

MINUTES OF COMMITTEE MEETING – SOUTHBOURNE TENNIS CLUB
Monday, 6 November 2017 – 7pm

Present

Susie Grainger as Chair (SG), Peter Richardson (PR), , Adam Spicer (AS), David Sanger (DS), Sarah Stout (SS), Colin Gilbey (CG)

1. Apologies

Celia Barron (CB), Martin Cavey (MC)

2. Minutes of last meeting – 11 September were approved.

3. Matters arising

- **AS – Rules for Pay & Play being revised.** AS said we should discuss the rules further. DS suggested we set up a sub-committee. SG mentioned questions were raised at the AGM about this. It was agreed DS, AS and SG to form a sub-committee with aim of having the rules done for the next AGM.
- **AS, SG, DS & PR – Business plan update.** SG has met separately with AS and DS to discuss the plan. AS is to format what has currently been agreed.
- **DS – working on obtaining a second written quote for the radiator.** DS has found a portable heater online with a timer which is cheap. He has bought this through the business.
- **SS - to liaise with coaches on guidance for using photographs on social media on the LTA website especially regarding junior players.** SS is to liaise with ZH. DS and ZH will have attended a safeguarding course so will consult with them.
- **SS – to complete food hygiene certificate.** Still to be done.
- **PR - to organise cutting one complete set of keys to be kept in the white treasurer’s post box.** PR has started to get the keys done. Will be completed soon.
- **SS - to put a sign on the kitchen door saying that no unsupervised children are to be allowed in the kitchen.** Sign is now up in the kitchen. DS is still having to remind people to clean up the kitchen and close the club doors.
- **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.** Committee agreed the design for PR to implement.
- **AS - The Health & Safety policy now on shared drive.** Policy is now on the drive.
- **SS - Christmas party update.** See report.
- **PR - Update on a maintenance morning.** This has been completed and H&S inspection done. See the report.
- **PR - Clearing of guttering.** Hoping to do maintenance morning on the 26th November when this will be done.

4. Chair Person’s Report

1. Planning permission for additional court

David Relph has completed all the required papers for us to submit our request for full planning permission for an additional floodlit court and extra spaces to

Bournemouth Borough Council. The cost of this is likely to be around £385 (they will confirm the actual amount when they receive the application).

DS said we now have some stats on ClubSpark. We have 400 users and nearly 60% court utilisation with 75 court bookings in the last 75 days. DS has emailed asking if this can be broken down between members and non-members. DS thought these figures should help support our planning application.

CG asked why do we have to provide this information. DS said the planning application pack also contains information about the park, amenities and the plans so everything is used to support the application.

PR asked when would we commence work and how the money would be raised. DS said the LTA would support 50% of the costs with 50% of this via a loan and 50% via a grant. Floodlights would be covered by the sink fund.

SG asked the committee to approve the submission of the application and the related expenditure.

All approved the application and the related costs of approximately £385.

2. Replacement of front doors

This has now become an issue which we need to resolve due to the temporary nature of the repair that John carried out. DS has been collecting quotes for the works that appear to be in the region of £10,000.

SS mentioned we are still having problems with the doors. DS also had concerns over insurance for the premises as the doors are not very strong. A quote for automatic doors was in the region of £10,000. Company who did the quote would maintain the doors for £100 per annum. Other companies are more expensive. DS has an application in to try and obtain some funding. If the doors were manual then they would cost in the region of £2,400.

The committee discussed the pros and cons for manual and automatic doors. DS said we need MC to be involved in this discussion given the financial impact.

The committee agreed the doors need replacing and the 1st option would be to go for manual doors but if external funding was obtained or MC thought we had enough funds for automatic doors, we could look at this option again.

DS to email MC to discuss what our potential budget is. CG to obtain further quotes.

3. Cleaning Contract

ZH has continued to undertake this role on a temporary basis as we agreed at a previous meeting. We understand the previous cleaner is unlikely to return to work so we now need to move to formally contracting with him to fulfil this role

on a permanent basis. We have already drawn up an outline document which we should be able to use.

SG will email the contract and formalise at the next meeting.

4. AGM follow up issues

a) Business plan moving ahead e.g. marketing, fund raising, leases, strategic infrastructure replacement plan. SG is to discuss with a member who has marketing experience. DS and SG will take the plan to them. With the long-term replacement plan. DS showed the plan set up by RH which was done in 2012 which he said was a good framework to build on. PR and CB to review for the next meeting. PR suggested we need a central document to manage this project.

b) Correspondence received from a new member (appendix 1) was received which was a positive letter asking for more information about how the club operates. In particular:

- the relationship the club has with the council
- the relationship between the club and coaches
- evidence to support need for an extra court
- pay and play charges and using the booking software to identify actual issues
- purchase of ball machines (x2 suggested)
- court etiquette regarding retrieving stray balls
- quality of balls available for club sessions

SG will provide a reply for the letter but wanted to discuss the balls in particular. DS said the coaches place the orders for the balls. MS tries to rotate when new balls are issued across all sessions, so all players get to play with new balls whenever possible. The weather doesn't help though as balls do get wet and need drying. Plus a proportion disappear. We have tried the training balls but these weren't liked.

SG asked CB for a view. CB said the balls are sometimes poor but when this happens she will ask the coaches for some new balls.

5. Treasurer's Report

MC circulated his report prior to the meeting. AS read out the major expenses and comments from MC's report below:

Looking at the payments which we have made I would advise that the ones over £150 are as follows:-

- Dave Sanger Tennis Coaching – £1,895.11 (July 2017 coaching and funding invoices);
- LTA registration - £660.00;
- Dave Sanger reimbursement - £237.36 (tennis balls)
- B T - £163.80;
- E.On - £158.87

- Mark Hinsley - £576.00 (initial tree report);
- Mark Hinsley - £189.24 (amendment to tree report);
- Water rates - £208.00 (September 2017);
- Water rates - £208.00 (October 2017);
- Solo Signs – £162.00 (court signs);

My thanks to Jane and Helen for chasing and banking the other amounts received by the Club.

6. Coaching report

DS gave a summary of the latest news:

- Christmas parties are due to take place on:
 - Adults 2nd December
 - Juniors 11th December
 - Minis 9th December
 - For the junior and mini tennis parties they will be bringing their own food.
- Coaches and CB to attend the LTA Safeguarding course
- LTA Coach forum takes place on 8th December
- We had a taster session with Wizz Kids who use wheelchairs. We did this at Victoria on a Saturday and proved very successful.
- Intermediate Monday evening session is now busy with 16 people on average for the sessions. Officially we use two courts and only use a third if the club session is not busy. If needed by members we give them the court.

7. Social Secretary's report

SS gave a summary of upcoming events for the club:

- Visit to the O2 on Sunday for the ATP event. She is hoping this will give the children inspiration and it will be great trip for everyone.
- There is a mini fun tournament with a Halloween theme.
- The Christmas party is coming up and the DJ is booked. Need to arrange the raffle prizes and also the auction. SG asked about the food and AS and SS would sort this and would go for buffet type food. All were happy with this. SG also raised about doing a silent auction and everyone was happy with this. SS said we need some good quality prizes.
- Alcohol licence was discussed. DS said this would cost £21 and can be applied for 10 working days prior to the event. SS will look into this.
- Party to cost £10 per person.
- SS to think about the tickets will be distributed.

8. Secretary's Report

AGM minutes have been completed and are on the website.

9. Membership Secretary's Report

Membership at the end of October:

- 176 Adults (including 13 new this year)
- 48 Juniors (including 4 new this year) + 6 girls only members

It was raised about the membership fees for under 10s. DS said these fees go to the coaching company and then a contribution is made to the club. We then report the total players to the club.

10. Match Secretary's Report

CB was not at the meeting but had informed AS she has successfully taken over from Helen, nothing to report as far as matches and teams go yet

11. Maintenance & H&S Report

No major issues at present. With the courts, the fences in good repair generally. The upper court fencing facing the playing fields needs pinning down in several places. The two gates on the upper courts need repairing, the struts at the corners have rusted in places and need welding and rust prevention, if not repairable new gates needed.

Practice court outer edging needs concrete replacing. The wall needs repainting and the sloping roof above needs attention as a board has slipped.

The rest of the outside areas are adequate. The club house has no issues apart from a 'spring clean'. The kitchen as well as the main area needs a fresh coat of emulsion. The club house guttering needs realigning. The electric shed needs repair/rebuilding. The window in the Ladies toilet needs adjusting.

Maintenance Morning is planned and will try to do the following:

- Tidy grounds weeding etc.
- Guttering realigning
- Wash down all toilets walls etc
- Wash down main area and clean windows
- Repaint practice wall and mend sloping roof
- Fixing fence around boundary

Some other points we may need to consider:

- Fire extinguishers are serviced in April
- Gas boiler may need servicing
- Electrics may need inspecting

PR suggested we could do with an emergency maintenance rota for any unexpected issues. PR will look into this.

CB had asked it be raised the freezer is having to be defrosted often due to the build up of ice and we should consider replacing this. PR/DS to look into this.

SG mentioned about the failed court light. DS said we try not to replace one light as it is very expensive to do. So ideally we replace a few at one time.

DS raised about the bins which need replacing. The bins are currently spoiling the are. All agreed these should be replaced. PR to arrange this.

12. Safeguarding

CB is hoping to attend the LTA safeguarding course shortly and will report back to the committee when this is completed.

13. AOB

It was asked how do we open the defib if we need to use it. DS explained there is a key in the office and in the kitchen.

RP raised about the sofa and chairs looking tired and suggested we allocate some funds to replace them. SG agreed and this would be included in our replacement plan.

SG mentioned the Dorset LTA AGM is on 22nd November. Asked DS if we should go. DS though we should. SG agreed to attend.

Next Meeting: 8th January 2018

Action Points from the meeting:

- DS to email MC about budget for doors.
- SG to email the cleaning contract and formalise at the next meeting.
- PR and CB to review the infrastructure replacement plan for the next meeting.
- SG to provide a reply for the member's letter
- AS and SS to arrange food for the party.
- SS to distribute party tickets
- PR to arrange maintenance morning
- PR to look into having an emergency maintenance rota
- PR to arrange location on shared drive to store maintenance documents
- PR/DS to look into obtaining a new freezer
- CB and DS attend LTA safeguarding course.
- CG to obtain further quotes

Appendix 1

Correspondence from David Bull following AGM

Committee Response 8 November 2017

1. Relationship with club and council and club and coaches

There are several documents that explain this, as you would expect, many of which relate to our history. In brief we lease a section of the land from the Council but not the entire 'footprint'. We have a formal contract with Dave Sanger Coaching Ltd to provide a range of activity which is reviewed annually. This is based on the LTA 'Place to play' consultancy agreement.

2. Additional Court

The CLUBSPARK system has very recently been updated to enable the data that you suggest would be helpful in terms of evidence to be interrogated. However this is still in the early stages of development and does of course rely on someone making the time and having the skills to analyse it. You are correct about the huge costs and complications of a dome covering for the winter months which is why we have not decided to go for this option

3. Pay and Play

You will have seen from my recent update that we are aware of the complications and sensitivities around this. The Committee will be taking care to make sure we consider all the issues before taking any final decisions.

4. Ball Machine

Some time ago the club had a ball machine but I understand it has not been in use for a while. I think this was due to issues of how best to manage it, maintain it etc.

5. Court Etiquette

We are made aware from time to time when members are concerned about how much-or indeed little - care some people seem to take into account when games are in progress. As I am sure you will agree we have to rely on everyone's good manners in relation to this but sometimes a gentle reminder via the weekly or monthly updates is needed.

6. Balls

Last year to March 2017 we spent £1676 on new balls. The latest figures show that £225 was spent in July and £237.76 was spent in October. The coaches do their

utmost to make sure that there are decent balls available and at the moment they provide new balls usually on a weekly basis rotating the session over a period of a month. If you feel that the quality of balls available is not adequate please feel free to ask a coach to let you have new ones.

I hope that this deals with the main points that you raised but if you feel it would be useful to talk to me and or David in more detail we would be very happy to meet you. We also feel that you probably have some of the skills that we need to undertake some of the tasks in relation to data etc so would be delighted if you felt able to help us in this or any other way.

Thank you in advance for your help.