



MINUTES OF COMMITTEE MEETING – SOUTHBOURNE TENNIS CLUB
Monday 23rd May 2022 – 7.00pm

Present

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

Quorum achieved.

1. Apologies

None

2. Minutes of last meeting – 7th March 2022 - Agreed.

3. Matters arising

- ~~DB to investigate if Denise Newman can help with social events – (done) She will!~~
- ~~Fences – Do we need to take any action? DB/ CG (done)~~
- ~~Paul Woods to do a health and safety walk around (done)~~
- ~~CG to re-run the (up to) 14 months for the price of 12 promotion (done)~~

Item 4. Chair Person's Report

Chairpersons report to Committee 23rd May 2022

AGM Actions & Investigations

We need to progress the issues over the next few months

- 1) Business Development Plan - will be updated at end of May (David)
- 2) Consider solar panels on roof (David)
- 3) Consider coffee machine (contact Peter Storr for his information - David)
- 4) Consider vending machine for drinks (committee)
- 5) Consider peg board system for busy club sessions (Colin G & Colin R)
- 6) Consider timer for electronic door to ensure it is locked at night (Dave S & Colin G)
- 7) Purchase new table tennis net (David)
- 8) Reconfirm Sunday Club Session trial timings (done)
- 9) Change website to reflect trial (done)
- 10) Request members and coaches to cancel unwanted sessions (done)

Health and Safety Review Actions

I would like to thank Paul Woods for his time in helping us with this review.

We need to progress these issues over the next few months

- 1) Order freeze gel packs for first aid box & bag (done)
- 2) Test emergency light & record results (David, Colin G, Colin R)
- 3) Replace extract or fans in ladies & disabled changing room (Colin)
- 4) Repair "lean too" wooden panels (done)
- 5) Repair club house skirting by court 3 (done)
- 6) Repaint yellow lines on step by court 3 (Colin R awaiting paint)
- 7) Replace broken gas box cover (cover ordered David)
- 8) Renew rusted fence posts (Colin G)
- 9) Renew markings on defibrillator box (Dave S)

LTA Safeguarding Review

The LTA have notified us that STC will be the subject of a Safeguarding Review.

There is a survey to send out to all members, a survey to complete and a DBS spreadsheet to fill in.

There will then be a visit on 14th July.

I believe that we will fail the audit (we do not have a changing room policy) but should see this as an opportunity to identify areas that we can improve on.

STC Leases

We have been informed by BCP that, following a reorganisation, the administration of our lease has moved from the Parks Department to the Leisure Department.

Our contact point is now the Recreation Development Team recreationdevelopment@bcpcouncil.gov.uk. The team leader is Jan Hill. We may

receive a visit at some point but I believe that we are low down on the list at the moment.

Court refurbishment

Courts 1-3 are due to be refurbished during the weeks beginning 18th & 25th July.

I am very disappointed with the way we have been treated by Outdoor Carpets.

I only hope that the quality of their work is considerably better than their planning and communications.

Wednesday Evening Club Session

We received an email from Mike King concerning attendance at the Wednesday evening club session.

We need to discuss if there is anything we can do to improve the situation.

Advert in Southbourne Link Magazine

I would like to record my thanks to Mike Hargreave for his efforts in getting a full page advert for the club in a local magazine.

Committee Thoughts

We discussed the above areas.

In relation to the Safeguarding Review DB agreed to document our changing room policy.

Regarding the Wednesday club night, DS has reduced the courts used by the coaching group which has freed up an extra court to help with this.

Item 5 – Treasurers Report

TREASURERS REPORT for Committee Meeting on 23/05/22

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

01/03/2022	C.Gilbey	£318.30
	Refund for Mats	
09/03/2022	SCD Plumbing	£405.60
	Repair to boiler and thermostat	
01/04/2022	BCP Council	£653.90
	Rubbish clearance 22/23	
11/04/2022	Priory Fryer	£253.50
	Quiz Night Fish and chips	
31/03/2022	Engie Power	£268.94
	Electricity for Feb	
07/04/2022	L.Hodgson	£285.00
	Coaching - March	
07/04/2022	Z Horvath	£360.00
	Coaching - March	

Receipts and Payments

Please see attached a Summary of Receipts and Payments for the period to 30/04/22

Membership fees in March and April include the

extended membership offer. Fundraising in April of £240

reflects profit from quiz night.

Rubbish collection fees paid in Jan are for the 2 years to April 2022. Fees for

2022/23 were paid in April. Repairs in March included £626 paid for Boiler

repairs and installation of a new thermostat.

Donation of £226 received in March from Local Giving. No details available.

Budget

A draft budget for the year is attached showing balance available for the remainder of the year.

Having provided £45k for resurfacing of courts 1-3 the sinking fund will reduce to £19k but there will be club funds of approx £24k. This is required to cover expenses from Jan to May 2023 before the next years membership income is received.

Committee Thoughts

The Treasurers report was explained by CD and any questions answered.

Committee remain very happy with the finances.

Item 6 – Coaching Report

Head Coach report May 2022

Review of data:	June	-2017	-2018	-2019	-2020	-2021	-2022
• Adult members		162	168	164	169	199.	
• Junior members		58	64	77	63	66	
• Mini members coaching		111	114	94	106	113.	112
Total		331	346	335	338	378	
• Junior Coaching Groups		21	21	20	41	40.	40
• Individual Coaching members		50	50	40.	50	50.	50
• Individual Coaching non		8	8	5	6	6.	7
• Group Coaching Adults		40	40	35	46	55.	50
Total		119	117	100	143	151.	147
• Disability Members		52	52	52.	40	55.	55
• Disability Community/Sch		50	74	76	0	54.	45
• Schools Primary/Sec		60	65	60	10	32.	40
Total		162	167	164	50	141.	140

- **Attendance at Junior Sessions**

Monday/Saturday 16+ all players look like they are enjoying themselves,

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

- **Attendance at Mini/Junior coaching programme** online booking via Clubspark
Just starting 2nd 6 weeks of the 12 week programme

Attendance at Adult coaching programme online booking via Clubspark
Most sessions filling up. Ladies morning is quietist at the moment

- **Schools & Community programme**

* St Katherines & St Peters After school club started with approx.. 11 children

*Ran Leaders training for 25 St Peters Yr 10 students

*Ran School Games competition for Yrs 3/4 with 60 participants, winning team was St Katharines

- **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 3-4 attendees with 4 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

*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 8 participants

*Walking Tennis with 5players.

DCF taster session 13th April went well with 15 children attending
Approach from Poole Hospital Childrens Physio group to run a taster session in the summer holidays

Victoria Education centre sports week invite Thurs 23rd June 1-3pm

Finance –

£1000 from One Stop

£500 local giving childrens disability tennis

- **Competition programme** To discuss***
Box League using Scala Sports App.

Grade 3 Southbourne Open

Club Champs 2022

- **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**
 - *Taylor Bate coaching / Ray Burningham coaching
 - *Tom hargreave work experience
 - *Running SEND school games tues 24th May 1-3pm
 - *Dorset Disability training day for coaches with Mark Bullock Sat 23rd July 2.30-5.30pm 12 coaches so far

***Beavers Group Monday 16 May 6-7pm 20 children**

***Girl Guides group 40 girls possibly Tues 7th or 14th June 7-8pm need 3 courts as a one off**

***Junior Team challenges/fixtures (Red/orange internal tues 31st May 9-11am, U14 fixture Xchurch Sat 4th June 3.30-5.30pm, Red/Orange fixture Blandford Sat 18th June 3.30-5.30pm**

***LD tournament Sat 9th July 1.30-3.30pm organsion – Mayor invite, Rotary club sponsor, Captains club BBQ food donation, volunteers to look after food**

***Open day/Members day etc thoughts dates (LTA Big tennis weekends 16th July / 24th September) or at Christchurch Quay again???**

***Summer holiday kids tennis tues/thurs mornings 9.30-11.30am**

***Beginner/Improver pathway and members pathway**

***Chairs**

Committee Thoughts

DS talked us through the topics above and we discussed these.

It was agreed that three courts may be booked out for the girl guides group mentioned above (Tuesday night).

Item 7 - SOCIAL SECRETARY'S REPORT

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

Committee Thoughts

None

Item 8 – SECRETARY’S REPORT

Secretary’s Report – May 2022

Regulatory Reporting

Nothing to report

Committee Thoughts

None

Item 9 - Membership Secretary Report

Membership renewal process is underway.

Committee Thoughts

Membership renewals are going ok – the introduction of the 14 months for 12 seems to have attracted people again.

CG shared a number of membership issues and the committee agreed to the approach he is adopting to handle these.

Item 10 - MATCH SECRETARY REPORT MAY 2022

Match Sec Report May 23rd 2022

Still quite early in season so teams have only played 2 or 3 matches but both Mens 1 & Ladies 1 have won all matches so far

Committee Thoughts

CB has had a request to use some courts for a county match, however unfortunately we do not have availability otherwise this would have been welcomed.

Item 11 - SAFEGUARDING REPORT

Safeguarding Report

May 12th we were informed that the LTA will be making a Safeguarding Support visit on June 14th. The purpose is to ensure that we are achieving the 6 minimum safeguarding standards. We have had to circulate a questionnaire to members, and complete a lengthy self assessment form along with checking that we have all the requirements in place (most of which are.)

Committee Thoughts

DB agreed to document our changing room policy.

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

We discussed the quotes for maintenance of the fences and agreed this work needs doing. CG will get the fence people in to do the work. Quote circa £605 + vat.

DS advised the restraining wire around court 6 has snapped and CG will get it looked at.

Item 13 - Vice-Chairperson's Report

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

Committee thoughts

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

Item 14 - AOB

CD raised the prospect of replacing some of our external furniture, which had been intended previously, but there was lack of suitable availability. It was agreed we could obtain a dozen for the court 1-3 side plus two large tables. CD will organise.

CD also raised the possibility of having a club gathering on the beach in the summer, which has occurred successfully previously. 19th August was proposed for this.

CB advised she is intending to run a fun tournament for a weekday afternoon – which everyone felt was a good idea.

Action points from the meeting

- DB to document our changing room policy.
- CG to organise fence contractor.
- CG to organise the restraining wire fix for ct6.
- CD to purchase the outdoor furniture.

Next meeting: Monday 11th June 2022 at 7.00pm