



**MINUTES OF COMMITTEE MEETING – SOUTHBOURNE TENNIS CLUB  
Monday, 10 September 2018 – 7pm**

**Present**

Susie Grainger as Chair (SG), Martin Cavey (MC), Celia Barron (CB), Adam Spicer (AS), David Sanger (DS), Sarah Stout (SS), and Colin Gilbey (CG).

Guest Dan

**1. Apologies**

Peter Richardson (PR)

**2. Minutes of last meeting** – 16 July were approved. Need to add email response from Chair to a member.

CB agreed CG. Page 4 at the top needs amendment

**3. Matters arising**

- SG – Update on leases – part of chair report
- CG – provide an update following the July meeting on the business planning – part of membership secretary's report
- MC – confirm what funds we have available to negotiate the leases – it has been identified in the overall budget
- DS – confirm whether or not the court cleaning is weather dependent – in some respects. If putting down will be delayed but will be over 5-6 days.
- SS – Ask for help with the kitchen for the Junior Open – did and got some.
- CG - to send honorary wording to AS for the shared drive - done
- SS list of things still to do:
- Keep website updated including Spring Open photos – partially done
- Receipts and hoodie round up to MC – to be given to MC
- Christmas party venues- SG assisting with organising this and looking into hiring Christchurch Rowing Club – to be discussed in the meeting
- Chase outstanding 02 payments – have collected 37 with about 10 to go.

**Item 4. Chair Person's Report**

**1.Meeting with Steve Place BCVS 20 August 2018**

An extremely useful meeting had been held, attended by 6 committee members and a club member, to discuss the current legal status of the club with a view to making an application to become a registered charity. All present agreed that this would be the best way forward and would enhance not only our ability to access

a wider variety of funding sources but also would ensure that it more fully represents the way that the club operates.

**ACTION: Committee to formally endorse that they support us to apply for charitable status. ALL AGREED.**

That in so doing we will need to rewrite our current memorandum and seek the approval of the members to these changes at an EGM

SG and Kelvin Medley -Jones are willing to be work with the support of Steve Place to proceed in this way. First meeting to be held on 17 September at 9 30 at BCVS offices.

### **Committee thoughts**

SG: It shouldn't be too difficult to redo the memorandum and people and the committee is welcome to join us for the meeting on the 17<sup>th</sup>.

DS: How are going to discuss this at the AGM

SG: This will be discussed under the AGM section of my report.

It was clarified we will that we can mention this at the AGM but there is too much work to bring this formally for a vote as the rules need to amended and further work needs to take place.

## **2.Open meeting**

The open meeting held on 3rd September aimed to encourage the members to talk to us about how we could improve the club, what they'd like the club to be like in three years time and how they can be involved in helping us get there. It was attended by 28 members and there were some lively discussions.

The main focus was to ensure that members views and ideas informed the writing of the Club Business Development Plan. Grant Campbell led the discussions and notes of the meeting were taken to enable those who did not attend to read what happened.

The two key things to note were the need to retain and recruit members and to improve the overall communication channels especially using social media. Other suggestions included an enhanced social programme, an improved clubhouse and a padel tennis court.

**ACTION:** Notes of meeting to be circulated  
CBDP to take full account of these proposals

### **Committee thoughts**

SG asked MC what he thought about the meeting and whether or not it was representative of the club and it was questionable how much was achieved. SG thinks it has been a successful year getting others, other than the committee involved with helping the club and the meeting was one way to do this. It was also good to have a member hosting the event rather than a committee member.

CB was disappointed with the turn up. MC was surprised by some of the statements such as a member not being aware competitive tennis was played at the club.

MC saw the ideas but not how these would be taken forward. Dan as a member thought it was good to share ideas and learn about some of the issues at the club.

DS thought it would be good to have a route map on the website for new members.

CB thought the discussion of communication and how we do this was good.

SG agreed no action came out of the meeting but this was not the purpose. It was about collecting views and comments. Discussing forms of communication and using social media. There wasn't enough opportunity to do things together and the padel courts. These ideas will feed through to the business plan.

MC thought it would be an interesting idea to combine resources with the rugby club. There was less interest about the 7<sup>th</sup> court and more about the padel courts. DS said the current clubhouse position is good and positioned well between the courts. padel tennis is popular but this is recommended from those who use it abroad. It would be very good to have something different but not many clubs would consider setting up more than one.

### **3.Court 7**

We have received two tenders for this and David Relph has very kindly produced a spreadsheet to compare the two. The prices quoted are not dissimilar £81,221 and £77,747. He suggests that we build in a contingency figure of @£6,000 so we are looking at having to raise between £83,000-£87,000 should we decide to proceed at this stage.

**ACTION:** Kelvin Medley-Jones will be presenting the feasibility study at the AGM to see what members views are of the need to build a seventh court and to assist in steering the Committees decision whether or not to proceed. Who is a really good person to front this work.

### **4.Meeting with the Council 10 September 12.00**

I will provide verbal feedback at the meeting but it is probably worth outlining our position based largely on advice from David Bull ( and his solicitors informal advice) and KMJ.

1965 Lease £11 per annum courts 1-4 does not expire until 2055 -we are not willing to rescind this 1987 Lease £800 per annum courts 5 and 6 expired in 2015. Clearly this lease needs to be renewed. We aim to get it to expire in 2055 in line with the existing lease. We will seek to avoid paying any back rent as in law we are squatters and therefore not liable to any rent.

We do not expect to occur any legal fees for the above

6 River Park . The current owners of the property would be interested in purchasing the land from BBC should this be possible. However our understanding is that the piece of land in question is covered by our 1965 lease so perhaps the only option available to them is to lease it from them-or us!?

### **Committee thoughts**

Main outcomes – BBC have agreed to calculate rent for the whole premises prior to our AGM. SG has pushed to maintain rents at the current level and the council will consider this.

With the pay and play element they have been more negotiable. An analysis of the court usage was done showing we have 67% of court is unallocated. CB asked how much the courts are used for pay and play. 35 courts booked out in a year to non-members (£210 raised and two users became members).

CG asked with the 67% figure, is there a danger saying we have all this court time available for pay and play. If there is no court time for members then we would have no members. DS said this is what we use ClubSpark for as members have priority using this system. CG asked about how this was discussed in the council meeting. DS said nothing definitive agreed.

DS and SG both said the council went away thinking we are much more open than previously thought. CB asked about pay and play and how people know non-members have paid. DS said we have to check the system.

Council challenged why our facilities aren't open to the general public. SG said no to this and that we are considering joint facilities. The council will go away to consider the practicalities of this.

DS stated in regards to the leases, it is hitting the point where it will be cheaper to have one lease and we need the long term lease to apply for some funding.

### **5.Christmas Party/email from member**

Following an email from Carryn Lefson, a new member with Cordon Bleu and other catering qualifications including successful business ventures in Dubai and Surrey I am proposing that we have the Christmas party at the club , with no raffle or auction but instead with 'gourmet food' charging @£20 a head using her skills. I have had an outline meeting with her and we are meeting again on 24 September with a view to possibly establishing a First Friday of the month Gourmet evening in the new year. I envisage that Sarah will liaise with her in the future.

### **Committee thoughts**

SG has suggested doing a supper club. SG asked Sarah to attend the meeting on the 24<sup>th</sup>. SS thinks this is a really good idea for both the party and as a regular event.

Committee became aware another club Christmas party has been arranged on the same day as the main club. There are a few breakaway groups.

CG felt this was not the best way to launch a new format for the Christmas party.

### **6. Pay and Play/email from member**

Concern has been raised again about the behaviour of some people who have used the pay and play facility. The main issue was to do with appropriate clothing as well as general etiquette. Dave is looking at the ClubSpark booking system to see how we can insert advice about the need to take full account of the clubs expectations about how club users should behave.

### **Committee thoughts**

The main issue was the lack of a code of conduct. DS confirmed there is a terms of use on the website for booking. CB has prepared a code of conduct which the committee considered to be concise and will be going on the website.

### **7. AGM**

As mentioned above KMJ has already agreed to present the feasibility study for court 7 with a view to getting members steer in relation to this.

I intend to inform them that we will be applying for charitable status, the implications of this and that we will be calling an EGM in due course to enable us to redraft the memorandum and arts and seek their approval.

Depending on the outcome of the meeting with BBC I will inform them that we are having ongoing discussions about p and p but the Committee have agreed their position in the interim.

### **Committee thoughts**

Confirmed the committee stand down and the stand for re-election. DS mentioned an outstanding action was club rules and pay and play. CG wanted to confirm the format of the meeting and how much time people get to present their reports. We then discussed how much for the meeting as a whole.

### **8. East Dorset Tennis Club, Christchurch Tennis Club and West Hants Tennis Club**

Discussions and/ or visits have been made to the above to explore how we can benefit from their experience. There has been some useful learning but the main outcome is that each club is unique in terms of its facilities, management, relation with Council, fees, membership etc. So whilst it is useful to make comparisons there is probably little benefit in ongoing discussions.

### **Committee thoughts**

SG learnt every club is very different and unique. In reality there is very little we can pick up for one club and slot into another club. DS agreed as their approaches and coaches are all different.

## **Item 5 - TREASURER'S REPORT**

AS asked for the PDF to enable copying of wording.

SG, MC and CB met to understand the documents and budget better. CB felt everything was much clearer following the meeting. MC said all the information is in the report so we have to communicate when more information is required and I can provide an explanation. The committee is welcome to challenge figures but MC relies on the committee to check the figures and question this.

The other reason for the meeting is that it is important that all of us are knowledgeable about the figures. Main thing that came out was increasing income streams, decrease expenditure and increase funding. Agree funding for maintenance. We also discussed the LTA loan but the details on this can't be found. KM signed this off which is £750 every 6 months. DS said from memory this was an interest free loan but would need to be confirmed. Also we discussed the policy for the sinking fund.

We have agreed to meet again to discuss all areas further.

## **Item 6 - COACHING REPORT**

Review of data:	2017	2018	target 2018
Adult members	176	Target 200	155
Junior/Student members	56	Target 80	49
Mini members coaching	112	Target 135	133
Total	344		337
Junior Coaching Groups	20	Target 20	21
Individual Coaching members	50	Target 60	50
Individual Coaching non	8	Target 15	8
Group Coaching Adults	40	Target 60	40
Total	118		119
Disability Members	52	Target 60	52
Disability Community/Sch	50	Target 60	50
Schools Primary/Sec	60	Target 100	60
Total	162		162

### **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**

To restart next week

### **Attendance at Mini/Junior coaching programme**

Good numbers over the Summer term. Expected good numbers for Autumn  
New TFK session for Sept 10 signed up.

### **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 10 players.

Thursday Beginner/Improver adult morning coaching about 12 players is going really well.

Additional adult coaching will be added on demand and subject to availability. A men's hitters sessions is trying to be set up through interest from Men's team players.

### **Schools & Community programme**

After school sessions set up at St Peters, St Kath's, Christchurch J, Priory.

### **Disability programme**

New session set up with Portfield Autism School

Down Syndrome (DS) Active Sessions Sat 11.30am-12.25pm 5 participants each week.

Southbourne wheelchair session every Tuesday and Thursday has 3/4 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.

Bruce Wake Foundation funding £2000 for Wheelchair tennis.

More help with funding applications and ideas would be appreciated.

### **Competition programme**

Southbourne Junior Open sun 19th – sun 26th August went well although numbers down 163 to 105. Profit was £215. Players were down as the LTA decided to run another tournament on the same day which hit the profits for the event.

### **Social programme**

#### **Web site and marketing**

We have over 36868 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.

Christmas Party

### **Action points**

Membership action group – looking into new member offers & discounts, marketing- free trial sessions/bring a friend, coach/club partnership, joining fee barriers, discounted membership for beginners

Business Plan

New court

GDPR

Clubmark – Pay and Play etiquette – terms of use booking

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

**Court cleaning £9600 (sand is £6000) booked Oct half term. SS to send out an email informing the membership about this.**

carpet cleaning / kitchen & Decoration / (back doors £)  
New benches?

Chiropractor open/info session at the club

### **Item 7 - SOCIAL SECRETARY'S REPORT**

- 14<sup>th</sup> October is Finals Day.
- SS asked if you would like her to provide wine and nibbles. She is happy to do this. SS would like more help bout ideas of what to do. DS said we need to get more members to support ore social events.
- SG suggested SS contact membership and ask for ideas to help meet their needs for social activities.

- SG suggested fun tournaments and perhaps a random element to who plays whom.
- DS suggested why don't we do bowling for a Christmas event?
- CG said there are other people who are willing to help. CG said SS does not help.
- With the bowling, the hard work SS said is collecting the money and ensuring everyone turns up. DS said we could add a little bit of money for the club.
- CB suggested single sex tournaments.

**Still to do:**

Item 8 – SECRETARY'S REPORT

Nothing to report

Item 9 – MEMBERSHIP SECRETARY'S REPORT

<b>Membership Group</b>	<b>Renewal Requests sent out in May</b>	<b>Paid up Members as at 14/7/18</b>	<b>Members as at 06/09/18</b>
<b>Adult</b>	<b>121</b>	<b>90</b>	<b>97</b>
<b>Country</b>	<b>14</b>	<b>6</b>	<b>7</b>
<b>Over 65's</b>	<b>44</b>	<b>51</b>	<b>52</b>
<b>Students</b>	<b>3</b>	<b>0</b>	<b>1</b>
<b>Juniors</b>	<b>57</b>	<b>43</b>	<b>45</b>
<b>Girls Friday Club</b>	<b>7</b>	<b>4</b>	<b>4</b>
<b>Totals</b>	<b>246</b>	<b>194</b>	<b>206</b>

We have reached 206 at present and there are a few more to join so I can see us getting to 220 members eventually. CG has done a review over the past 5 years membership and the headlines adults down from 121 to 97 and juniors down from 70 to 45. However, over 55s grown. This shows people aren't moving from the club as they age.

CG had a question about the open meeting and whether or not the members were receptive to change. Dan said they generally were open to it.

SS asked can we do anything with attracting uni students. DS said we have but the main issue is the membership fee and how these are structured. AS asked about the membership fees to be voted on at the AGM. Student fee pricing had not been agreed. DS said they usually had a 35% discount off the full fee. Committee agreed this would remain the same as this year.

With the business plan, not a lot has happened as people were away in August and then myself (CG) have been away. CG said he has a couple of weeks to organise meetings to take forward the development of the plan. We have end up with 6 categories to develop.

#### Items 10 & 12 – MATCH SECRETARY & WELFARE OFFICER’S REPORT

##### **Matches**

All the matches for the winter have been set and will start at the beginning of October. CB has the final league positions and will be put in the clubhouse.

Ladies three won their league  
Ladies vets won their league.  
Ladies 1 in div 1 came 4<sup>th</sup>  
Mixed 1 came 3<sup>rd</sup> in their div

The men have not done as well due to difficulty in getting their numbers.

SG asked how do new members know what to do if they want to be part of a team? DS said there is information on the website and we will assess their ability. We also have box leagues to help judge player ability. People can also be invited through playing in general. DS also said there are only so many places available.

CB thought about the amount of teams we have following the open meeting. Do we need more vet teams? DS also suggested more emphasis on the website about playing for a team.

##### **Welfare**

We keep getting these five criteria for safeguarding. We have done all them thought I have attend a time to listen course in the next three years.

CG went through the 5 minimum standards and asked if DBS checks were being done. DS clarified anyone who is involved with adults or juniors. CG suggested this should involve the committee given our roles. CB said she will check with the LTA to see if this is necessary. CB believes because he has access to privileged information

#### Item 11 – MAINTENANCE & H&S REPORT

Delivered by Club Secretary in PRs absence who provided his report beforehand.

##### **Maintenance**

Replace Defib battery

Replace Florescent Tubes  
Remove tree limb that had broken away from trunk  
Repair base line join on court three

**To do**

Kitchen Door top hinge needs repairing

**Health & Safety - To do**

H & S check of courts and site ( March/September )  
Repair Court gates and paint gate posts  
Organize maintenance morning for early October  
Start an Action Diary

**AOB**

**AGM Agenda**

- MC circulated accounts to be approved for the AGM. We have a deficit due to the cost of the doors and also the write-down of the courts which is a noncash transaction which has resulted in a paper loss of £10,000. Without these then we would be in a surplus.
- SG asked if MC is happy to explain the increase of membership fees. CG felt he would like to present this.
- Court 7 – Kelvin will do this.
- Charitable status SG will discuss.
- Lease will be discussed
- Pay and play – SG will say the committee have agreed the rules and this is way it will go forward.
- Club Business Development Plan to be presented by CG.

DS coaching contract should have been reviewed August this year.

- Please email me if you wish to be a part of this review. SS and CB said they would be happy to do this.

CB has said she can't be there for the AGM but will provide a report beforehand.

CG asked are we getting wine and cheese following the end of the AGM. It was confirmed there will be.

CG stated there is a problem with ClubSpark and a small number of members have been unable to receive emails.

**Next meeting 19/11/2018 and AGM 8/102018**

Action points from the meeting

DS – Update on court cleaning  
SS - Keep website updated including Spring Open photos  
SS - Chase outstanding 02 payments  
AS – Notes of open meeting to be circulated

SG - Kelvin Medley-Jones will be presenting the feasibility study at the AGM  
SG - Update on meeting with the council on the leases  
SS - Ask Carryn Lefson to see if nibbles can be provided at AGM  
AS - Code of conduct on shared drive  
AS - Liaise with Dan about potential handover  
CG - To provide SS with contact details for people who want to help  
SS - Send update on the league results  
PR - To do yellow lines in the car park  
ALL - Take part in review of the coaching contract