



**MINUTES OF COMMITTEE MEETING – SOUTHBOURNE TENNIS CLUB**  
**Monday, 22 January 2018 – 7pm**

**Present**

Susie Grainger as Chair (SG), Martin Cavey (MC), Celia Barron (CB), Adam Spicer (AS), David Sanger (DS), Sarah Stout (SS), Colin Gilbey (CG)

**1. Apologies**

Peter Richardson (PR)

**2. Minutes of last meeting** – 11 November were approved.

**3. Matters arising**

- **DS to email MC about budget for doors** - discussed under CG report
- **SG to email the cleaning contract and formalise at the next meeting** – discussed under SG's report
- **PR and CB to review the infrastructure replacement plan for the next meeting** – discussed under item 11
- **SG to provide a reply for the member's letter** – Has replied and will be attached to minutes
- **AS and SS to arrange food for the party** - done
- **SS to distribute party tickets** - done
- **PR to arrange maintenance morning** – done. Turn out was low but thanks to PR, AS and Geoff for helping. AS suggested we need a way to encourage a greater turnout. SS suggested bacon sarnies and make an event of it.
- **PR to look into having an emergency maintenance rota** – PR to update next time
- **PR to arrange location on shared drive to store maintenance documents** – AS to speak with PR
- **PR/DS to look into obtaining a new freezer** – PR has sent quotes but these seemed high. We decided on the type and price at the meeting.
- **CB and DS attend LTA safeguarding course** - done
- **CG to obtain further quotes** – discussed under CG's report

**4. Chair Person's Report**

**1. Cleaning Contract**

The changes that the Committee suggested have been made to the draft contract and cleaning schedule. Key points are as follows:

1. The contract is for one year in the first instance with a notice period of one month by either side.
2. It is on a self employed basis with the employee therefore being responsible for their own NI and tax.
3. It is for two hours a week @£15 per hour

4. The cleaning schedule identifies weekly, monthly and quarterly jobs
5. It is intended that the monthly and quarterly tasks are completed as part of the weekly jobs on a rotational basis

Committee to agree who the post holder should be responsible to. This person will need to arrange to meet Zoltan to go through the above documents and sign accordingly. SS said she was happy to manage the person but MC suggested this should be PR. SG to ask PR if he is happy to do this.

### 2. Additional Tennis Court

David Relph, with the support and advice of John Christopher (Mark Hinsley Arboricultural Consultants) has re-submitted our application for full planning permission.

There were problems with the initial submission arising from the Tree Officer's concerns about the impact on existing trees. We have been advised by the Planning Officer that they are more likely to approve the plan as long as the willow closest to the road remains in place. Unfortunately this precludes us from creating extra car parking spaces.

We expect to hear the outcome of the revised application in the next few weeks.

Committee was asked to consider offering David Relph six months free membership to thank him for his efforts so far. Committee agreed this.

### 3. Club Rules

I am aware that we need to give considerable thought to revising these given the response at the last AGM. David, Adam and I have yet to meet to begin the process. My aim is for us to bring you a draft at the Committee meeting in May. For this to happen AS, DS and SG are to meet before May. They perhaps have an EGM to discuss rules.

MC highlighted the strong feelings about pay and play. DS said this is not as narrow as the club rules. It may be clearer with the extra court and how pay and play evolves. DS also confirmed it was a condition of approval. MC felt people would not like this.

CB said people had asked why the members had not been consulted. AS stated KM had always looked to improve accessibility and this was considered one way to do this. DS said this was about all 6 courts are currently in use so primarily this is a demand issue. CB voiced concern as some people would not support us having pay and play for a new court non-members can use. DS highlighted membership needs to be shown the good value of membership versus pay and play. It was agreed to discuss this another time following the update of the club rules.

DS said the rules and courts will need to be reviewed with the interests of the club at heart.

CB asked about the lease and rent for the land. MC and SG confirmed the lease has run out. MC confirmed we have two leases. One is a peppercorn lease which the council would like to amend. The other is more commercial. Both have expired. If we go ahead with the additional court, the whole property will be put under one lease. What is unclear is when the lease will change; when the court is built or when the planning is given.

#### 4. Business plan

Adam is in the process of reformatting this based on the work that David, he and I have started. I am hoping that we might be able to present this to you at the next meeting.

#### 5. Replacement of front doors

Thank you Colin for getting us the quotes for the replacement of the doors. Our previous discussions had led us to believe that the costs of replacing them with fully accessible doors would have been prohibitive. However we have recently received a donation of £800 from the Elizabethan Masonic Lodge in Christchurch specifically for improving access across the full range of our membership. In addition to this our Treasurer has indicated that the sinking fund could enable us to further explore this option.

To be discussed further under CB's report.

### **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:-

- Water rates - £208.00
- Dave Sanger Tennis Coaching – £1,725.11 (August 2017 coaching and funding invoices);
- Dave Sanger Tennis Coaching - £919.30 (September 2017 coaching and funding invoices);
- Vinnys Trophies - £235.00;
- E-On - £1,517.27;
- Water rates - £208.00;
- Dave Sanger Tennis Coaching - £500.68 (October 2017 coaching and funding invoices);
- D M Relph - £385.00 (planning application);
- Bournemouth Water - £533.18;
- Dorset L T A loan interest - £750.00;
- Dave Sanger reimbursement - £518.40 (tennis balls)
- E.On - £1,039.58;
- Dave Sanger Tennis Coaching - £1,039.80 (November 2017 coaching and funding invoices);
- Peter Richardson - £519.92 (reimbursement of costs on behalf of Club);

MC has two concerns:

Energy – EON is putting up charges quite a lot. MC will make enquiries.

Water – MC to challenge sewage costs. Wessex are now billing £208 per month instead of £72. Pentium Water are charging £533 per quarter. Apparently we are consuming 288,000 litres per quarter. They have said we have to investigate. This is adversely affecting our finances. CB asked about the rates and MC confirmed we are on commercial rates. SG asked could we have a leak. CG to talk with PR to see if they can determine if there is a leak or not. SG mentioned Carl is going to sort the toilets. We will also take a reading.

MC said in terms of finances, this is not dire but funds are diminishing.

Other points:

Under DS invoicing there is a minus £500 shown in October. This was just an amendment following an issue identified earlier in the year.

AS asked with the sudden rise in costs will this have an impact on membership fees. MC thought there was increasing pressure for these to increase. SG still wanted to maintain fees below £200 if possible but we need to be aware of all cost pressures.

## **6. Coaching report**

DS has put in an application for funding with the Tennis Foundation. Last year we got £3,800 and this year we have managed to increase this to £4,800. We have also applied to Children in Need for our Children Disability sessions.

Tennis programme restarted in January. We are only down 4 children which is good for this time of year.

The solicitors Aldridge Brownlee who had previously rented courts for a team day event have asked to do this again on 13<sup>th</sup> May. CD said we only have one match booked that day. Last time they paid £75. This time they would like the table tennis and kitchen from 11am to 4pm and there would be about 10 of them. All agreed this could go ahead.

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

After 18 months SS has finally obtained her Food Safety certificate! To celebrate the moment we took a photo:

Guidelines for the use of the kitchen are now in the room to encourage good hygiene. Discussed the bins and cleaning them. We should not be disinfecting them.



MC mentioned the carpets need sweeping again. AS suggested this should be part of the next maintenance day.

SS asked can we bring anyone to the meeting. AS said technically the meeting is an open one. All agreed though there were occasionally confidential matters discussed. We agreed the best way forward was for people to raise issues with committee members and this would then be taken forward on their behalf.

Summary of the Christmas Party:

We had ½ the people this year but we raised more money and the profit from the event was £532. SG considered this level of profit very good and thanks SS for all her efforts.

Trip abroad:

SH had wondered if there would be any interest in having a tennis holiday to Hungary in October. Also we could host Hungarian players who wish to train and learn English. SG thought the idea was great but a complex one. Asked for ZH to put his proposal in writing so we can properly discuss. DS agreed it was very positive but in the first instance ZH wanted to gauge interest.

AS suggested a language school is used for accommodation and language learning and we do just the tennis part.

Committee agreed SH could gauge interest.

Last point was we have a bowling meeting coming up on the 23<sup>rd</sup> February. Sign up sheet is in the club house.

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

Nothing to report

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

Membership at the end of December:

- 180 adults
- 52 Juniors

CG confirmed he now has access to the Go cardless system and there has been 1 new member this month taking adults to 181.

CG said he still needs access to the bank statements. MC to arrange access. This is required to confirm memberships have been paid. MC said the mandate is currently out of date. MC will get this updated to the correct members. In the meantime MC can add Colin as he only requires read access.

- MC to update mandate with the correct membership – SG, AS, MC and CG
- MC to give read access to CG for bank statements

- MC to update companies how with the correct members

Replacement doors:

Obtained 4 quotes, all of which are commercial grade and come with a 10 year guarantee. All manual doors can be converted to automatic by a third party company.

SG asked given we have the go ahead to use the sinking fund, do we just go for the automatic doors. CG said we have a lot of other priorities too such as the kitchen, furniture and we should make a decisions taking this into account. SS raised would we have the door open anyway due to foot traffic.

SG summarised the quotes stating if we go the manual root, it would cost £4,000 for the doors and £5,000 for automating them.

SG said given our concerns over finances at the moment, it was her belief the manual option would be the most prudent at the moment and then we can revisit the automated option.

MC said we would need ot check the framework, etc and see if this can be prepared for automation now. CG said this can be built into the specification for delivery of the contract.

DS asked would we be using the sinking fund. MC confirmed we would and this currently stands at £65,000.

Committee agreed to look further at the quotes for manual doors with a view to automation in the future.

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

CB stated 22 matches have so far been played:

- Ladies 1 won all 4 of theirs
- Mixed 1 are doing very well too.

So far, no matches have had to be re-arranged despite the rain. Currently in the process of arranging the matches for the summer (60 of them). CB thanked HH for her support.

Currently we have 9 teams for the Dorset Summer League.

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

SG wanted to acknowledge and thank CG and PR for their hard work with the maintenance plan. SG asked the committee to review this and consider what should be the top three items.

CB asked for the freezers to be replaced now. Committee agreed £500 for a fridge and freezer.

## **12. Safeguarding**

Nothing to report except DS, CB and ZH attending the Safeguarding Course.

SS mentioned we now have a disclaimer in our tournament paperwork.

## **13. AOB**

DS said we now have three flood lights out and it is a good time to have them replaced. Committee agreed for this to be done.

**Next Meeting: 19<sup>th</sup> March 2018**

### **Action Points from the meeting:**

- SG to ask PR if he is happy to do this.
- SG to give David Relph 6 months free membership
- AS, DS and SG are to meet before May to discuss club rules
- MC to feedback on EON energy costs
- MC to challenge sewage costs
- CG to talk with PR to see if they can determine if there is a water leak or not and take readings.
- MC to update mandate with the correct membership – SG, AS, MC and CG
- MC to give read access to CG for bank statements
- MC to update companies how with the correct members
- CG to take forward replacing of the front doors.
- Committee to review the maintenance plan and consider what should be the top three items.
- MC to arrange for floodlights to be replaced.

