



**MINUTES OF COMMITTEE MEETING – SOUTHBOURNE TENNIS CLUB**  
**Monday 20<sup>th</sup> September 2021 – 7.00pm**

**Present**

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

Quorum achieved.

**1. Apologies**

None – all present.

**2. Minutes of last meeting – 12th July Agreed.**

**3. Matters arising**

- DL to apply for Rates Reduction (received for 2021/22, but now needed for next year).
- ~~CG to revamp country membership. (done)~~
- ~~CG to restart Amazon Prime Tennis. (done)~~
- DL agreed to look at why we need two AGM's (Club and Company).
  - Not done, however everyone in agreement that unless it states somewhere that we must, then this is unnecessary and we will have one AGM.
- ~~DB to investigate if we can get a green bin (Garden waste) from the council and whether they can take the sofa's. (done)~~
- ~~CG to send Club Rules to all renewing members in July/ August (done)~~

## Item 4. Chair Person's Report

Southbourne Tennis Club  
Chairpersons report to Committee 20<sup>th</sup> September 2021

### Chairman's Notes for the Committee Meeting 20/09/21

1) Covid-19

No changes required?

2) Safeguarding

Has everyone watched the video & read the notes? (They are on the shared drive)  
Do we need to do anything further e.g. message in a newsletter?

3) Defibrillator

Fully installed and registered  
Grant received?

4) Floodlights

Done in record time and look amazing (in the light – haven't seen them in the dark yet)  
Dorset LTA £5k grant applied for. Received?

5) Trees

Dead tree in carpark removed  
Dangerous tree next to shed removed  
Others trimmed  
Awaiting response from council for trees encroaching on courts 5 & 6

6) Rubbish Dump

The rubbish dump next to the shed has been cleared  
Try to ensure that it doesn't build up again

7) Maintenance

Working well with Colin Reeves  
What are the costs?  
Garden waste bin purchased from council

8) Cleaning

Discussion required on cost & quality

9) Car park

Resurfacing due to start on Thursday 30th September

## 10) External Furniture

What do we need?

## 11) Social Events

Denise Newman has offered to help out with organising social events.  
I am investigating further!

## 12) Membership Survey

## 13) AGM preparation 18/10/21

Zoom meeting, physical meeting or both?  
Committee reports to Dan by ....

Motions to the AGM?

- a) To change the club financial year from April – March to January – December
- b) To move the AGM from October to April/May

## **Committee Thoughts**

All items were discussed;

Item 1. – No changes need

Item 2. All watched video/ read notes – no more needed.

Item 3. CD confirmed the grant has been received

Item 4. CD confirmed grant not yet received. CG will do an analysis of our usage now, compared to historical.

Item 7. circa £600 paid so far. We all agreed we are getting good value from this.

Item 8. A lengthy discussion had, with various views aired. It was agreed DB will speak to ZH regarding him stepping down from cleaning duties. CB will trial cleaning duties for 3 months meanwhile DB will obtain a view from a commercial company about the time taken/ cost to do what we want them to do.

Item 9. It was agreed we should ask for a quote to paint lines on the car park which are slightly wider than the standard “minimum” car park size. We agreed 2.5m to be sensible.

Item 10. Agreed we need 8 new green plastic chairs and two patio sets to replace the worst of the “patio” furniture. CD will look into and purchase if it seems prudent to do so at this time.

Item 11. DB will catch up with Denise Newman to see what she may be able to help with.

Item 12. CG to send out a dummy survey to the committee

Item 13. It was agreed that the AGM would be a physical meeting and that committee reports need to be with the Secretary by 4<sup>th</sup> October. DB can put everything on the website. DL to get on with formal invites/ agenda's etc.

It was agreed we would not be providing wine and nibbles this year due to Covid making this perhaps inappropriate.

## Item 5 - TREASURERS REPORT

<b>TREASURERS REPORT for Committee Meeting on 20/09/21</b>			
<b>Payments made during July and August over £250 are as follows:</b>			
30/07/2021	O D Electrical	£334.00	
	Instal Defibrillator and emergency lighting		
15/07/2021	Argos	£501.95	
	Additional chairs for clubhouse		
13/07/2021	Zsig Sports	£329.78	
	Mini Tennis Nets (Arnold Clark Grant)		
20/07/2021	NewBallsPlease	£560.16	
	Balls (Arnold Clark Grant)		
20/08/2021	Throw It R way	£280.00	
	Rubbish Clearance		
06/07/2021	D.Sanger Coaching	£2,967.17	
	Jun Invoices		
30/07/2021	D.Sanger Coaching	£490.00	
	FCL Fees		
05/08/2021	D.Sanger Coaching	£689.17	
	July Invoices		
<b><u>Income and Expenditure</u></b>			
Please see attached a Summary of Receipts and Payments for the period to 31/08/21 and a schedule comparing actual spend to the budget for the year.			
Membership income already exceeds that budgeted for the full year by £297.			
Grants have been received of £985 in July for the Festival Coast Live events and £200 in August from the Southbourne Rotary Club as a contribution to the Defibrillator.			
<b>FCL Costs:</b>			
	Coaching Fees	490	
	New Feather banners & Stands	253	Promotions
	T-Shirts	72	Promotions
	Banner	45	Promotions
	Leaflets	98	Stationery
	Cleaning	38	
		<b>996</b>	
Disability income of £2500 in August included £1000 from Arnold Clark and £1500 from Dorset Community Grant. The £358.50 in August was match funding from Primrose re the charity day.			
The £1000 from Arnold Clark was spent on mini tennis balls, nets and equipment in July			
The amount of £263.50 in Fundraising is monies received from the Charity Day.			
Repairs to date of £1578 include payments to Colin Reeves of £699, Door repairs £210, new electrical sockets £240 and electrical costs for fitting the defib and emergency lighting of £334.			
Other Expenses in the 5 months of £2048 include Defibrillator costs £642 , BBQ £374, Pickleball £205, a new Strimmer £179 and rubbish clearance £280.			

**Committee Thoughts**

The accounts were discussed and agreed to be in good order.

## Item 6 – COACHING REPORT

### Head Coach report Sept 2021

Review of data:	June	-2016	-2017	-2018	-2019	-2020	2021
• <b>Adult members</b>	176	162	168	164	169	184	
• <b>Junior/Student members</b>	56	58	64	77	63	63	
• <b>Mini members coaching</b>	112	111	<b>114</b>	<b>94</b>	<b>106</b>	<b>113</b>	
<b>Total</b>	<b>344</b>	<b>331</b>	<b>346</b>	<b>335</b>	<b>338</b>	<b>360</b>	
• <b>Junior Coaching Groups</b>	<b>20</b>	<b>21</b>	<b>21</b>	<b>20</b>	<b>41</b>	<b>40</b>	
• <b>Individual Coaching members</b>	<b>50</b>	50	50	40.	50	50	
• <b>Individual Coaching non</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>5</b>	<b>6</b>	<b>6</b>	
• <b>Group Coaching Adults</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>35</b>	<b>46</b>	<b>55</b>	
<b>Total</b>	<b>118</b>	<b>119</b>	<b>117</b>	<b>100</b>	<b>143</b>	<b>151</b>	
• <b>Disability Members</b>	52	52	52	52.	40	55	
• <b>Disability Community/Sch</b>	<b>50</b>	<b>50</b>	<b>74</b>	<b>76</b>	<b>0</b>	<b>54</b>	
• <b>Schools Primary/Sec</b>	60	60	65	60	10	32	
<b>Total</b>	<b>162</b>	<b>162</b>	167	164	50	141	

- **Attendance at Junior Sessions**

Monday/Saturday 16+

- **Attendance at Girls Members**

**10+ before**

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

Just started 13 week programme, most groups to max of 6 per coach and are full. 2 new LTA Youth start courses with 14 new players.

**Attendance at Adult coaching programme** online booking via Clubspark

Most sessions full

- **Schools & Community programme**

\* St Katherines & St Peters After school club starting with approx.. 10 children

- **Disability programme**

\*Down Syndrome (DS) Active Sessions Sat11.30am-12.25pm for ages 12-18yrs old - 4 attendees

\*DS Active session started for ages 6-12 yr olds with Liana – 2 attendees

\*Southbourne wheelchair session every Tuesday 12.30pm and Thurs 1pm 5-6 attendees with 4new players

\* Learning disability session 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 Tues 5pm with 2 attendees

\*Individual lessons with around 10 participants

\*\*New programme Walking Tennis had taster session with 5players.

\*\*Linwood school sessions with 14 children summer term only

\*\*Lifeskills Wessex Autism starts with 8 children

- New session with Diverse Abilities

**Finance –**

**Funding in place with Talbot Village Trust for £2000**

**£1500 from Primrose Grant + match funding for our Bright Ideas day £572  
(Primrose donation £358.50 + clubspark payments £213.50)**

- **Competition programme**  
Box League using Scala Sports App starting soon  
Summer Junior Open 15<sup>th</sup> – 21<sup>st</sup> Aug. Profit was £61 from Tournament + Food sales cash £50 +online £???
- **Social programme**
- **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?**
- **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**

**LTA President visit Wed 29<sup>th</sup> Sept 12-1pm**

**Club Champs finals Day. 10<sup>th</sup> October updating honours boards**

### **Committee Thoughts**

CB will ask people to do coffee and cakes for club championships finals day.

Club sessions were discussed again and it was agreed that DB would remind people about these once more in a future newsletter.



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

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

### **Committee Thoughts**

Amy Gilbey has started organising the Christmas Party, however to assist matters, David Bull has agreed to help progress this as Amy has too much on.

## **Item 8 – SECRETARY’S REPORT**

### **AGM**

Notice to members needed at least 14 days prior to the meeting.

We need to confirm who is to step down for re-election and the contents of the invite.

### **Regulatory Reporting**

Our companies house listing was showing a mortgage charge from TSB as being outstanding on us. This has now been “satisfied” on the system.

Accounts need submitting soon, and then the charity commission annual return and confirmation statement.

Nothing Else to Report

### **Committee Thoughts**

It was agreed DL and CB need to stand down and be re-elected at the AGM.

## Item 9 - Membership Secretary Report

Membership Group	Paid 21/22 Members as at 310821	New Members in August	Paid 21/22 Members as at 300921	Paid 20/21 Members as at 300920
Adult	100	Bryony McEnergy (renewal)	101	84
Country	10	Mike Moir	11	11
Family	10		10	8
Over 65's	64		64	63
Students	7		7	4
Juniors	43		43	48
Girls Friday Club	13		13	9
<b>Totals</b>	<b>247</b>		<b>249</b>	<b>227</b>

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

### Committee Thoughts

CG will be unable to attend the AGM and therefore will not present his membership figures personally this year.

It was however agreed that we should propose an increase to Visitors fees to £5 per non-member, and move non-member court booking to £10, with effect from 1<sup>st</sup> April 2022.

## **Item 10 - MATCH SECRETARY REPORT SEPT 2021**

Most matches this season have gone ahead as planned although we have a few left to play.

Dorset

Mens 1 still struggled to get teams out but at the moment are 3<sup>rd</sup> in Div 2 with 1 to play

Mens 2 - 3<sup>rd</sup> Div 3

Mens 45s - 2<sup>nd</sup> Div 1 with 1 to play. Excellent results

Ladies 1 - 2<sup>nd</sup> Div 1 with 1 to play. Excellent results

Ladies 2 - 4<sup>th</sup> Div 1 . Excellent that they have done so well in this division

Ladies 3 - 6<sup>th</sup> Div 2

Ladies 40s – Won league but only 3 teams entered

Mixed 1 - 4<sup>th</sup> Div 1

Mixed 2 - 2<sup>nd</sup> Div 2 ( may not get promotion as 2 teams below have matches to play)

Mixed 3 - 4<sup>th</sup> Div 6

Hants & IOW MENS -Only friendly and only played 3 matches. 3<sup>rd</sup> Div 1 ( many matches not played)

Hants & IOW LADIES – Only friendly but played all their matches and “ won” the league.

Organising winter League matches is chaotic. We have been given 2 weeks to get **all** matches fixed along with sending schedule out to captains. We usually have 5-6 weeks so it's going to be near on impossible.

## **Committee Thoughts**

None

## **Item 11 - SAFEGUARDING REPORT**

1 issue has arisen in the past few weeks and has been dealt with and reported on.

### **Committee Thoughts**

Discussed – no more action needed.

## **Item 12 - 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**

A number of general issues were discussed.

### **Item 13 - Vice-Chairperson's Report**

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

### **Committee thoughts**

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

## **Item 14 - AOB**

CB advised that match fees are not coming in as they should and are likely to be down – people are not paying properly.

### **Action points from the meeting**

- DL to apply for Rates Reduction.
- DL to check/ confirm that we do not need to have two AGM's.
- CG to do an analysis of electrical usage now – compared to historical.
- Quotation for painting lines on the car park to be obtained.
- CD to investigate purchase of various patio/ court furniture.
- DB to investigate if Denise Newman can help with social events
- DL to organise Agenda/ Formal notifications/ Proxy's etc for AGM
- CB to ask people to do coffee/ cakes for the club championship day
- DB to remind people about club sessions in a newsletter
- AGM – propose an increase to visitor's fees to £5 and non-member court booking to £10

**Next meeting: Monday 15<sup>th</sup> November 2021 at 7.00pm**