



**MINUTES OF COMMITTEE MEETING – SOUTHBOURNE TENNIS CLUB**  
**Monday, 16<sup>th</sup> March 2020 – 7pm**

**Present**

Daniel Light (DL), David Sanger (DS), Carolyn Day (CD), Colin Gilbey (CG), Celia Barron (CB).

Quorum achieved.

**1. Apologies**

Apologies given by Susie Grainger who was stranded on a cruise ship due to Coronavirus cases and Amanda Nagle who was self isolating having just returned from Japan.

**2. Minutes of last meeting** – 20<sup>th</sup> January 2020 were approved.

**3. Matters arising**

- DL to claim rate relief from the council. - Commenced
- DL to set up Amazon Smile (done – needs an advert)
- ~~DL / CD to meet to discuss and advance gift aid requirements (done)~~
- ~~AN to send article for Southbourne Link via Karen Dear to see if she will cast an eye over it. (done)~~
- ~~Everyone/ Speak to Peter Storr regarding Maintenance coordinator. (done)~~
- ~~CG to ask his usual group if they are able to assist with the clubhouse and grounds team lead. (done)~~
- ~~DS/CB to organise practice nights for teams before the season begins. (done)~~
- ~~CG to put a poster together asking members for assistance at the club. (done)~~

## **Note to the Minutes for the Meeting on Monday 16<sup>th</sup> March 2020**

### **Coronavirus/ Covid 19 Pandemic**

The meeting was held as the Coronavirus/ Covid-19 Pandemic was in its early days in the UK. Government guidance regarding social distancing was in fairly early days and there was no lock down in force.

The LTA were providing advice to clubs, however it was lacking detail and sparse at the time of the meeting.

References to the environment or difficult circumstances within these minutes may be referring to the uncertainty of the pandemic as it was considered at the time.

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

### **Chairpersons report to Committee**

SG was stuck on a cruise ship due to cases of Coronavirus. No report was possible.

### **Committee Thoughts**

Committee wished Susie and John a swift and safe return.

Committee used this section of the meeting to discuss how the Coronavirus impacts the club both in terms of our ability to open and operate as well as the financial impact it may cause.

DS advised the LTA are providing guidance about whether we can remain open or closed. Committee agreed we would follow that advice.

Financially, it is anticipated that we are going to have to close the club and courts at some point and this is likely to lead to us needing to either provide a reduction to next years membership or extend this years. Either way, our finances are going to be impacted with reduced income for next year anticipated. It is too early to anticipate how bad this will be, as we do not know how long the club will need to be closed for.

CG requested that, if at all possible, we stick to the current membership year, or there may be other knock on impacts.

## **Item 5 – TREASURERS REPORT**

### **SOUTHBOURNE TENNIS CLUB**

#### **TREASURERS REPORT for committee meeting on 16/03/20**

**Payments made during Jan and Feb over £150 are as follows:**

Dave Sanger Ltd - Dec Invoice	£746.38
Engie Power - Electricity Jan	£567.72
Engie Power - Electricity Feb	£703.92
BT	£206.96
Rates	£374.78
Solo Signs - Honours Boards	£240.00
P B Electrical - Flood Light Repairs.	£1,111.20
Tennis Balls	£238.80

#### **Expenditure for the 11 months to 29/02/2020:**

Please see attached a Summary of Receipts and Payments for the period together with two schedules of variances - from last year and from this year's budget.

#### **Major Variances**

Membership - Fees are £234 above budget and £781 above last year for the 11 months

Disability Programme - All timing diffs. Should be self funded.

Fund Raising - this represents the final payment received of £1250 from the Tesco scheme.

£640 of this has been allocated to Disability tennis balls with the balance for promotional costs.

In addition we received £200 in December from the Elizabethan Lodge.

Repairs - Low spend to date but costs still to be charged for change to led lights in the clubhouse.

Exceptional item - Receipt of £1406 in early August from Water2Business. This is the company we pay the water rates to and is a refund of overpayments in prior periods.

#### **Full Year Projection**

This is based on the actual results for 11 months and the forecast for 1 month

Currently we are predicting a small balance in club funds of £911 for the year

but after allowing for the transfer of £10k to the sinking fund.  
This is better than last years result which was a small shortfall.

### **Committee Thoughts**

Committee feel the years financial performance has been good, with £10,000 applied to the sinking fund and an additional £911 held at hand.

Further Coronavirus preparations were discussed. DS advised we have tried to get hand sanitiser gel for the clubhouse, however it is not available. CB agreed to clean the towels and tea towels and will put them back out one at a time.

CG asked when next years budget will be done, and CD advised within a month or so. (April/ May)

CD will telephone Martin Cavey once more for a copy of the accounts and information she needs to set up the accounts for 2019-20.

CD also mentioned the Queens Club foundation as being a possible fund raising option. DS said he will have a read up regarding this.

## Item 6 – COACHING REPORT

### Coach report 16<sup>th</sup> March 2020

Review of data:	-2017	-2018	-2019	-2020
• <b>Adult members</b>	176	162	168	164
• <b>Junior/Student members</b>	56	58	64	77
• <b>Mini members coaching</b>	112	111	<b>114</b>	<b>94</b>
<b>Total</b>	<b>344</b>	<b>331</b>	<b>346</b>	<b>335</b>
• <b>Junior Coaching Groups</b>	<b>20</b>	<b>21</b>	<b>21</b>	<b>20</b>
• <b>Individual Coaching members</b>	<b>50</b>	50	50	40
• <b>Individual Coaching non</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>5</b>
• <b>Group Coaching Adults</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>35</b>
<b>Total</b>	<b>118</b>	<b>119</b>	<b>117</b>	<b>100</b>
• <b>Disability Members</b>	52	52	52	52
• <b>Disability Community/Sch</b>	<b>50</b>	<b>50</b>	<b>74</b>	<b>76</b>
• <b>Schools Primary/Sec</b>	60	60	65	60
<b>Total</b>	<b>162</b>	<b>162</b>	167	164

- **Attendance at junior Members Session**

Junior membership going well but been quieter due to weather

- **Attendance at Girls Members & P&P Session**

Good numbers

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

\*Ok sign up about 10 players down

\*New TFK session planned for April.

- **Attendance at Adult coaching programme**

\*Intermediate coaching session on a Monday at 7pm for an hour and a half with around 6 attending.

\*Beginner Session on Wednesday evening 7.15-8.15pm has 4 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.

- **Schools & Community programme**

**GBTW**

\*School sessions set up at St Peters, St Kath's, Christchurch J, and Priory.

**Disability programme**

\*New session with SWRAC set up for April

\*Session with Lifeskills Christchurch ran for 14 young adults with Autism starts again April.

\*Victoria Education Centre coaching weekly 8 participants.

\*Down Syndrome (DS) Active Sessions Sat 11.30am-12.25pm 6 participants each week. Advertising through Longfleet Football and Linwood school and DS Active.

\*Southbourne wheelchair session every Tuesday and Thursday has 3/4 people taking part.

\*DS Active session start time is 11.30am and Learning disability session start time is Sat 2.30pm for an hour each, could do with more helpers if anyone has a spare hour.

**Finance – Disability funding for 2020 Tennis Foundation for Jan-Dec 2020 is £4000. Down by £1000**

**\*Bright Ideas for Tennis Members day Sat 13<sup>th</sup> June**

**24hr tennis went well and skydive all done. Raised around £2000**

**More help with funding applications and ideas would be appreciated.**

### **Competition programme**

Southbourne Open Tournament

### **Social programme**

Mini Easter egg hunt 4<sup>th</sup> April 12.30-1.30pm

- **Web site and marketing**

We have over Facebook also doing well. All the coaches are updating Facebook almost daily.. Matt is working on Twitter and putting regular tweets on.

- **What is working well?**

Disability work 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 - padel court £30K / court 7- funding

- **Annual Calendar for year** Up to date currently. To be reviewed and updated each month.

- **Action / Talking points**

**Coaching fee increase see form below**

**LED Floodlights - Colin**

**Clubhouse LED lights – Dan**

**Security Cameras**

**Rotary Meeting and use of funding – Outside box for defibrillator**

**Ray new beginner group Sunday evening, would like to offer a free racket in the coaching cost, club support**

**Membership action group – looking into new member offers & discounts,**

**Winter membership,marketing- free trial sessions/bring a friend,  
discounted membership for beginners / no joining fee / Discount at  
renewals / under 30's membership / monthly direct debit**

- **Extras**

**Carpet cleaning / kitchen & Decoration / (back doors £) / New nets / Front  
door code**

### **Committee Thoughts**

DS agreed to keep us updated on LTA's advice. It is anticipated that before long we will need to close the club and advise members they should not/ cannot use the courts. DS will email members as appropriate.

Additional events like the Fish & Chip Quiz night will need to be postponed; fortunately we had not started selling tickets for this.



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

N/A Nobody has taken up the role of Social Secretary following Andy King's resignation.

### **Committee Thoughts**

We need to continue to search for a Social Secretary.

## **Item 8 – SECRETARY’S REPORT**

### **Secretary’s Report – March 2020**

#### **Panel Lighting**

CG has kindly taken this forward for me with Owen.

#### **Business Rate Reclaim**

Despite contacting Martin Cavey several times I am still awaiting a copy of the 2018/19 accounts which are not in Draft. Unfortunately without these we are not able to try to reclaim our £400 or so bill for this year, - and will undoubtedly be charged for next year.

I will try to contact him again shortly.

#### **HMRC**

CD and I completed the application with HMRC to set up our government gateway accounts with HMRC – which are needed for gift aid reclaims. We are awaiting confirmation of acceptance for these and the required log in code.

#### **Fund Raising**

Amazon Smile now set up – we need an advert/ info email put together for members

#### **Committee Thoughts**

CD advised she felt the code from HMRC was in the post box at the club.  
CG has sorted the lighting with Owen and this will be done.

## Item 9 – MEMBERSHIP SECRETARY’S REPORT

### Membership Status Report

#### 1. Membership Report

Membership Group	Members as at 30/02/20	New Members this month	Members as at 31/03/20				
Adult	91		91	Includes 8 'Family' Adult members			
Country	10		10				
Family	4		4	Note - not included in the total below			
Over 65's	59		59				
Students	1		1				
Juniors	67	Oliver Koskinas	68	Includes 7 'Family' junior members			
Girls Friday Club	8		8				
<b>Totals</b>	<b>236</b>		<b>237</b>				

As you can see we have reached 237 members, so are getting close to the 244 we achieved by the end of the last membership year.

#### 2. Carpet Cleaning.

We had a quote last year 'via' Zoltan, for £250. We said we would wait until this spring, which is upon us, and I have another quote from Service Master at New Milton for £257, so the original quote was obviously competitive. What would the committee like to do?

#### 3. Clubhouse Doors (onto the patio)

There are a couple of things wrong with these doors. I had a guy I know who does repairs take a look, and he said the doors are beyond their reasonable life.

he could fix the handle and the sealing strip for a few hundred pounds, but recommended replacement.

So again I have two quotes, one from DTU who did the front door and the clubhouse windows, this is £1320 inc. VAT. the second quote is from Everest, and is £2458. Both quotes are for a much better door than we currently have, PVC covered but metal framed and guaranteed for 10 years. Again, a committee decision needed, but quite why one is twice the price of the other is beyond me.

#### **4. LED lighting on the courts.**

Myself and Dan have been working on this, there are two companies quoting, namely Floodlighting Services and Luminance Pro. This evening we will be visiting two local clubs who each use one of these suppliers. There is a large difference between the quotes, so talking with those who use them is vital. Before our committee meeting I will be talking with each supplier and getting their final best price. The savings are considerable - a minimum of £2300 p.a. on electricity, plus we have spent £8500 over the last 5 years getting lamps fixed, which is another direct saving.

#### **5. Clubhouse Lighting**

This is due to be done shortly. The cost is slightly higher than initially envisaged as on inspection (CG and John Woodham) the light fittings in the Kitchen and toilets should ideally be replaced, and the electrician has agreed to do these. Likely extra cost, circa £200.

#### **6. Joining Fee**

I would like a 2 minute discussion if possible on the 'joining fee' of £25. This was paid by 11 members in 2018-19, and to date by 9 members this current year, so it doesn't raise much income, but seems to generate a lot of negative comments. Should we stick with it or try a year without it? To discuss!

#### **Committee Thoughts**

**Joining Fee:** This has been a recurring issue over time, as it does not bring in much money and is a barrier to new joiners. It also does not fit well with Clubspark, which doesn't handle it well. It is felt that psychologically this is a much bigger negative issue than it has positive financial merit. DS explained the historical reasons for it – being to stop people stopping and starting membership. Committee agreed that if possible we should do a discount for members who join quickly in the year to avoid the issue of people only joining mid-year. If Clubspark can facilitate a discount for rapid payment, the committee feel the joining fee should be removed. DS advised, and all committee agreed, the priority is to keep existing members and to help us get new members. CG will see what can be done on Clubspark.

**Carpet Cleaning:** We agreed to have the carpet cleaned, as per discussions before Christmas, and for Colin to organise this.

**Clubhouse Doors:** We discussed the rear clubhouse doors, and the view is that they are not particularly secure and not really “insurance proof”. We all agreed this needs remedy, particularly as the clubhouse may be locked up for a prolonged period of time coming up. Committee agreed the doors should be done and authorised CG to proceed with arranging this, based on his £1,320 inc vat quote.

### **Floodlights:**

CG talked us through his findings in relation to floodlights. The quotes we have received are from recognised companies, approved by the LTA. They both have supplied significant numbers of clubs local to ourselves. CG and DL visited East Dorset to see their lights, installed by Floodlight Services, and to learn about their experience obtaining quotes and using Floodlight Services. An attempted site visit to Branksome Tennis club, who have lights installed by Luminance Pro, was unfortunately rained off.

Committee have already minuted new LED floodlights as our main capital priority and we discussed the various options for doing this:

- 3 courts vs 6 courts
- Fund raising opportunities – and if these are in any way higher or lower if we go with 3 or 6 courts
- Consideration of our other capital costs, which most significantly appear to be the cost of replacing our court surfaces, which cost approx. £12,000 per court and, some of which will be needed fairly soon. (Perhaps 2-3 years time)

Whilst the LED lights provided by Luminance Pro have not been experienced yet (The visit to Branksome etc.), all other things being broadly equal, they are quite significantly lower cost than Floodlight Services figures. Luminance Pro also fitted the floodlights on courts 4-6 many years ago, and these have proven to be the more reliable ones – so our experience of them as a company has been good. They provide a directory of several hundred sites where they have fitted lights, which includes Branksome, St. Leonards, Victoria Park and some at West Hants.

As an anticipated direction of travel, it was felt that if the Luminance Pro lights appear satisfactory, proceeding with doing all 6 courts with these would be preferable. CG feels at some point he would like to get them down to go through their quote in more detail, as it was provided to us remotely, however would like an idea of how we might fund this, to have certainty that we can proceed, so that a definitive conclusion can be reached, and hopefully an order placed.

All of the light options bring very significant cost savings in terms of electricity they will use and lower maintenance costs. The lower maintenance costs are guaranteed during the warranty periods and very highly likely for years after

this. East Dorset provided us with some costs for how much they are charged to replace bulbs (for their non-LED lights) and this suggests our costs are probably far too high, and we can be more efficient with these. Both DL and CG expressed the opinion that if we were not changing the lights now, we should be looking at how/ who does our bulb replacement going forward, as reduced costs and probably better service are possible.

### **Funding for the lights**

Various options, inputs for funding were discussed.

- DS advised it would be likely that a (non repayable) grant of £5,000 would be available from the LTA.
- An interest free loan from the LTA could also be obtained should we desire it to keep our sinking fund in good order. As our ongoing costs will reduce, it should even be possible to pay for a short term loan, say £10,000 over 5 years, and still have savings. With two sets of court replacements (£36k each set) not too many years away, retaining a healthy sinking fund is considered preferable by the committee.
- Talbot Trust etc. The possibility of obtaining a grant from the Talbot trust/Cooper Dean Trust, and perhaps some others (Primrose trust) should be considered.

Whilst not committing to any precise method of funding, the committee agreed that broadly speaking the following appears to make sense, to achieve something in the region of £30,000 to cover the lighting for 6 courts.

- Club funds would be used, either via loan (LTA) or from sinking fund, for half the cost (Circa £15,000)
- An LTA Grant should be applied for (£5,000)
- Applications should be made to grant paying organisations to see if we can obtain some funding from them. CG to decide/ apply as appropriate, assisted by DS/ DL. (unknown £'s).
- Any shortfall would need to be considered, however should hopefully not derail the project.

### **Motion Sensors**

Several questions came up about whether it is possible to have motion sensors to turn courts off if they are on but unused for a period (at the time of discussion the committee noted that lights were illuminated on courts not in use). CG agreed to ask this to see what experience/ solutions they can bring for this.

## **Item 10 - MATCH SECRETARY REPORT**

### **Match Secretary Report March 2020**

Extremely busy 2 months with having to rearrange many winter season matches due to bad weather, sorting out all the summer season matches, and sorting out the Wimbledon Ballot which took days due to inefficiency of LTA. List has now gone up showing those who were lucky to get tickets. I think that next year we should look at doing the draw ourselves though not sure if this is possible. All Dorset League matches have been fixed but now trying to juggle H & IOW matches as some dates we have been given are not possible.

Match practice nights set for March 24<sup>th</sup> (men) & 31<sup>st</sup> (ladies)

League positions

Men's 1 – Div 2 - 4<sup>th</sup> – 1 to play

Men's 2 – Div 2 - 8<sup>th</sup>

Men's vets – Div 1 - 3<sup>rd</sup>

Ladies 1 – Div 1 – Top – 1 to play

Ladies 2 – Div 1 - 4<sup>th</sup> – 1 to play

Ladies 3 – Div 2 - 3<sup>rd</sup> – 2 to play

Ladies vets - 2<sup>nd</sup> – 2 to play

Mixed 1 – Div 1 - 5<sup>th</sup> – 1 to play

Mixed 2 – Div 2 - 8<sup>th</sup> – 2 to play

I haven't done an online report for a few months but will put one on at the end of the season.

### **Committee Thoughts**

CB advised that matches are now starting to be cancelled as teams often have older or vulnerable members. Some may still go ahead, however CB is still in constant discussion about it and also keeping an eye on the LTA advice.

DS advised the club are due to host a tournament on 21<sup>st</sup> March, but again will defer to LTA guidance regarding this.

CB will cancel/ postpone the fun tournament she was going to run.

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

### **Maintenance, Health & Safety Reports**

None this month. We have approached various people about being the Maintenance co-ordinator, so far without luck.

Paul Woods will continue to do H&S reports for us on a six monthly basis.

### **Committee Thoughts**

CD felt that Les Abbot, who is retiring next month, may be interested in the Maintenance co-ordinator role and will discuss it with him.



## **Item 13 – VICE CHAIRPERSONS REPORT**

### **Vice-Chairperson's Report March 2020**

Report presented by DL in AN's absence

#### **1. Southbourne Link**

The first advert has been published in the March issue of the Southbourne Link and we await further issues in April and May, including editorial. The ad looked great and special mention and thanks to Karen Dear for helping with the design.

#### **2. Littledown Fun day and Shake + Stir Festival**

Email correspondence earlier this year has suggested that we do not feel either event would be beneficial or worth the time and effort involved. The Shake and Stir is perhaps not the correct forum for a tennis club, and the Littledown event last year did not result in new members joining. Please could we confirm this decision at the committee meeting and I will then inform Littledown that we wish to withdraw our place.

#### **3. Rotary and defibrillator**

I still await a response from my letter.

### **Committee Thoughts**

Committee discussed the items above in some detail.

Southbourne Link: Whilst the environment for this is far from perfect, the committee wondered if there is any room to postpone any of the article/adverts we have planned until editions later in the year. It is recognised however that it may be too late for this, and also that it is possible that the Southbourne Link may not run on the dates intended already due to the disruption.

Littledown Fun Day: This was also discussed at length. The majority of the committee felt we should pull out of the Littledown fun day event, with the effort required to reward being very high, and the current (and future Covid-19) environment being considered to be unsuitable. There was not a complete agreement around this however and we agreed we can defer the decision to proceed/cancel until a later date.

## **AOB**

CG mentioned he feels if the clubs activities are limited by social distancing requirements, that it might be a good time to get some maintenance issues done – even via the paid helper route. DS advised we still really need the maintenance co-ordinator and need to tread carefully.

**Next meeting: Monday 18<sup>th</sup> May at 7pm.**

## **Action points from the meeting**

- CD to contact MC for information required to complete our accounts.
- DL to contact MC for complete/ correct copy of the 2018/19 accounts so we can reclaim our 2019/20 rates.
- DL to do an email to members regarding how we can use Amazon Smile.
- DS to have a look at the Queens Club foundation to see if they may be a suitable source for fundraising.
- CG to ask Floodlighting companies about the option of having motion sensors on a timer to turn off lights if they are unused.
- CD to ask Les Abbott if he is willing to be the clubs maintenance co-ordinator.