



MINUTES OF COMMITTEE MEETING – SOUTHBOURNE TENNIS CLUB
Monday 17th May 2021 – 7.00pm

Present

David Bull (DB), David Sanger (DS), Carolyn Day (CD), Colin Gilbey (CG), Celia Barron.

1. Apologies

Dan Light (DL)

2. Approval of the minutes for the committee meeting held 18th January and 15th March

Both sets of minutes were approved with no amendments.
The EGM minutes were also approved with no amendments.

3. Matters arising

- CB to chase any O/S DBS checks.
Carolyn's DBS check is in process.
- Everyone to let it be known to members that we have committee roles which need filling.

Roles were advertised in a members' newsletter but there has been no response.
A further request will be made looking for general committee members to take on such things as marketing & sponsorship. It may not be possible to fill the Vice Chair position as it sounds too onerous. It may be necessary for an existing committee member to deputise for the chairman as necessary.

4. Chairperson's Report

Action David – contact Amanda about the grant from the Rotary Club of £200 towards the £525 cost of external container

Action Colin – to discuss the electrical installation of defibrillator container to the left of the main door with the electrician

Action David – to investigate whether grants from BCP council are available

5. Treasurer's Report

Carolyn presented the draft accounts for 2020/21 and the April accounts for 2021/22

A further grant of £8k has been received from BCP Council.

It was agreed that the current financial position was very sound and forecast for the coming year was very encouraging provided the membership renewals are high.

The sinking fund and major projects were discussed.

The deposit for the replacement of the floodlights has been paid.

The resurfacing of the car park was £8k more than initially estimated.
Action David – to obtain a further quote for the car park to be finished in a fine grade tarmac to match the existing tarmac surrounding the entrance

The grant application for Festival Live had been submitted. Some detailed clarification was sought and further information has been submitted.

It was agreed that the handyman would be paid on submission of an email with detail of work completed and time taken.

A discussion took place on the timing of the AGM, setting of membership fees and the financial year. It was agreed that the financial year should be changed from April – March to January – December. This would enable the AGM to be held in April when the fees for the coming season could be set. No difficulties were envisaged in changing the dates as we do not pay tax however as we have only just had a full year of trading as a charity it is not clear whether we would be able to make the changes this year.

Moving the financial year would entail holding an AGM in October followed by another AGM in April. We would also incur two sets of accountancy fees in one year.

Action Carolyn – to investigate changing our financial year with the Charity Commission

6. Coaching Report

Dave noted that the demand for coaching was very high at present.
Additional DS courses had been started.

Walking Tennis courses were underway but further advertising was needed.

Dave had been approached by a new shop Racket Zone in Pokesdown about advertising to members. Colin had been into the shop and also mention a possible deal.

Action Dave – to discuss the possibility of sponsorship and/or discounts for members

Action David – to contact Jason Hallowes about continued sponsorship from Slades

The topic of club clothing was discussed as it had been some time since orders were placed. It was suggested that, to reduce the admin burden, it would be desirable for individuals to order clothing directly perhaps via an order form on the website.

Action Carolyn – to investigate the options of ordering club clothing with the supplier

It was agreed that the committee would ask John Woodham to continue to supply tea, coffee & milk.

Action David – to contact John Woodham about the provision of supplies

7. Social Secretary's Report

Amy Gilbey & Andy King have offered to organise a Christmas celebration. The provisional date is 11th December at the Royal Norfolk Hotel in Bournemouth. This is subject to a visit when the hotel reopens. A £1000 deposit will be required to secure the booking.

David suggested that it may be possible to use the Coaching Course aspect of Clubspark to manage the payment of deposit and balance to reduce the administrative burden on the organisers.

The holding of a members & families open day with barbecue was discussed
Action Dave – to find the best date in the calendar to hold the event possibly around Wimbledon

Action Colin – to investigate a suitable new barbecue (Dave had recently purchased one from Argos)

Action David – to contact Amy and Andy to see if they would be willing to run the barbecue (when date has been set)

8. Secretary's Report

Nothing to report

9. Membership Secretary's Report

Colin noted that approximately 30 new members have joined the club since the beginning of April. Surprisingly, none of those questioned, were a result of our special offer or Facebook advertising. Colin recommended trying the special offer again next year.

A discussion was held about the definition of "Country Membership". Colin will propose a new definition for agreement before the AGM.

It would be necessary to order new membership cards and stickers
Action ???? – order new membership cards

Colin noted that new members had to sign up to the Club Rules as part of their membership application on Clubspark. Unfortunately, this does not apply to renewing members. It was agreed that the club rules would be sent out to all renewing members in July/August.

10. Match Secretary's Report

Nothing to report

11. Safeguarding

No issues to report.

A discussion took place on the need for a deputy for Celia. It was decided that as Dave would probably be the first point of contact that a formal deputy was not necessary at this time.

12. Maintenance & H&S Report

Colin reported that Colin Reeves, the handyman, had started working his way through the maintenance list and had submitted his first invoice.

Issues with the men's and disabled toilets would be added to the list.

13. Vice Chairpersons Report

14. Any other business

Celia raised the issue of cleaning. It was agreed that enhanced cleaning, every 2 days, was still required until the Covid restrictions were removed completely.
Action Celia – discuss cleaning regime with Zoltan.

A discussion was held on the fire safety in the club house. Dave noted that there is only one fire alarm (just outside the kitchen). The fire extinguishers are checked annually and certified (renewal date is June).

Action David – to check with the fire authority if the club house needs to be inspected periodically

It was agreed to restart our Amazon Prime subscription.

Action Carolyn/Dave – to restart the Amazon Prime subscription

Carolyn noted that a Pickleball court had been marked out on the mini tennis court with tape as a temporary measure. A set comprising net, rackets and balls had been bought and the rules had been printed, laminated and placed in the club house and on the mini tennis fence.

It was agreed that it would be desirable to resurface the mini tennis court when the main courts are resurfaced. This could include lines for mini tennis and Pickleball.

Next meeting: Monday 12th July

Item 4. Chair Person's Report

Southbourne Tennis Club

Chairman's Notes for the minutes of the Committee Meeting 17th May 2021

- 1) Preparations have been made for further relaxing the constraints on the club on Monday 17th May. It is anticipated that all restrictions will be removed on 21st June.
- 2) The sinking fund spreadsheet has been updated with the latest figures. A decision on the timing of the car park resurfacing needs to be discussed.
- 3) We need to make a decision on the relocation of the defibrillator – not sure how far Amanda got with the grant.
- 4) I would like to record our thanks to the volunteers who have stepped forward to help with the gardening and social events
- 5) I would also like to record thanks to Paul Woods for his time and effort in carrying out a Health & Safety walk around with me. The document he produced was excellent and now forms the basis of the maintenance action list.

Topics for discussion on 17/05/21

Committee photos for website (only one missing!)
DBS checks
Deputy for Celia – safeguarding
AGM timing & Financial Year

Committee Thoughts

See previous comments

Item 5 - TREASURERS REPORT

Payments made during March and April over £250 are as follows:

23/03/2021	C Gilbey	£379.00
	Refund for Leaf Blower	
08/03/2021	D. Sanger and M.Sanger	£300.00
	Maintenance fees	£300.00
01/04/2021	LUMINANCE PRO	£12,423.60
	Floodlights Deposit	
12/04/2021	D.Sanger Coaching	£353.17
	Mar Invoices	
03/03/2021	D.Sanger Coaching	£321.67
	Feb Invoices	

Income and Expenditure

Please see attached a Summary of Receipts and Payments for the year ended 31/03/21 and for April 2021.

A Grant was received in April from BCP of £8000 for resuming operations after the lockdown. £2096 was received in March to cover the first part of the lockdown. The latest grant of £8k was not included in our calculations of the 25% refund to members.

Other expenses in March include the cost of the leaf blower and coffee table, In April other expenses were new battery and pads for the defibrillator.

Repairs include payments for the work done by Dave and Matt and repairs to the door.

The 30% Deposit was paid in April for the new floodlights. This has been treated as an exceptional item in the cash summary.

Budget 21/22

A Revised budget is attached. This has been updated to include the final grant from BCP, Revised membership income based on April numbers, new floodlights and furniture for the clubhouse.

The sinking fund at the end of the year is predicted to be £60k after the cost of the floodlights and after the annual transfer of £14.4k.

The budget does not include the car park repairs.

Committee Thoughts

See previous comments

Item 6 – COACHING REPORT

Review of data: hold	<u>Head Coach report May 2021</u>						
	June	-2016	-2017	-2018	-2019	-2020	2021 on
• Adult members	176	162	168	164	169	185	
• Junior/Student members	56	58	64	77	63	69	
• Mini members coaching	112	111	114	94	106	106	
Total	344	331	346	335	338	360	
• Junior Coaching Groups	20	21	21	20	41	43	
• Individual Coaching members	50	50	50	40.	50	50	
• Individual Coaching non	8	8	8	5	6	6	
• Group Coaching Adults	40	40	40	35	46	54	
Total	118	119	117	100	143	153	
• Disability Members	52	52	52	52.	40	40	
• Disability Community/Sch	50	50	74	76	0	36	
• Schools Primary/Sec	60	60	65	60	10	70	
Total	162	162	167	164	50	146	

- **Attendance at Junior Sessions**

Monday/Saturday 16+

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

- **Attendance at Mini/Junior coaching programme** online booking via Clubspark

Just started a new 12 week programme, most groups to max of 6 per coach and are full. 2new LTA Youth Start courses with 6 in each. (Limited marketing needed)

Attendance at Adult coaching programme online booking via Clubspark

All sessions full

- **Schools & Community programme**

* Sessions with St Peters Primary school, 6 weeks for 60 children. After school club at St Peters with 10 children

- **Disability programme**

*Down Syndrome (DS) Active Sessions Sat11.30am-12.25pm for ages 12-18yrs old - 5 attendees

** New DS Active session started for ages 6-12 yr olds with Liana – 3 attendees

*Southbourne wheelchair session every Tuesday 12.30pm and Thurs 1pm 3 attendees

* Learning disability session start time is Sat 1.30pm for orange group and 2.30pm for red and full court groups. Approx 14-16 attendees in total with 2 new participants getting involved

*Boscombe Day Centre for Adults with Mental & Learning Difficulties attending Mon 1.30-2.30pm with 4 attending

*Open Court Junior Programme on wed 5pm with 3 attendees

- *Individual lessons with around 10 participants
- **New programme Walking Tennis had taster session with 6 players. Need to market further
- **Linwood school sessions with 14 children
- **Lifeskills Wessex Autism starts in June

Learning Disability tournament to arrange 17th July??

Finance – LTA Disability funding for 2021 is provisionally £4000.
Funding in place with Sport England £1000,Talbot Village Trust for £2000

£500 from Magic Little Grants – Local Giving towards Adults with Disability and Mental Health issues.

More help with funding applications and ideas would be appreciated.

- **Competition programme**
 Box League using Scala Sports App starting mid April
 Summer Junior Open 15th – 21st Aug
 Team Challenge for Under 10's TBC
- **Social programme**
 Bright Ideas for Tennis Day with Danny Sapsford, Lucy Shuker and Mark Bullock to be held on Sat 7th August
- **Web site and marketing**
 Social media presence increase, make sure website is up to date to incorporate LTA Rally and new Youth Tennis programme. Keep posting on SOBO and facebook.
- **What is working well?**

All coaches trained up for the new LTA Youth Programme

- **What could be improved/potential developments?**
 Targeted marketing – work with companies – volunteering – funding (covering the mini court)
- **Annual Calendar for year** Up to date currently. To be reviewed and updated each month with rescheduling of events.
- **Action / Talking points**

***Rotary funding £200 – Outside box for defibrillator (have price of £525 from London Hearts Charity) Electrician cost is £**

***Club clothing**

***Racket station sponsorship and banner**

Committee Thoughts

See previous comments

Item 7 - SOCIAL SECRETARY'S REPORT

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

Committee Thoughts

See previous comments

Item 8 – SECRETARY'S REPORT**Regulatory Reporting**

Nothing Due Shortly

Nothing Else to Report

Committee Thoughts

None

Item 9 – MEMBERSHIP SECRETARY'S REPORT

Membership Secretary Report

There are two reports this month. The first is final report for the 20/21 membership year, which looks as follows.

Membership Group	Paid 20/21 Members as at 300421	New Members	Paid 20/21 Members as at 310521	
Adult	98	Jenny Hobson, Lauren McIntosh, Mike Duggan	101	
Country	16		16	
Family	10		10	see below
Over 65's	64		64	
Students	2	Sarah Males (5 mths)	3	
Juniors	55	Romeo Ronchese, Khattab Al ani, Scott Perfect	58	
Girls Friday Club	11	Josephine Meager, Emma Jennings, Ayah Al ani, Hibbah Al ani	15	
Totals	256		267	

Note - Family numbers are for Adults only, all children are in the Junior total below

Sp as you can see we have had, in the last 12 months, 267 paid up members. Some (students and Country) have been short term, nevertheless that is a higher total paid number than the two previous years.

My second report is the start of the new year, and gives a perspective on renewals, although it is of course very early in the process. In addition to the numbers who have renewed and paid so far (below), I have received a further 9 renewals where the member has not yet paid, as far as I can see! Usual stuff I'm afraid, but the automatic reminders will go out on Monday, which sometimes jogs the memory.

Membership Group	New members in April/May	2021/22 Renewals Paid	New Members in May	Paid 21/22 Members as at 310521	
Adult	15	13	Jenny Hobson, Lauren McIntosh, Mike Duggan	28	
Country	0	6		6	
Family	2	4		6	see below
Over 65's	4	9		13	
Students	1	0	Sarah Males (5 mths)	1	
Juniors	4	5	Romeo Ronchese, Khattab Alani, Scott Perfect	9	
Girls Friday Club	4	1	Josephine Meager, Emma Jennings, Ayah Alani, Hibbah Alani	5	
Totals	30			68	
Note - Family numbers are for Adults only, all children are in the Junior total below					

Committee Thoughts

See previous comments

Item 10 - MATCH SECRETARY REPORT

MATCH SECRETARY REPORT MAY 2021

Matches started for the summer season at the beginning of May, and the season will run (hopefully) through until the end of September.

Teams: DORSET - MENS A, MENS B, MENS OVER 45s, LADIES A, LADIES B, LADIES C,
LADIES OVER 40S, MIXED A, MIXED B, MIXED C.

HANTS & IOW – MENS, LADIES

NATIONAL LEAGUE – MENS, SENIOR MENS

I have arranged as few as possible matches in May due to the difficulties of car sharing under present conditions and have advised captains that if teams do share transport then it should be suggested they carry out their own LF tests.

We invited some of our new members who were interested to attend a team trial/practice afternoon and as a result made a few additions to existing teams. Due to the increased interest in playing for teams, we may look into the feasibility of adding another ladies and mens team for the winter. At the moment our home matches are played on Tuesday evenings and Sunday afternoons. If we entered more teams we would have to use another evening (?Friday). I may also try to arrange a few “friendly” ladies matches for those who have not made the 3rd team.

CLEANING

A few questions from Zoltan – yellow marker stripes; paper towels; regularity.

Committee Thoughts

See previous comments

Item 11 – MAINTENANCE & H&S REPORT

Maintenance, Health & Safety Reports

We have approached various people about being the Maintenance co-ordinator, so far without luck.

Committee Thoughts

See previous comments

Item 12 – SAFEGUARDING REPORT

Register - Almost complete. Then it can go online

Committee Thoughts

See previous comments

Item 13 - Vice-Chairperson's Report January 2021

No Vice-Chair's report as Amanda Nagle resigned from the committee on 6th March 2021.

Committee thoughts

We need to advertise for help generally, and make people aware committee roles need filling.