



## Minutes of Committee Meeting – 31 May 2022

**Present:** Marcus Binning (MB) - Chair  
Jane Sharples (CC) - Treasurer  
Karen Peters (KP) - Membership Secretary  
John Church (JC) – Committee Member  
Olly Bonser (OB) – Secretary

**Apologies:** Rachel Richardson - Junior Secretary  
Nick Wrigley – H&S Officer  
Rob Roy – Social Secretary

### 1. **Matters arising from the previous meeting**

- MB to forward roles to committee members – WIP
- Issues relating to Mr Evans – WIP (is there money on account with solicitor?)
- JC and JS to discuss sink fund later in the year
- JS working on financial plan – WIP
- Branded clothing – KP to liaise with JC and provide information regarding questionnaire results (eg hoodies and T-shirts) - WIP
- New BBQ bought
- Insurance – OB and MB to review
- MB to liaise with Mark Cranstoun re tournament – done
- End of season event – Rob still working on this
- Club credit card – done
- Clash between vets matches and junior coaching – no longer an issue
- MB to advise members regarding Mon and Weds club sessions being available for championship matches – done
- Insurance for defib machine – WIP (OB)
- NW to speak to Nikki B regarding defib training session on a Sunday morning – WIP
- MB to acquire charger for ball machine – WIP
- Coaching options – KP to speak to Tim Rose – done
- Tree surgeon – done
- Lighting - fixed

### 2. **Treasurer’s Report**

- Subscription revenue so far is c.£21,000, but this could increase by another c.£2k if the final few late paying members do finally renew
- Cash in the bank is currently c.£42k
- Forecast expenditure for the remaining year is c.£37k
- We will hopefully have enough to pay into the sink fund, but we will need to review this nearer the end of the year – the club is just breaking even at present
- We had received a refund from the LTA for £329 for the Clubspark website issues

- It was agreed that the Chair, Treasurer and Social Secretary would have access/use of the new Club debit card for any purchases; MB and JS to consider how this would work in practice
- JS now fairly confident that the financials are accurate, although there are still several reconciliation issues between the various systems and processes that we use – for example it is still hard to see what the Strip payments actually relate to; do we need some kind of coding system so JS can understand what everything relates to? Some coaching fees went through BACS and some through Stripe so hard to reconcile. Other things are still not 100% clear regarding membership and coaching so needs further work. JS, RR, MB and KP to get together to work everything out. Clubspark makes it very unclear as to who has paid for coaching and what they have paid for – very unsatisfactory.
- Coaching – some coaching sessions (ie those where there are only 1 or 2 attendees) are definitely losing the Club money, so this needs to be addressed at the meeting with RR, KP, MB and JS.

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

- In RR's absence, Marcus read through the report; main point of discussion was:
- End of season dinner – to be held at the Memorial Hall, with potential catering provided by Orwells. TBC, but c.£30 per person to attend for a 3-course dinner, with the Club providing some wine (2 bottles per table?). Partners welcome. KP felt we could get 80 people to attend. Provisional dates considered were 12 and 13 October. Need to confirm the dates and then send a "Save the date" email to all members.
- This event would also include a review of the year, prize giving, recognition of special contributions, charity fund raising, recognition of the Ladies team achievements, etc., etc..

### 4. **Membership**

- Currently 143 paid adult members; the 13 unpaid adult members have been sent numerous reminders, so they will now no longer be considered members and they will be removed from the LTA list. Should they wish to re-join, they will need to pay the full joining fee.
- 87 junior members (18 unpaid), 8 student members, 2 social members
- Using Clubspark makes the joining process very in-personalised which is not good at all – do new members receive a welcome pack and notification of the gate/door code?

### 5. **Junior section**

- Lots of payment problems via Clubspark
- C.10 new juniors in coaching sessions; 59 lesson slots now taken; 12 payments outstanding
- 2<sup>nd</sup> beginners lesson on Thursday at 4.30pm has now started
- Saturdays 9am, 10am, 11am and Thursday 5.30pm all full/almost full.

### 6. **Website**

- It is clear that Clubspark is NOT viable in the long term so we need to look at other systems and alternatives.
- David Bell, the club's former website consultant, will help us identify a Wordpress

platform that will help us deliver a user-friendly website, both from a members and a committee/administrative perspective (eg membership renewals and database, coaching and bookings).

- Issues will involve who will actually maintain the site going forward, eg updating content – potential new role for a member?
- What can we afford? MB will work with David and come back to the committee with a options and a proposal.
- We need something to be fully operational by next annual renewals
- OB will ask the LTA Facebook group what other similar sized clubs are doing/using as the Clubspark issue is pervasive.

## 7. **Championship Committee**

- The mixed doubles plate competition will be re-instated
- Request from the Championship Committee to use 2 courts at Mon/Weds club sessions for Championship matches. This was turned down by the Committee.

## 8. **Club sessions**

- Numbers at club sessions have been down – average attendance is as follows:  
Sunday-14, Monday-8, Weds-7
- Should we reduce the number of club sessions, so more people attend the ones we do have?
- Would the ladies like a team/coaching night on Mondays or Wednesdays (like the Men have their practice night on Thursdays)?
- If they did, this would mean that there would only be two club sessions per week, Sunday and Monday or Wednesday
- MB to develop a proposal.
- See AOB for further issues relating to Club sessions

## 9. **Facilities**

- A new gardener has been found who is working 1hr per week for £110 per month; MB and KP acting as liaison
- A new noticeboard has been installed on the clubhouse wall facing the deck
- Bunting was hung up around courts 1 and 2 in recognition of the Queen's Jubilee celebrations

## 10. **AOB**

- **Security issues** – there have been several instances where the gates to the club and even the doors to the clubhouse have been open when no one is at the club. This includes an instance where the ball machine was left out on the grass. We need to collate instances like this and also send an email to all members asking them to always close the doors and gate if they are the last to leave, and also leave the club tidy.
- **Club Secretary** - OB needs to stand down from his role as Club Secretary, so we need to find a successor by September this year. An email will be sent to the members asking for volunteers.
- **Club sessions** – since 27 March there have been 27 sessions in the diary; 8 of these were either unmanned/unhosted, hosted but not recorded, or rained off. JC had not asked the hosts to confirm their hosting on the rota, but he had sent two emails to the volunteers so

he had hoped that if they hadn't wanted to host, they would have let him know. JC will send out the rota again and will this time ask people to acknowledge their responsibilities, but is there any way to automate the process? The Committee agreed that anyone on the rota to host a session will be added to the Club Session WhatsApp group and then JC would send out a message to the group confirming who would be running the next session. JC would send an email to all those on the rota asking them to acknowledge their involvement and also asking them if they were ok to be added to the WhatsApp Group.

- **Juniors playing at Club Sessions** – it was agreed that juniors should play in the club sessions if they were good enough
- **Newsletter** – it was agreed that we should try to send out a regular (quarterly?) Club newsletter to members with information of recent/upcoming events/activities. This could be produced by a member, but we would need to find a volunteer for this. We would send an email to the members asking for volunteers.

## **ACTIONS**

- MB to forward roles to committee members for review/amends (MB)
- Issues relating to Mr Evans – (is there money on account with solicitor?) (MB)
- JC and JS to discuss sink fund later in the year (JS and JC)
- JS working on financial plan (JS)
- Branded clothing – KP to liaise with JC and provide information regarding questionnaire results (eg hoodies and T-shirts) (KP and JC)
- Insurance (OB and MB)
- End of season event (RR)
- Insurance for defib machine (OB)
- NW to speak to Nikki B regarding defib training session on a Sunday morning (NW)
- MB to acquire charger for ball machine (MB)
- Meeting needed to discuss financial reports and reconciliation of memberships renewals, loss-making coaching, etc.. (MB, JS, KP, RR)
- New website proposal (MB)
- Identify what other clubs are using for their website (OB)
- Club session proposal to reduce number of sessions and install a Ladies team night (MB)
- Email to be sent to all members to cover: save the date for the end of season dinner; security issues; Club Secretary role; newsletter production role; and inviting juniors to club sessions. (KP?)
- JC to deal with club session hosts regarding acknowledgements and being added to the WhatsApp Group. (JC)

**Date and location of next meeting: TBC**