



## MINUTES OF COMMITTEE MEETING – SOUTHBOURNE TENNIS CLUB Monday, 21 May 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) and Peter Richardson (PR)

### 1. Apologies

None

**2. Minutes of last meeting** – 19 March were approved.

### 3. Matters arising

- PR to sign contract for cleaning with ZH - **done**
- AS, DS and SG are to meet before May to discuss club rules – Adam to produce updated rules – **under Chair report**
- SG and DS to have meeting about the club rules and invited other committee members to attend – **Under chair report**
- MC to feedback on EON energy costs – It appears we have a half-hourly meter and we are currently getting the data from EON. - **In discussion with EON**
- MC to update mandate with the correct membership - **Done**
- CG to take forward replacing of the front doors – **Doors done**
- Committee to review the maintenance plan and consider what should be the top three items – **top three were to focus on the courts, kitchen and the carpet in the club house.**
- CC and DS to update safeguarding policy – **Under CB's report**
- SS to consider other venues for the Christmas party – **In progress**
- DS and SG to contact the LTA and arrange for the contact of the Wimbledon draw to be changed - **Done**
- CB will liaise with CG about the draw - **Done**
- MC and DS will also sort permissions on the LTA website so CB is an administrator. - **Done**
- Find out the LTA's view of doubling the price of court hire for non-members – **LTA believe the standard price is about £5 but it is up to us how much we charge.**

### 4. Chair Person's Report

#### 1. Club Rules: Pay and Play

I have circulated the revised document for your comments and the draft version that you have before you takes all of these into account. Martin has recently emailed with some further thoughts which we need to consider before we finalise it.

Committee to agree next steps in the process:

- further email to members asking for their approval?
- committee members offer to be available for main club sessions to have informal discussions with members?
- call an EGM so that at the AGM members ratify what has already been agreed?

*MC raised some concerns about how robust the system is to make sure people only play 4 times a year. CB mentioned a family of four can play up to 16 times per year. DS mentioned most would go to the Play in the Park scheme which is £36 p.a. and most people play as pairs/ The important thing is the rules are there and we have the right to enforce them.*

*[Reply to Andy's email to be inserted here – put in appendix]*

*DS described the booking system for non-members. It now states 4 bookings per 365 days is the maximum. MC asked how does it stop someone booking more. DS said we would need to check with the LTA. Also with GDPR what is the process to be able to display names in the booking system. SG commented Pay and Play was here to stay. CB asked why does the council have a say over this. It was confirmed the land is on a field in trust site which gives them a right to state the purpose of the land.*

*SG went through a draft of the pay and play rules. CB asked aren;t there any restrictions on which courts can be booked. SG and DS confirmed if the courts are free then they can be booked.*

*SG and DS are currently in discussions with the council about how times people can play at the club. It was agreed we need to discuss this more with the council with a suggestion of 4 bookings and we will what progress is made and discuss at the next AGM.*

## 2. Project Initiation Document (PID)/ Business Plan/Development Plan

As you will be aware Colin and Kelvin, with the help of several committee members ,have revised the first version of this. I was due to meet them on 15 May to answer some key questions to enable them to proceed with writing the business plan. However it has since come to my attention that the LTA have produced a template for a four year Club Development Plan . This may be a better fit for us as a local tennis club rather than a more detailed and complex full business plan although of course there are many elements which are similar. We are now meeting on 25th May.

Committee to consider how to proceed

## 3.Meeting with Council-new court

Dave and I recently met with four Council Officers. We expected that the main topic would be the impact of the ' Fields in Trust' agreement which relates to the whole of the Iford Recreation area including the club. The key issue here is that

the public must have access to the facilities in the specified areas. They made it very clear that in order for us to build a new court they would require us to make it available for public use. We indicated that this was indeed our intention utilising the pay and play function.

However they had also come along to talk to us about the leasing arrangements including the existing land and potential extra land should we develop another court. In essence they are looking at the following:

- recouping the monies that we owe them in 'back rent' (we last paid in September 2015)
- creating a single lease to cover all the land - present and potentially future agreeing a revised annual rent
- 'giving back' the land adjacent to 6 River Park

They are keen to get an outline agreement in place by the end of March 2019.

Several issues arise from the discussion which we are following up. I have talked informally to the owners of 6 River Park to inform them of what the Council have told us. We need to seek legal advice about the current leases, which are somewhat complex. We need clarification of our land registry documentation which indicates what we own and what we lease. We need to consider what we feel an equitable new rent would be.

I emailed them to give our initial response to the issues which we addressed in the meeting. We are in the process of agreeing a further date to meet.

*SS has arranged for informal legal advice. DS has also asked about the status of the land which is not covered by the leases.*

#### 4. New Court part two! Fundraising and CASC

Following my meeting with Eileen Hayward, Dave and I did a quick trawl on another wet Wednesday morning through various sources of grants and funds on the Active Dorset web site. It became very clear that our current status as a limited company is not beneficial in terms of raising money. However if we were minded to consider applying for CASC status several new avenues of funding should become available.

#### 5. Community Amateur Sports Club CASC

Introduced in 2002 CASC allows local amateur sports clubs to register with HMRC and therefore benefit from a range of tax reliefs. These are as follows:

- 80% mandatory business rate relief
- can raise funds from donations received under Gift Aid
- tax free income from interest and capital gains exemption from trading income up to £30 k and income from property up to £20k

To apply for this status requires the completion of an online form and the submission of key documents (club rules / constitution etc). To be eligible clubs

must demonstrate that they have a community focus and are open to all without discrimination. The core purpose must be the promotion of amateur sports recognised by the Sports Council , all income must be invested back into the club and the club rules must show that these are included.

Committee to discuss and agree next steps

*For points 4 and 5: DS has said this has proven a stumbling block in the past when trying to raise funds. SG also confirmed this does not change how the club is run. Asked MC for a view on this. He stated membership cannot ever go through gift aid. If it opened other avenues of funding, he could not comment on this. In terms of the club status nothing will change. It would still be a limited company and limited by guarantee. We are just adding CASC on the end.*

## 6.New court -part three

Dave and Sarah met Colin Corline the LTA Regional Development Manager with a view to seeing how the LTA can support us in terms of fundraising/grant giving and technical advice alongside tendering for the new court, should members agree at the AGM that we should go ahead . At the time of writing I am unaware of whether or not we have agreed to meet the consultant who they recommended to support us.

Committee to be cognisant of the need to produce a more formal feasibility plan ready for the AGM.

*DS said a consultant said if the one court had LED lighting this would reduce wattage but there would inconsistent lighting. It was suggested we consider all the lighting on all courts at the time of build for the extra court (if this went ahead). DS will get a report from the consultant to see what extra work will need to be carried out but if this was done it would result in a 60% reduction in running costs.*

*Committee suggested 2 separate tenders, one for the lighting and the other for the extra court.*

## 7.GDPR

GDPR:General Data Protection Regulations. This has implications for how we use ,collect and store any personal data. The LTA have produced guidance to help us prepare for this and there are also a series of webinar workshops available. The deadline for dealing with this is in just over a month.

Dave and I have undertaken a mini audit to begin the process of making sure that we are fully compliant .Clubspark holds the data that we have in relation to members details as I informed members in my recent update.

I am not aware of any further action that we need to take at the moment.

*MC said we need a privacy note about marketing and transactional emails. SS to email members with details on our GDPR policy. The committee discussed the scope of the legislation and how we share information with 3<sup>rd</sup> parties, what and how we hold it. SS and AS to update the website.*

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

### **Income and expenditure accounts to 31 March 2018**

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 - £505.02;
- Dave Sanger Tennis Coaching - £85.86;
- Peter Richardson re fridge, freezer and paint - £371.00;
- E-On - £722.95;

### **Income and expenditure accounts to 30 April 2018**

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

- Water rates - £208.00;
- B T - £192.85;
- B T - £169.56;
- E-On - £352.61;

Copies of the Income and Expenditure and Invoicing for Dave Sanger Coaching Ltd were distributed to the committee.

## 6. Coaching report

- | <b>Review of data:</b>       | <b>2018 target</b> |   |
|------------------------------|--------------------|---|
| • <b>Adult members</b>       | 182                | Target 200  |
| • <b>Junior members</b>      | 60                 | Target 80   |
| • <b>Mini members</b>        | 112                | Target 135 Autumn Term 112<br>Spring term 105 Summer Term- 109 + 30 TFK |
| • <b>Attendance Coaching</b> | 60                 | Target 60   |
| • <b>Schools</b>             | 60                 | Target 150  |
| • <b>Disability</b>          | 110                | Target 150  |
- **Attendance at junior Members Session**  
Junior membership going well with about 15/20 attend a session with different people at both sessions.
  - **Attendance at Girls Members & P&P Session**  
10-14 Girls attending
  - **Attendance at Mini/Junior coaching programme**  
Good numbers over the Spring term  
TFK 3 sessions all fully booked with 30 new children in total.
  - **Attendance at Adult coaching programme**  
Intermediate coaching session on a Monday at 7pm for an hour and a half with over 12 attending.  
Beginner Session on Wednesday evening 7.15-8.15pm has 6-8 players.  
  
Thursday Beginner/Improver adult morning coaching about 14 players is going really well.  
Additional adult coaching will be added on demand and subject to availability.
  - **Schools & Community programme**  
SEND Primary School games Fri 18<sup>th</sup> May 11-2.30pm we had 55 participants from 5 schools. These are children who haven't played in competitions for their school before and are new to tennis.  
  
Yr 3/4 Schools games Bournemouth Finals Tues 22<sup>nd</sup> May 1-3pm.  
Girl Guides session with 48 girls is scheduled for Fri 25<sup>th</sup> May 7-8.30pm.  
Raffle prizes given to ST Peters School and St Katharines Primary for a 6 month tennis membership.
  - **Disability programme**  
Wheelchair tournament 19<sup>th</sup> May- Went well with 5 participants. £100 Sponsorship from Irwin Mitchell Solicitors.  
LD Tournament 19<sup>th</sup> May – Went well with 20 participants. Mayor and Mayoress supported the event. £100 from Southbourne & Boscombe Rotary and BBQ meat sponsored by The Captains Club. Thanks to Zoltan,

Matt, Liana, Sarah Males, Sarah Stout, Jenny, Peter, Lena, Emily, Keith, Dimitri, Amy and Colin Gilbey for their help.

Down Syndrome (DS) Active Taster Session Sat 11.30am-12.25pm

6 participants each week.

Southbourne wheelchair session every Tuesday and Thursday has 5/6 people taking part.

Learning disability session Sat 3.30pm could do with more helpers if anyone has a spare hour.

**Finance – Disability funding £4000 from Tennis Foundation for Jan-Dec 2018.**

**More help with funding applications and ideas would be appreciated.**

### **Competition programme**

Spring Open 5<sup>th</sup>/6<sup>th</sup> May Went well.

Ralph Beatty Tournament 28-29<sup>th</sup> July

Southbourne Junior Open sun 19<sup>th</sup> –sun 26<sup>th</sup> August

### **Social programme**

GBTW 12<sup>th</sup> May We had around 35 participants. 13<sup>th</sup> May 2 Courts rented to Aldridge Brownlee Solicitors for £100.

- **Web site and marketing**

We have over 35944 hits now, which is fantastic. Facebook also doing well and we have 584 'likes'. All the coaches are updating Facebook almost daily. Zoltan is trying to get the website up to date again with the help of Sarah and they are meeting once a week at the moment to work on the site. Matt is working on Twitter and putting regular tweets on.

- **What is working well?**

Disability work is still expanding. Everything seems to be running very well at the moment with the schools and disability programme continuing to expand.

Schools marketing is going well as can be seen increased attendance.

All club and coached morning sessions very busy.

- **What could be improved?**

Targeted marketing – work with companies – volunteering – covering the mini court

- **Annual Calendar for year** Up to date currently. To be reviewed and updated each month.

- **Action points**

Business Plan

New court

GDPR

Clubmark LTA New policies renewed and displayed on the notice boards ready for Nov LTA Clubmark renewal.

Court cleaning £9600 (sand is £6000) / carpet cleaning / kitchen & Decoration / (back doors)  
New benches ???  
Membership stickers/And a letter of reminder to juniors

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

### **Events since last meeting:**

Easter cardio – chocolate egg hunt and bacon sandwiches afterwards  
Spring Open – busy, successful, sunny weekend. SS to put photos on website  
Quorn family tournament – won by me and my daughter!  
8U Red Team Tennis competition – fantastic day where our red team took first place  
Box League Social evening – lots of members came along for the medal presentation  
Wheelchair and Disability tournaments – fun and busy, meat generously donated so we were able to run a successful BBQ  
9U Orange Team Tennis competition – usually played over the summer season, this was condensed into a one day event hosted yesterday afternoon

### **Upcoming events:**

Wimbledon fun tournament for mini players  
Wimbledon fun cardio session for adults  
Charity Disco night – 16 June  
Ralph Beatty meal

### **Potentially:**

Sunday afternoon bowling with mini players  
Quiz Night

### **SS to do:**

Organise photos and framing for red team tennis winners and last year's runners up  
Put Spring Open photos on website  
Recent receipts to Martin Cavey  
Round up of hoodie order  
Look at Christmas party venues

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

AS announced he would be resigning as club secretary at the next AGM.

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

Memb. Group	NEW MEMBERS	RENEWALS					Total members
	May-18	Renewal Requests	Lapsed	Cancelled	Not Paid	Paid	
Adult	2	121	0	3	99	23	122
Country		14	0	0	12	2	14
Over 65's	1	44	0	1	23	21	44
Students		3	0	0	3	0	3
Juniors		57	0	1	53	4	57
Girls Friday Club		7	0	1	5	2	7
	<b>Totals</b>	<b>246</b>			<b>195</b>	<b>52</b>	<b>247</b>

CG said there had been few cancellations and we potentially have a total membership of 247. 187 were still to pay. Cancellations have been for various reasons with no trending reason.

New cards/labels are being printed and CG will pick up from the printers.

## 10. Match Secretary's Report

Nothing to report

## 11. Maintenance & H&S Report

Cleaning contract – completed and signed

Honours Board – Solo Signs has carried out the update

Fire extinguishers – annual inspection to be carried out shortly

Car park lining – to be done soon

Grass cutting rota – this has been emailed out

Maintenance – general maintenance being carried out. Had an issue with water leaking from the boiler which has now been resolved.

H&S Issues

- Renew bottom wiring on courts 1 and 2
- The base line of court 2 to be repaired

## 12. Safeguarding

- CB received a call from the LTA asking all policies be put in place for safeguarding, whistle blowing and diversity and all are now in place.
- Proof of annual health assessment is in place and DS completes one too.
- CB is to arrange all members sign up to a code of conduct.
- CB has been wanting to attend the course Time to Listen but told there is no demand in the area. CB has been asked to complete by October 1<sup>st</sup>. SS suggested contacting the welfare officers from the other clubs to see if that would generate demand.
- CB is to put the membership pack on the shared drive.

### **13. AOB**

None

**Next Meeting: 16<sup>th</sup> July 2018**

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

- DS to check how the LTA prevent non-members exceeding the maximum four bookings. Also with GDPR what is the process to be able to display names in the booking system
- SG and DS to update on discussions with the council about the maximum times non-members play at the club.
- SS to arrange informal legal advice in regards to the leases
- DS to determine the status of land not covered by the leases
- DS to update on the consultants report in regards the potential extra court and lighting.
- SS to email members with details on our GDPR policy
- SS and AS to update the website with the GDPR policy
- CG to pick up the new cards/labels for the member cards from the printers.
- SS action points from her report:
  - Organise photos and framing for red team tennis winners and last year's runners up
  - Put Spring Open photos on website
  - Recent receipts to Martin Cavey
  - Round up of hoodie order
  - Look at Christmas party venues
- CB is to arrange all members sign up to a code of conduct.
- CB is to put the membership pack on the shared drive.
- PR to do the car park lines
- PR to sort the shed
- PR to renew bottom wiring on courts 1 and 2
- PR - the base line of court 2 to be repaired