match funding has also changed and may contribute to overall lower figures, we haven't been able to do as much match funding this year. Some direct costs have fallen slightly, eg balls expenditure has decreased by £800 this year and we received more money in the disability programmes for 2015 which will have affected positively the amount we needed to spend on certain areas in those programmes during 2016. Fixed overheads have increased slightly but repairs have been managed efficiently.

**MC** to put up drafts of accounting reports for members to see and ask if anyone wants more information on anything.

**AS** to issue notice of AGM three weeks in advance

The minutes of last year's AGM are on the shared drive. **AS** to send out a link to previous minutes and link this to the two agendas for the AGM, The Company Agenda and The Club Agenda.

The election of officers will take place. **HH** has resigned and **CB** has assumed responsibility for the role of Match Secretary. This will be formally confirmed at the AGM.

Previously there has been an award for Volunteer of the Year. The Committee are to consider whether there is anyone who would be eligible for the award this year who hasn't previously received this. **SS** to check with Keith Mitchell, former chair, for details of who has received this in the past.

There will be a brief medal presentation by **ZH** at the end of the AGM. **SS** to provide nibbles and drinks.

Chairperson update – to include a discussion of renewal of the lease.

Finally

**CB** – completed an online update of the Safeguarding course but this has not yet been confirmed