



Minutes of Committee Meeting – 30 August 2022

Present: Marcus Binning (MB) - Chair
Jane Sharples (CC) - Treasurer
Karen Peters (KP) - Membership Secretary
Rachel Richardson (RR) - Junior Secretary
Nick Wrigley (NW) – H&S Officer
John Church (JC) – Committee Member
Olly Bonser (OB) – Secretary

Apologies: 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?) MB
- JS/JC working on financial plan and sink fund – WIP
- End of season event – WIP
- NW to speak to Nikki B regarding defib training session on a Sunday morning – WIP
- MB to acquire charger for ball machine – WIP
- JC to add all those on the Club session rota to the WhatsApp Social Group to aid co-ordination. This has now been done. JC also mentioned that the session organisers should claim back refreshment expenditure (a “guesstimate” would suffice).

2. Social Secretary’s report

- In Rob’s absence, the end of season event was discussed
- c.30 members have expressed an interest in attending following the “Save The Date” email
- There are a small team of helpers on standby
- Zoom meeting to be held to drive things forward
- Venue is booked and deposit paid
- Menu to be discussed and finalised (KP), then more formal invitation will be sent

3. Treasurer’s Report

- JS confirmed that c.£22k has come into the account via Stripe, but still not 100% clear how this income should be allocated (eg what is for membership, what is for coaching etc)
- There is still a whole term’s worth of coaching revenue still to com in this financial year (c.£4k)
- This year will still be a year of financial understanding and consolidation so that we can really understand what’s going on with the club’s finances in fine detail; will also be a

slightly unusual year as it will be a 14-month financial year.

- Electricity - do we know what tariff we are on, or when a meter reading was last taken. JS and MB to review our existing arrangements and see if this could be an issue with energy prices forecast to dramatically increase
- Website – the new website will cost c.£4k to set up and then a minimal maintenance contract (see later)
- Tennis balls – currently overspent on our initial forecast, but balls have now been bought for the rest of the year

4. **Membership**

- 146 adult members, 92 Juniors, 8 Students, 2 Social and 4 Complimentary.
- Trickle of enquiries from potential new members - offering half price adult and junior subscriptions but with full joining fee for adults.
- Steady stream of members' queries about LTA log-in, booking ball machine, accessing website etc which Marcus is helping to deal with.

5. **Junior section**

- Lots of junior have signed up for coaching which is very positive

6. **Website**

- The prototype is up and running; functionality is good, although bookings are not as transparent as they are now
- Working on Google calendar integration
- There will be different “buckets” for people to chose their membership category and coaching which should help with allocating income to the right budgetary items
- Setting things up with David Bell – David will maintain the platform (we will maintain and update content)
- Aiming to launch in November (ie safely before the next membership renewal is due)

7. **Championship Committee**

- Order of play for Finals Day has been finalised
- A budget for the day was agreed at £500 for food, drink, prizes etc..

8. **Health & Safety**

- NW will conduct a risk assessment for Finals Day
- Hand sanitisers will be available

9. **Facilities**

- It was agreed that the nets did not need changing
- The Umpire's chair needs to be repaired, if it even is reparable. Do we need to buy a new Umpire's chair? Is it worth it for 1 day a year? Could Peter Roberston fix it?
- MB to speak to Tim Rose who uses it for the junior finals

10. AOB

- **Committee Roles**

- o This will be the last meeting that OB will attend as he needs to stand down from his role as Club Secretary, so we need to find a successor as soon as possible this year.
- o In addition, Rob Roy is unable to continue his role as Social Secretary due to a new job that will take him overseas on a regular basis
- o Karen has also said that she needs to stand down from her role as Membership Secretary at the end of the year as she can no longer commit the time needed
- o Rachel also mentioned that she may need to step down from her role as Junior Secretary
- It is therefore essential that we find people to fill these roles as soon as possible. We need to try all means possible – email to the members, message on the Club’s WhatsApp Group and speak to people at Finals Day.
- **Coaching** – it was agreed that there would be trial coaching sessions for the Ladies section on Tuesday afternoons, which would be provided by Kate Peel (formerly Kate Borthwick)
- **Clothing** – plans are progressing with Club-branded clothing; the logo looks good; there should be various items of clothing available to showcase at the end of season event and people will be able to place orders. Some items of clothing can be initialised, other can’t. Thanks given to Neil Ventura and Fiona Jennings for their help and input.
- **Ladies A-team** – it was agreed that their certificate should be framed and put in the Clubhouse (MB)
- **LTA Renewal** – OB said that this was coming up soon and that he would deal with this.

ACTIONS

- KP/MB to progress the end of season event
- JS/MB to review electricity situation
- NW to carry out risk a risk assessment for Finals Day
- MB to speak to Tim Rose about Umpire’s chair
- OB to renew LTA Membership after 1 October (deadline 1 Nov)
- Email to be sent to members to highlight the soon to be vacant roles (OB/KP) and also posted on the WhatsApp group (OB?)
- MB to get hold of Ladies promotion certificate and frame it.
- 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 and financial plan later in the year (JS and JC)
- 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)
- Email to be sent to all members asking for volunteers to take over the various Committee roles

Date and location of next meeting: TBC