



**MINUTES OF COMMITTEE MEETING – SOUTHBOURNE TENNIS CLUB  
Monday 21st September 2020 – 7.00pm held on Zoom during Pandemic  
Social Distancing**

**Present**

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

Quorum achieved.

**1. Apologies**

None – all in attendance.

**2. Minutes of last meeting** – 21<sup>st</sup> July 2020 were approved.

**3. Matters arising**

- ~~SG to send out an mail again reminding people about the three roles we are missing people for – Chair, Social Sec and Maintenance co-ordinator (done)~~
- CG to ask Paul Woods if he is still willing and able to do the H&S reports as it seems a while since we have had one done.
- ~~CB to ask SG to congratulate the ladies 1<sup>st</sup> team on their division 1 win (done)~~

## Item 4. Chair Person's Report

Southbourne Tennis Club  
Chairpersons report to Committee 21 September 2020

There are several things that I would like us to focus on given that this will be my last Committee meeting! So I reserve the right to be a bit controversial but also to offer, what I hope will be a positive way forward around these issues.

### 1. Restarting 'Club' sessions

I am acutely aware of the difficulties and problems that this has raised, in terms of using the Clubspark system to book a place on a weekly basis, in order to attend what were previously drop-in sessions.

However given the ongoing need for us to be as Covid compliant as we can possibly be I feel that we should allow the existing system **to continue until the end of November**. In between times we should look at the pinch points and see if we need to make any individual changes rather than abandon the whole system. For example **is the double Friday morning option** being used by members to double book that session etc?

### 2.A.G.M.

Given that we are meeting this evening, socially distanced and that business meetings do not have a limit of six, I would like us to explore the **possibility of offering up to 20? members** the opportunity to attend in person, **alongside a live link** (for the others, whereby they can ask questions/make comments/raise concerns as part of the overall meeting).

The crucial thing is to **ensure that we have a quorum** and the above may provide us with ensuring that this is the case.

### 3. Committee Vacancies: Chairperson and Social Secretary

I agree with Dan that we need to draw members attention to the need to fill these and am ever hopeful that, like the eventual response for volunteers to support the reopening of the club sessions, someone will feel able to offer to fill these roles.

Clearly **the Chairperson role is the crucial one** to focus on in the first instance, as given the Covid situation social events are unlikely to continue to present problems.

### 4. Annual membership fees 1 June 2021-31 May 2022

I would like to propose a **block rise of £10 per adult member (& over 65)** to enable us to raise enough money to pay for someone to take on the role of Club and Grounds Maintenance Manager/ Caretaker. As you are aware we have struggled to find any volunteers to take any responsibility for this for at least the last year. This has resulted in a number of ongoing tasks to remain uncompleted.

In the first instance this could be a **two hour a week role**, although obviously there would be a need to be flexible with regard to when the duties are carried out. An **hourly rate of £15**, which is in line with what we currently pay the cleaner.

#### 5.Cleaner

There was a discussion at the last meeting about this in terms of how effectively we felt this was being carried out. I would be interested to know **how much improvement or any has been made** in the interim.

#### 6.Thankyou

To all of you for your ongoing hard work and commitment to the success of Southbourne Tennis Club.

I know that **Colin** doesn't want to be singled out but I really can't close my last report to you all without formally acknowledging all the many extra miles that he, in particular, has gone during the last few months. **The application to Talbot Village Trust, the explorations for LED replacement floodlighting and most recently supporting members to sign up for their club sessions. Thank you Colin.**

#### **Committee Thoughts**

Restarting club sessions, method of booking etc. were discussed in detail. CG feels the booking system has now settled down and he fields less phone calls from people unable to use the system. CB advised we have only just enough volunteers to run the system.

CB/DS both felt the Friday sessions (2) could probably be amalgamated as they are quieter than expected.

We discussed the club maintenance idea in detail. It was unanimously agreed we need to find a way to fund someone to maintain the grounds/ clubhouse. CD advised we already have £250 a month in the budget for maintenance – although we generally spend this over the course of the year under our normal way of operating (members do many maintenance tasks).

Regarding cleaning of the clubhouse, it was felt it was currently difficult to discuss how this is going – traffic through the clubhouse is light. It was agreed to carry on as we are with this for now.

## **Item 5 – TREASURERS REPORT**

### **TREASURERS REPORT for committee meeting on 21/09/20**

**Payments made during July and August over £250 are as follows:**

07/08/2020	Dave Sanger Coaching Fees for Apr to July	£2,125.87
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### **Income and Expenditure**

Please see attached a Summary of Receipts and Payments for the period to 31/08/20.

To the end of August over £24k has been received for members subs. An additional £1k has been received in Sept. A further £1k is forecast in the rest of the year mainly from new members

Total donations received from members via Local Giving is £1.2k incl gift aid. £900 of this was received in June with the balance in July together with the additional £1k from Primrose Trust.

We received a 14% rate rebate in July in respect of last year of £262 leaving a charge of 6% (£112) for the year. There is a 100% discount for this year.

### **Forecast for Year**

The forecast shows the grant due of £2636 for a new security and alarm system.

No allowance has been made for replacing the floodlights.

The forecast is currently showing an expected increase in club funds of £5k for the year.

### **Committee Thoughts**

CD talked us through the finances and it was agreed we are in pretty good shape.

We discussed the 2019/20 accounts and the committee unanimously agreed these. CD will discuss them and seek ratification at the upcoming AGM.

## Item 6 – COACHING REPORT

Head Coach report 15<sup>th</sup> Aug 2020

Review of data:	June	-2016	-2017	-2018	-2019	-2020
• <b>Adult members</b>		176	162	168	164.	155
• <b>Junior/Student members</b>		56	58	64	77.	35
• <b>Mini members coaching</b>		112	111	<b>114</b>	<b>94.</b>	<b>95</b>
• <b>Total</b>		<b>344</b>	<b>331</b>	<b>346</b>	<b>335.</b>	<b>285</b>
• <b>Junior Coaching Groups</b>	<b>20</b>	<b>21</b>	<b>21</b>	<b>20</b>	<b>35</b>	
• <b>Individual Coaching members</b>	<b>50</b>	50	50	40.	50	
• <b>Individual Coaching non</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>5.</b>	<b>5</b>	
• <b>Group Coaching Adults</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>35.</b>	<b>35</b>	
• <b>Total</b>	<b>118</b>	<b>119</b>	<b>117</b>	<b>100.</b>	<b>125</b>	
• <b>Disability Members</b>		52	52	52	52.	25
• <b>Disability Community/Sch</b>		<b>50</b>	<b>50</b>	<b>74</b>	<b>76.</b>	<b>0</b>
• <b>Schools Primary/Sec</b>		60	60	65	60.	0
• <b>Total</b>		<b>162</b>	<b>162</b>	167	164	25

- **Attendance at Junior Sessions**

Monday/Saturday 20+

- **Attendance at Girls Members**  
**8+**

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

New programme up and running. Good numbers so far although we have restricted most groups to max of 6 per coach

**Attendance at Adult coaching programme**

\*Intermediate coaching session on a Monday at 7pm for an hour and a half 8-12 attending.

\*Beginner Session on Wednesday evening 7pm starting regular 5

\*New beginner group sun 6pm. 5 new participants

- **Schools & Community programme**

**GBTW 26<sup>th</sup> Sept**

\*School sessions on hold. In conversation with schools about resumption

**Disability programme**

\*Down Syndrome (DS) Active Sessions Sat 11.30am-12.25pm 4 attendees

\*Southbourne wheelchair session every Tuesday 1pm and Thurs 3 attendees

\* Learning disability session start time is Sat 1.30pm for orange group and 2.30pm for red and full court groups. Approx 14 attendees in total with 1 new person getting involved

**Finance – LTA Disability funding for 2020 is £4000. Although this has been reduced due to Covid**

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

**Competition programme**

Box League using Scala Sports App starts again 4<sup>th</sup> Oct

Club championships run through clubspark events and draws online on website. Thank you to Zoltan and Adam

- **Social programme**
- **Web site and marketing**  
Social media presence increase
- **What is working well?**  
N/a
- **What could be improved?**  
Targeted marketing – work with companies – volunteering – funding (covering the mini court - padel court £30K / court 7)
- **Annual Calendar for year** Up to date currently. To be reviewed and updated each month with rescheduling of events.
- **Action / Talking points**
  - \*COVID fund for tennis programme players if they cant afford sessions
  - \*Security Cameras - 21<sup>st</sup> September
  - \*Rotary Meeting and use of funding – Outside box for defibrillator (have price of £525 from London Hearts Charity)

### **Committee Thoughts**

DS raised the issue of hardship funding for those who cannot afford their membership, or perhaps group sessions. This is something that has been discussed before, and we agreed that we would look to be supportive of this financially. AN agreed to research and draft a hardship form for members in this situation. General thinking being that the form be completed and provided to the committee to consider.

**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, however this is not urgent as the pandemic makes most club social activity impossible anyway.

## **Item 8 – SECRETARY’S REPORT**

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

#### **Amazon Smile**

A whopping 5 people signed up as supporters

#### **AGM – 19<sup>th</sup> October**

Notice must be issued by 28<sup>th</sup> September. Feedback on items for the notice welcomed – other than normal standard points I feel we need to make a big issue of the committee posts which need filling – mainly chair!

My thinking is that, for this, the committee are in attendance at the clubhouse – broadcasting it on Zoom. 4 weeks is a long time however, things can change! Quorum will be 5 Directors and 10 other members – which can be by proxy/ appointed representative. Do we anticipate issues? How can we encourage attendance “virtually”.

We need to agree the AGM notice details asap.

#### **Committee Thoughts**

CG agreed to review and provide feedback on the AGM notice.

Discussion regarding committee roles occurred as part of the AGM discussion, with CG asking if it is possible to add further committee members who perhaps do not have roles to help us share the workload. DS input was that committee need roles to keep a structure. This was supported and the unanimously agreed that all committee should have defined roles and “general” committee members without portfolio would not be a good idea. It was however agreed that this be left until after the AGM for review with a new chairperson.



## Item 9 – MEMBERSHIP SECRETARY’S REPORT

### Membership Secretary Report

Current overall status

Membership Group	Paid 20/21 Members as at 310820	New Members	Paid 20/21 Members as at 300920
Adult	80	Iain Davies, Miles Tarpley, Beverley Davies, Thomas Gibaud	84
Country	10		10
Family	8		8
Over 65's	61	Eric Gayler	63
Students	4		4
Juniors	34	Ollie Flynn, Liam Roldan-King, Sebastian Stout	43
Girls Friday Club	2	Emily Hutchinson	6
Totals	199		218

The total of 218 compares to previous years at the same date as follows

2019 - 228 members.

2018 - 213 members

This is a good performance if we take account of the fact that there are 30 junior members who have not renewed. We always get some drop off, but we might reasonably have expected at least 15 of them to renew, which would in fact have brought our total at this time this year to 233.

As you may be aware, every year we hear from members who will not be re-joining, for various reasons. These I move into the 'cancelled' category on the system. In addition, we have members who are in theory still 'active', have not said they will not re-join, but just haven't paid yet. Some we anticipate will re-join, some we don't know (yet).

I have summarised this position below

<b>Membership Group</b>	<b>Not Paid</b>	<b>Cancelled</b>
<b>Adult</b>	<b>9</b>	<b>9</b>
<b>Country</b>	<b>0</b>	<b>0</b>
<b>Family</b>	<b>0</b>	<b>3</b>
<b>Over 65's</b>	<b>4</b>	<b>3</b>
<b>Students</b>	<b>0</b>	<b>0</b>
<b>Juniors</b>	<b>30</b>	<b>0</b>
<b>Girls Friday Club</b>	<b>6</b>	<b>0</b>
<b>Totals</b>	<b>49</b>	<b>15</b>

So, if we take out the juniors, including GFC, we have a reduction in membership of 15. We also have 13 potential members if they decide to rejoin. I think we should assume 50% of them will do so, which will add 6 more members to our total.

FINALLY!! - it has been a positive year for new members. This has meant a fair bit of work for myself, Dave and Matt, especially with the beginners/improvers, but we have had some very positive feedback which I shall share in the meeting. In total we have had 22 new members so far.

The new members position in summary is here.

new members at 200920			
Membership Group	July	Aug	Sept
Adult	3	3	4
Country	0	0	0
Family	4	0	0
Over 65's	1	0	1
Students	1	0	0
Juniors	3	0	0
Girls Friday Club	0	1	1
Totals	12	4	6

### **Committee Thoughts**

CG talked us through the figures which are good overall. There are some challenges around the Junior membership however DS felt this is not the time to be looking to tackle these as the spring will be a better time.

A lengthy discussion was held regarding the wisdom of setting 2021/22 fees now. CG proposed that we defer these until spring next year. CG feels that there is far too much uncertainty regarding how the pandemic will impact us, the potential revision to the way we do many maintenance tasks and how donations to the club will work out this year and next. CG felt that setting fees now deprives us of too much information, that delaying will provide and then we can be more scientific about it.

Committee supported CG view and agreed that 2021/22 be used to trial this.

DL agreed to add into the AGM agenda that we will trial a change to the timing of setting our fees and will hold a specific general meeting to cover this in the spring of 2021.

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

### **Match Secretary Report September 2020**

No report as such.

Just to say that fixtures start on October 1st with all match dates sorted for the season.

At Dan's (Light) request we have entered a mixed 3 team for the first time. No teas will be served after matches. My 1 main worry is away matches at a distance; we have matches at Shillingstone Sherborne and Swanage and I don't think 4 people from different households would want to travel for over an hour in 1 car to these. However the LTA are at moment giving little guidance but expecting all matches to take place. With complete lockdown being a possibility again, the month spent working out all the fixtures could once again prove to be a waste of time!!

### **Committee Thoughts**

CB asked committee opinion on the need to send other clubs a list/note of our Covid procedures for when they attend for club matches. Committee felt this should be done and CB agreed to send this out.

## **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**

See maintenance discussion under Membership secretary.

CG will speak to Paul Woods to check he is happy to continue doing the H&S report for us.

The toilets again appear to be flowing unnecessarily – possibly faulty cisterns and SG agreed to ask Les Abbott if he will take a look at these as he has agreed to help with plumbing issues. (Action).

## **Item 12 - SAFEGUARDING REPORT**

CB advised there is not a lot required currently due to no club activity.

### **Committee Thoughts**

Nothing to discuss

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

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

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

Our advertising has come to an end now with the Southbourne Link; if we want to advertise again in Spring 2021 then I suggest we discuss this again early next year.

#### **2. Co-op**

I have looked into Co-op community funding. We would be eligible for this, however applications are currently closed until Spring 2021. I think it would be worth applying at that time if the rest of the committee are in agreement.

#### **3. Waitrose**

It looks like Waitrose are still accepting applications for community funding. If all are in agreement I will approach our local Waitrose in Christchurch to submit an application in store (can't do this online).

#### **4. Tesco**

I have submitted an application for a Tesco Community Grant (this is specifically for improving access to disability tennis/disabled facilities in the clubhouse as a specific community project had to be proposed).

### **Committee thoughts**

DS advised he has put in a funding application for Co-op.

Committee agreed to support the Waitrose application and AN will take this forward.

## **AOB**

DS advised the new alarm has been installed and that he will provide training on this in due course.

CB advised she will need to take a bit of a step back for a while other than keeping up with her main match secretary duties while she moves home etc.

It was agreed that any Safeguarding matters can be dealt with by AN (as deputy) should this become necessary.

**Next meeting: Monday 16<sup>th</sup> November at 7pm.**

## **Action points from the meeting**

- CG to ask Paul Woods if he is still willing and able to do the H&S reports as it seems a while since we have had one done.
- AN to take Waitrose application forward
- AN to research and draft a hardship form
- DL to add section to the AGM agenda regarding delaying membership fee recommendations for 2020/21 until the spring.
- CB to send other clubs our Covid procedures for their teams attending matches at Southbourne.
- SG to ask Les Abbott if he will look at the toilets which do not stop "flowing".