



**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**

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**4. Chair Person's Report**

Since the last meeting I have spent most of my time thinking about how best to develop a project outline for the additional court, so this months report is mainly concerned with this. We have the period between February 2018-February 2021 to undertake the completion of our project. I have produced my initial thoughts below to enable me, and I hope you, to start to get our heads around the key issues.

**Background**

Planning permission was given for the building of an extra court and related fencing on 8 Feb 2018. We have a period of three years within which to undertake this provided that we have our members' support and Committee approval to do so. We will also need to agree the relevant leasing arrangements and tree replacement works with Bournemouth Borough Council.

**Next steps**

Call an open, informal, meeting for members to enable them to ask questions, address their concerns (with particular reference to pay and play) and seek their formal approval. Assuming that this is agreed we will need to begin to address a

number of other issues. I would also suggest that we give serious consideration to establishing working groups with expertise, interest, time and skills to support the Committee as we will be embarking on a major project. In the first instance these groups would be led by a specific member of the Committee to ensure that there is an appropriate feed back loop.

What do we need to consider?

1. Timescale and method to seek members approval

2. Technical consultancy for court construction , floodlighting , foundations, ,fencing, etc. Produce a scope of works document for tendering to recommended contractors. Colin Corline, LTA Regional Facilities Manager has offered his support in the development of this project.

3. Funding

Dave has already found some possible sources of funding. Also Eileen Hayward, the wife of one of our members, has offered her assistance in identifying funds that may be available for the project. I will be arranging to meet her to discuss this in more detail as soon as possible. The LTA funding programme Growing the Game would fund up to 50% of the cost, usually being made up of 75% loan and 25% grant although this is subject to change and availability.

4. Iford Playing Fields- Fields in Trust

The council have recently contacted us with regard to this. The response from the Development Manager is as follows:

Changes to recreational use ,such as new or extended tennis facilities are permitted within the deed of dedication and where no barriers to public use are created ,would not require Field in Trusts consent. I think that the implication of this is that the new court would need to offer the pay and play option.

We need to arrange to meet with the Council officer concerned in due course.

5. Lease

As part of all of the above we will need to ensure that our leases and therefore rents are up to date.

6. Project Management

Should we decide to move ahead with this project and are able to identify the required funds we will clearly need to ensure that we are able to manage and over see the works and all related issues. It will therefore be critical to agree how this is achieved. David Relph has expressed his interest in continuing to be involved.

Some members of the club had been asking about the cost of the extra court and the impact of pay and play. SG said we had asked for feedback but had only received one response. CB has spoken to some members who indicated they did not want the extra court or pay and play. SS suggested we have an informal meeting. CG suggested an approach postponing work and building up the business plan so we could develop the reasons for considering the extra court. AS suggested there would have to be an extraordinary meeting so people could voice their opinion and formally vote on the issue. PR suggested we talk with all the various tennis sessions. DS said our court usage is well above the recommended level by the LTA. Even with a 7<sup>th</sup> court we would still be over the recommended usage level. We also have an issue with ClubSpark as it is proving difficult to breakdown the usage figures due to the software driving the platform.

It was raised what exactly is pay and play. DS said it exists in several forms but works on the same principal of paying each time the court is used. Examples of this are our disability sessions, coaching sessions and individual use. We need to confirm what is the council's understanding of what pay and play is.

MC stated there are two issues – pay and play and the extra court. Pay and play is the big issue and members feels this is a big change and this is the most pressing item. MC suggested park the court issue and deal with pay and play which affects our rules.

SG added we have inherited pay and play as part of the LTA's drive for inclusion. It came about due to funding for the improvements to the clubhouse. It was agreed by the committee we would have to come up with a fair policy which takes into account our members and the pay and the public.

SG has a meeting on Monday with DS and invited the committee to attend. MC confirmed we would need to have an extraordinary meeting. SG suggested we should have an extra committee meeting next month about this and the committee agreed to this.

In regards the court, MC suggested we can move consider this under a feasibility study with the aim to cover costs, impact and infrastructure.

And Finally:

Should we become the beneficiary in anyones' will, what priorities would you want us to give consideration to?

MC suggested we sit down with the person to see what ideas appeal to them and CG suggested we could get ideas from the business plan.

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

MC circulated his report prior to the meeting. Looking at the payments which we have made, MC advises the ones over £150 are as follows:-

- Water rates £208.00

- British Gas £171.25
- BT £169.56
- BT 160.02
- EON £739.84
- Water rates £208.00
- EON £1013.20
- Door deposit £2030.00
- ATP World tour finals £3342.00

MC highlighted two big payments:

1. Doors
2. ATP tickets – last year we took the juniors and reds and they gained a lot from the experience so we have replicated it this year. We are in the course of collecting the money for the tickets.

Hopefully we have now resolved the water situation.

Finances are a bit low at the moment but we are about to collect renewal fees. CG asked about where the money is coming from for the doors and MC confirmed this was coming from the sinking fund and had already been allocated.

SS asked how much the cherry picker is to hire. MC stated £400 each time. SS wondered if it would make sense to purchase one. MC didn't know how much they cost but indicated it would be a large amount.

SG asked about the £800 which had been recently donated and MC confirmed these funds were being use towards the purchase of the doors.

## 6. Coaching report

Review of data:		2018 target
Adult members	182	Target 200
Junior members	60	Target 80
Mini members	112	Target 135 Autumn Term 112 Spring term 105 Summer Term
Attendance Coaching	60	Target 60
Schools	60	Target 150
Disability	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

### 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 restarts March.
- Thursday adult morning coaching about 14 players is going really well.
- Additional adult coaching will be added on demand and subject to availability.

### Schools programme

- Schools games tues 24th April winners to play in Bournemouth Finals  
Tues 22nd May
- SEND School games Fri 18th May 11-2.30pm

### Disability programme

- Wheelchair tournament -
- LD Tournament -
- Down Sydrome (DS) Active Taster Session Sat 11.30am-12.25pm.
- 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

### Competition programme

- Spring Open 5th/6th May
- Ralph Beatty Tournament 28-29th July

- Southbourne Junior Open sun 19th –sun 26th August

#### Social programme

- Sat 24th March 12.30-1.30pm Mini Easter Hunt
- Quiz Nights 5th May

#### Web site and marketing

- We have over 34,319 hits now, which is fantastic. Facebook also doing well and we have 574 '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 news

#### DS raised some additional points on top of his report:

- DS and Ray had been supported by the LTA for Tennis for Kids over the previous three years. This year it is changing slightly and there will be a £25 charge and kids will get a racket, balls and a T-shirt. The new programme will start soon. We tend to keep 50% in our tennis programme when this has finished. LTA has also increased the age range so it will appeal to a larger group.
- A meeting has taken place with the Tennis Foundation who fund our disability programme.
- We are working with a large group of students from Linwood School who are doing a sports qualification and tennis makes up part of this.
- We are currently planning wheelchair and disability tournaments and we are currently arranging the support for these events.
- Great British Tennis weekend is being arranged. Nearer the time will need to arrange some support. It's good to have a promotional offer and DS asked the committee to agree what this would be. We agreed to no joining fee and 10% off for adults and juniors would get 20% off.

- CB and DS got an email about safeguarding and would be updating the club's policies as a result. This could mean more DBS checks and further policy updates in the future.

## 7. Social Secretary's report

SS update the committee:

- Other news included 1 tournament had to be cancelled due to bad weather.
- Also we held the Australian Open Minis Tournament which proved popular. A quiz took place after to guess Matt's favourite things which proved a hit.
- Bowling event was a success
- Recently held a cardio evening which had a good turnout.
- 52 members are going to the ATP finals
- We plan to arrange a bowling evening for Sunday PM in the near future.

SS asked CB if the teams wanted any events focused on them? CB said she would ask.

We also do a fun cardio event later in the year and a quiz night might be coming up.

SG asked about this year's Christmas party. CB said we should investigate other venues such as paying for membership at the rowing club and holding it there. SS will consider possibilities.

## 8. Secretary's Report

Nothing to report

## 9. Membership Secretary's Report

	<b>End January 2018</b>	<b>end Feb 2018</b>
<b>Adults</b>	<b>181</b>	<b>185</b>
	<b>181</b>	<b>185</b>
<b>Juniors</b>	<b>52</b>	<b>53</b>
<b>Total</b>	<b>233</b>	<b>238</b>

CB asked about a player who has been injured. CG confirmed a discount would be applied.

The committee confirmed the fees for this year are the same as last year which was voted upon at the previous AGM.

CG is currently working with Kelvin on the business plan. Need to agree what goes in the appendix, timescales and how to consult with members.

CB mentioned the language and thinks this should be simplified. SG agreed but also wanted to thank those who had invest time and knowledge in developing the plan especially Kelvin and CG.

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

CB confirmed most of the matches for the summer had been arranged. With this season there are currently 4 matches left to play. Ladies 1 were second in the league. Ladies vets were 1<sup>st</sup>.

CB asked about the Wimbledon tickets this year. DS said HH is still listed as the the contact for the club. DS and SG to contact the LTA and arrange for this to be changed. CB will liaise with CG about the draw. MC and DS will also sort permissions on the LTA website so CB is an administrator.

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

- Water leaks were the most pressing issue. PR advised Les to continue with repairs which have since been completed.
- Cleaning contract will be signed tomorrow.
- Car park lining – it is currently too cold for this to be done. Will be done when we have warmer temperatures.
- Next maintenance morning SS has agreed to do bacon butties to make it more of an event.
- Maintenance folder has now been started and is kept in the office. People can now find the details of any person responsible for works on the club. Also there is a record of any inspections.
- We have also started to repair the ground around court number 6.

### **12. Safeguarding**

CB will attending a course, titled 'It's time to listen'. She hopes to go on the course when it is held closer to Bournemouth but this will need to be completed by November.

### **13. AOB**

We discussed Kirsty's email which was a response to requested feedback on the clubs potential future plans, primarily the extra court and pay and play. The committee agreed the following points:



- Currently they are potential plans. A feasibility will be completed first and then a business plan proposed.
- SS believed people seemed to be unaware pay and play has been with the club for the previous 5 years.
- We cannot control people's behaviour on the other side of the club fence despite us wanting to!
- Non-members do not have access to the club house when it is unattended.
- Booking and payments are monitored by the coaches.
- If the 7<sup>th</sup> court does go ahead, bookings would be given a priority to members who can currently book up to 2 weeks in advance. Non-members have a maximum of 3 days notice.
- DS thought it should be highlighted the improvements around the club have only been possible because of funding from the LTA which came with conditions about pay and play, along with running our disability and coaching sessions. It was agreed we would find out the view about the pricing for courts with the possibility of raising prices for non-members. The current thinking is that the price is doubled.

DS raised about the condition of the kitchen. Following the Friday morning session the sink was full of cups, etc. AS said this was like that from the previous day. We need to monitor and make sure people clean up.

DS had replaced all the lights in the meting area. They will need modernising at some point and asked if this could be put into the business plan.

### **Next Meeting: 21<sup>st</sup> May 2018**

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

- PR to sign contract for cleaning with ZH
- AS, DS and SG are to meet before May to discuss club rules – Adam to produce updated rules
- SG and DS to have meeting about the club rules and invited other committee members to attend
- MC to feedback on EON energy costs – It appears we have a half-hourly meter and we are currently getting the data from EON.
- MC to update mandate with the correct membership
- CG to take forward replacing of the front doors
- Committee to review the maintenance plan and consider what should be the top three items
- CC and DS to update safeguarding policy
- SS to consider other venues for the Christmas party
- DS and SG to contact the LTA and arrange for the contact of the Wimbledon draw to be changed
- CB will liaise with CG about the draw.
- MC and DS will also sort permissions on the LTA website so CB is an administrator.

- Find out the LTA's view of doubling the price of court hire for non-members.