



MINUTES OF COMMITTEE MEETING – SOUTHBOURNE TENNIS CLUB Monday, 16 July 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 – 21 May were approved. Need to add email response from Chair to a member.

3. Matters arising

- 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 – **This is limited but there is nothing to prevent a friend to book another 4.**
- SG and DS to update on discussions with the council about the maximum times non-members play at the club – **Still to have further discussions**
- SS to arrange informal legal advice in regards to the leases – **To be done.**
- DS to determine the status of land not covered by the leases – **SG found letter from 2006 that the club sold the land but this has always been leased. So the query about the club owning a bit of the land is still not resolved.**
- DS to update on the consultants report in regards the potential extra court and lighting. - **Passed on to Kelvin to push for a report.**
- SS to email members with details on our GDPR policy - **Done**
- SS and AS to update the website with the GDPR policy - **Done**
- CG to pick up the new cards/labels for the member cards from the printers. - **Done**
- SS action points from her report:
- Organise photos and framing for red team tennis winners and last year's runners up – **One of the photos is up.**
- Put Spring Open photos on website - **Done**
- Recent receipts to Martin Cavey – **Need to update Martin on receipts**
- Round up of hoodie order - **Done**
- Look at Christmas party venues – **Still not found a venue as places are expensive. DS suggested why don't we just pay for membership at the rowing club. SG thought this would be okay but we would still need to arrange food, etc. DS asked SS how much did we make on the bar last year. This was about £100. It has been recognised quite a few members would like to hold the party elsewhere.**
- CB is to arrange all members sign up to a code of conduct. - **Ready to go through with DS.**
- CB is to put the membership pack on the shared drive. - **To be sent to AS to put on the shared drive.**

4. Chair Person's Report

1. Establishment of working groups

I am delighted to be able to report that several members (or their spouses) have responded to my request for help in relation to the key issues that we are dealing with. These are as follows:

Business plan: Kelvin Medley Jones, Grant Campbell, David Bull. Committee lead Colin Gilbey

Leases: Kelvin Medley Jones, David Bull. Committee leads Susie Grainger, Dave Sanger

New Court: Geoff West, David Relph, Kelvin Medley Jones. Committee leads Dave Sanger, Susie Grainger

Fundraising: Eileen Hayward, Kelvin Medley Jones. Committee lead Susie Grainger

Each of these groups have been working quietly behind the scenes and progress is being made in every area.

You will spot that Kelvin is currently involved in every working group which is why for this meeting I have asked him to join us to provide you with some updates as well as seek your opinions and guidance as we move forward. He has kindly agreed to support me as 'project lead' for the time being. We are intending to hold a joint meeting of all working groups in due course. I would like to formally express my sincere thanks and gratitude to all of them for their help and support so far. It has been invaluable-long may it continue!

The session started with a presentation by Kelvin Medley-Jones who has put himself forward for all the working groups and focused on three areas:

1. Adequate business case for the 7th court
2. Leases
3. Affordability

Adequate Business Case

- We then looked at LED lighting and the implications. Do we just do the one court or all at the same time?
- Parking. Is it an option to redo the carpark?
- LTA has template documents for tendering if we decide to pursue this further.
- Geoff West has also offered to approach companies to gain a better insight into costs.
- Difficult to make a business case as income generated from the additional court will be low compared to the investment. The benefits are softer though can still give a strong justification.

A period of questions and comments from the committee followed:

DS has totalled all users covering members and groups and this stands at 475 (150 adult members). DS mentioned there are peaks in usage especially the junior sessions presenting a good case for another court.

CB asked about the LTA guidance of 1 court per 60 members. DS said some group members play more than members so we should consider all users equally for the purposes of determining how much the courts are used.

SG when we should consult members but a decision had not been made at this point.

Leases

The 2nd slide shown was about the leases and listed the positions of the council and the club and whether or not there was possible negotiation. The council wish to propose a new 21 year lease with potential back pay for the ground rent which has not been paid over the recent years.

SG and DS met with the council where community use was discussed. The council wanted the community to have access to the toilets, kitchen and clubhouse. Sg made clear this could not happen. If the council invested heavily in the club then perhaps a discussion could take place.

We also considered some worst case scenarios such as no agreement being reached. This could potentially reduce our courts from 6 to 4. CG stated members would be unhappy as they have paid for 6 courts, not 4.

SG raised it has been questioned why we would want to give up the 65 year lease we have on part of the land which has very good terms for the club.

MC commented it has always been about us giving up the leases if we are to have a 7th court which would be a big win for the council.

AS said we need to agree the leases for what we currently have before considering the 7th court. SG agreed and discussions have been ongoing on this basis.

Affordability

One big question raised by Kelvin is, would it be feasible for the club to raise such a large sum without charitable status. Kelvin was of the opinion we would need that status.

CG said he was convinced we need to grow but the question is, do we really need the 7th court now. No doubt we will in the future but I've yet to see evidence for a 7th court. Kelvin mentioned the planning permission which will expire after 3 years. CB asked if we have the planning permission, doesn't this mean it will be straight forward to re-apply? Kelvin confirmed this would not necessarily be the case.

CB agreed with GB. DS disagreed stating he sees the demand of the courts more than anyone else. If we are going to grow we need to space r we hit a point and turn people away.

SS would like to be able to hit with the kids after school but there is no room. DS also mentioned Friday which is a full club session so no coaching can happen.

MC said financially, he has some concerns about an additional court. We have had a drop in income. Also we need to think strategically about why we have had a drop in membership. We can ask, does not having the 7th court, mean people are staying away? MC thinks the question should be “Why shouldn’t we do the 7th court? Not, why should we?”

AS was concerned about the income generated as a whole by the 7th court, the level of control we would have to potentially give up and lack of evidence to suggest it will increase membership.

The committee discussed how the funds would be raised and how much would potentially be placed on the membership. Ideally funding would be all grants and loans would be a last resort.

Kelvin summarised:

- CG’s idea of a consultative approach for a vote was a good one.
- There is not a financial argument for the court but there are other gains.
- The leases should be discussed independent of the additional court.

Concluding thoughts - SG said no reason not to pursue, need to look at how to engage with members and have an open members meeting or EGM but no vote, take a steer rather than a decision. DS said we should be meeting with Bournemouth Borough Council first, then costs and funding and should be easier to make a decision. Ideally we’d like grants rather than loans. CB isn’t for it. If we can get grants then she’s in agreement but doesn’t want the club to get into debt. SG confirmed there are three elements we need to focus on:

1. Leases situation, CG added this includes the Pay and Play situation, costs and when we can find the money. SG the group has looked at funding with Eileen Hayward who has started working on this. Steve Place has funding information re charity status/CASC

David Bull has looked at the leases. We hope to have made more progress by 16 September. CG asked if this would be in time for an EGM before the AGM but the general consensus was no.

2. Status of Southbourne Tennis Club – eg charity/CASC – should we make the decision to do this, we should not give up the club’s limited status, this would be alongside this. Steve Place is from Bournemouth CVS was mentioned as they have gone through this process and subsequently raised in excess of £1 million, they have four extra courts and more potential funding is available. MC said it is a big problem to try to register a member’s club as a charity. The Charity Committee don’t like this, it’s in their guidance if they only have members as has experienced

this with a swimming club situation. DS said that East Dorset coaching programme is not as open as ours nor are their facilities as good.

3. Tennis Club 'byline' – 'STC is a diverse members' club with an outstanding community programme'. We have membership but also a wide community programme. MC advised to remove 'fully' from the byline as one can become a 'soldier to fortune' This is to be used in the Main Purpose/Aim: 'To maintain and where possible extend access to the whole community to improve their health and well being through taking part in physical and social activity, specifically through participation in tennis'. This is useful for CASC – Memorandum & Articles of Association of Southbourne Tennis Club Limited. The general feeling from members who play at the Tuesday and Friday club mornings is that there is a strong social focus too.

SG had the Pay & Play document and the committee were in agreement.

CG – mentioned his PID to launch the business plan. He learnt the LTA had a template so he revised the document and approached others for ideas. There will be an inaugural meeting on Monday, 23 July, time TBC at Kelvin Medley-Jones' house. Attendees will be: CG, SG, KMJ, Grant Campbell and Geoff West. Meeting is to start planning area by area.

Leases – CG asked about the parcel of land at 6 River Park – why do Bournemouth Borough Council want it? DS asked why do we want it? SG believes it's to neaten areas of land. Regarding our re-negotiations, our aims are broadly:

- To keep the 1965 lease as is

- Try to negotiate the 1987 lease to expire on the same date as the 1965 lease

- Decide how much money we are willing and able to put on a newly negotiated lease

- We won't include court 7 at this point but include an option on this

- We ideally don't want to pay BBC's legal fees

MC to help and look at the figures for the absolute maximum we are able to afford. David Bull also to attend the meeting with BBC. Date TBC but before 10 September

Item 5 – TREASURER'S REPORT

MC confirmed that, as alluded to in the report and budget, membership income has been squeezed and utility costs have increased. We can change the first issue but not the second and the latter is likely to continue to increase. MC is trying to control this. Regarding membership, the income is less than before. We can get to April just about okay – in a cash neutral position, presuming there are no major maintenance issues and no new members. It is likely we will have more members which should equate to another £5/6,000, as it has done historically. MC says he doesn't want to use membership predictions as a base for figures.

We are unable to contribute to the sinking fund this year unless there is an

unusual situation such as a warm winter where we can use less fuel or a positive change in utility prices.

This brought up the question of whether we increase membership fees and propose this at the AGM. We have not had an increase in 5/6 years and utility costs have gone up on by an average 12% annually.

G suggested we change our utility provider annually or at least regularly. MC replied that he uses Utilitywise. He has done the gas and electricity supplies. Eon have agreed to back date any arrangement and will refund. We had a 2 year fixed deal. They are currently looking into it. Regarding water, hopefully the leaking/flushing toilet issue has been resolved.

CG asked about finances for the leases. We need to factor this in to our figures as we are currently only paying the £11 rent on the 1965 lease.

SG mentioned the membership increase and looking at it differently, why shouldn't we raise it? They are genuine reasons why we need to, our overall costs have risen. Question is – how much? After discussion it was agreed as:

Adults - £215 Over 65s £161.25 Country £110

Juniors £90 (as per previous years, to avoid putting off juniors joining)

DS said we need to ensure members realise this increase is not related to the potential building of a 7th court.

Item 6 – COACHING REPORT

Additional to DS's report – Court cleaning. This is expensive but can we afford to let the courts deteriorate? MC pointed out that there is an area of worn carpet at one end of court 3. SG asked if we are going to approve this, the cost is around £10,000. DS said he cleaned the courts last winter where there were sand and mud patches, some courts have most on them. The cleaning will involve sucking out the sand, pressure washing the courts and killing the moss, then replacing the sand. It is broken down into £6,000 materials and £3,600 labour costs. SG asked if it would impact on the sinking fund. Would it come under this or maintenance? He advised that this hasn't been done in several years and it was advised that this is something that should be done annually or every other year. By not doing it, how much are we potentially speeding up spending more money in the long run. The carpet could be removed and be replaced. CG confirmed that he played the previous Friday and found a 'dead spot' on a court. DS said the cleaners were free the week of the October half term when we don't run holiday tennis. It would take a week in total with the cleaners spending half a week on court 1-3, then the other half on courts 4-6. He will find out if the job is weather dependent.

Ralph Beatty – DS suggested a new playing format as in recent years it had been felt the element of it being a fun tournament had gone for some. Partners will be allocated on the day by the referee to ensure partners are playing in mixed ability pairs.

Junior Open – SS will update members on court availability and ask for help in the kitchen

Tennis for Kids – 30 new children started in April/May and 8 have already signed up to continue on the September course.

Item 7 - SOCIAL SECRETARY'S REPORT

Sadly the live music charity night planned for 16 June was cancelled due to not enough take up

Red Team Tennis competition on Saturday, 16 June was a great success. Busy event and our red team came 5th in the county. Great result! Hope you all like the photograph.

We also ran the Orange Team tennis events for both division 1 and 2. Busy and very successful days. Thank you to our junior volunteers and Liana who give up their time to ensure these events are run with enough support.

Still to do:

Keep website updated including Spring Open photos

Receipts and hoodie round up to MC

Christmas party venues- SG assisting with organising this and looking into hiring Christchurch Rowing Club

Chase outstanding 02 payments

Important: I need to organise a rota for the Junior Open which runs from Sunday 19 – Saturday 26 inclusive. Any offers of help much appreciated. I will flag this up in my weekly update now I can re-commence sending these out.

Final note

Zoltan and I are looking into the feasibility of a group of us travelling to Hungary on a holiday to sightsee and play some tennis in October. Rather than travelling under the banner of the club, we appreciate that it is much more straightforward to travel independently as a group with the possibility of a similar trip at some point in the future organised under the banner of Southbourne Tennis Club with potentially more club involvement.

Item 8 – SECRETARY'S REPORT

Nothing to raise

Item 9 – MEMBERSHIP SECRETARY'S REPORT

CG reported that adult membership stood at 90, down from 121. 13 cancelled, for 11 there was no response. Most said they were too busy to find the time to play tennis and justify the membership. One member had a heart operation. Another

member, Sandra Strickland, is going to write to explain why she is not planning to renew.

Juniors – 42 members, down from 57. 7 were cancelled under DS's advice as they were no longer playing.

CG believes the numbers will continue to grow.

The issue of how and when we offer Honorary Membership arose prior to the meeting after a member, Paul Canfield, was nominated by two other members as he has donated his time and work at the club for many years. CG had prepared some wording as guidance to how the committee should consider any future nominations. This was discussed and CG is to send the wording to AS to go on the shared drive.

Items 10 & 12 – MATCH SECRETARY & WELFARE OFFICER'S REPORT

Nothing to raise on safeguarding.

Matches Fortunately for CB, very few matches during the summer season have had to be re-arranged due to bad weather, just a few re-arrangements due to us or the opposition being unable to get a team together. So far 48 matches, in the Dorset League and Hants and Isle of Wight League have been played, with just over 20 left to be played.

For the Dorset League - considering that all our teams play in Div 1 or 2 (with exception of men's 2 and Ladies 3 - who at the moment top Div 3) results have been good, so far, with a total of 25 wins and 21 losses. Thanks to all captains who sometimes have a difficult time getting teams together, and for their patience while CB tries to get my head round the complexities of this 'job'!

CB also thanked DS for his assistance on numerous occasions.

Item 11 – MAINTENANCE & H&S REPORT

PR reported the following:

- He had cleared out the shed with the kind assistance of John Woodham.
- The Fire Safety Certificate had been renewed and checked
- First Aid kit was replenished recently
- Work has commenced on the car parking lines
- General maintenance is ongoing

AOB

Nothing to add.

Date of next meeting – 10 September 2018

Action Points for the next meeting:

SG – Update on leases

CG – provide an update following the July meeting on the business planning

MC – confirm what funds we have available to negotiate the leases

DS – confirm whether or not the court cleaning is weather dependent

SS – Ask for help with the kitchen for the Junior Open

CG - to send honorary wording to AS for the shared drive

SS list of things still to do:

- Keep website updated including Spring Open photos
- Receipts and hoodie round up to MC
- Christmas party venues- SG assisting with organising this and looking into hiring Christchurch Rowing Club
- Chase outstanding 02 payments