



MINUTES OF COMMITTEE MEETING – SOUTHBOURNE TENNIS CLUB
Monday 11th July 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 – 23rd May 2022 - Agreed.

3. Matters arising

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

Item 4. Chair Person's Report

Chairpersons report to Committee 11th June 2022

AGM Actions & Investigations

Excellent progress has been made since the last meeting

- 1) Business Development Plan - will be updated at end of May - DONE
- 2) Consider solar panels on roof - DONE
- 3) Consider coffee machine (awaiting information from Peter Storr - David) - ONGOING
- 4) Consider vending machine for drinks - DONE
- 5) Consider peg board system for busy club sessions - DONE
- 6) Consider timer for electronic door to ensure it is locked at night (Dave S & Colin G) - ONGOING
- 7) Purchase new table tennis net - DONE
- 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

Excellent progress has been made since the last meeting

- 1) Order freeze gel packs for first aid box & bag - DONE
- 2) Test emergency light & record results - DONE
- 3) Replace extract or fans in ladies & disabled changing room - DONE
- 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 - DONE
- 7) Replace broken gas box cover - DONE
- 8) Renew rusted fence posts (Colin G) - ONGOING
- 9) Renew markings on defibrillator box - DONE

LTA Safeguarding Review

I would like to thank Celia & Dave for meeting with the LTA Safeguarding

Officer. The club passed the assessment.

I suggest that we send out an email to all members about Safeguarding and include the new Changing Room Policy as an attachment.

Court refurbishment

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

I will check with Outdoor Carpets that they are still planning to come and send out an email to the membership.

Membership Renewals

There seem to be a significant number of members that have not renewed. We should perhaps try to find out why. This could have a significant impact on our finances.

Legionella Risk Assessment

A legionella assessment has taken place at the club as required by our LTA Insurance Policy.

The only actions are to remove a dead leg of pipework under the sink (Colin will add this to the renewal of the flushing mechanisms of the men's and separate toilet) and regularly run the showers if they are not used.

BCP Culture & Community Department

BCP Culture and Community department have requested an update to our contact details and copies of our Public Liability Insurance and Employee Liability Insurance.

The previous contacts were Helen Henshaw as Chairman and Martin Cavey as Treasurer!!!! I have sent in contact details for Carolyn and me along with the relevant insurance policies.

Committee Thoughts

We discussed the above areas.

DB took a lot of actions away from the AGM and has complete these. Many of the actions were to consider options, and this has been done, often with the outcome of no action being appropriate E.G. Solar panels, which currently would not fit our profile well as we would generate power at times we are not using much. These would not be economically viable currently.

Court refurbishment – this will be done for a fortnight commencing Monday 18th July. DB will email members about this.

Legionella Risk Assessment – CB will add “running the showers” to the cleaning process.

Item 5 – Treasurers Report

TREASURERS REPORT for Committee Meeting on 18/07/22

Payments made during May and June over £250 are as follows:

27/05/2022	PayPal	£279.79
	Balls	
31/05/2022	Robert Dyas	£499.98
	Chairs	
16/05/2022	Liana Hodgson	£280.00
	Coaching & Disability Tennis	
19/05/2022	Sutton Winson	£1,254.70
	Insurance	
20/06/2022	LTA	£750.00
	Loan Repayment	
06/06/2022	Amzon	£338.00
	Tables	
08/06/2022	Zoltan Horvath	£360.00
	Disability Tennis	
08/06/2022	Liana Hodgson	£295.00
	Coaching & Disability Tennis	
17/06/2022	Oceana Hotels	£500.00
	Xmas Party Deposit	

Receipts and Payments

Please see attached a Summary of Receipts and Payments for the period to 30/06/22

Approx £33.4k of membership fees were received in May and June.

Fundraising in May reflects £500 received from Local Giving.

Insurance of £1255 was paid in May for the full year.

Clubhouse furniture in exceptional items reflects the purchase of outside chairs and tables .

£14400 was transferred to the Sinking Fund in June.

Forecast

I attach a forecast for the remaining 6 months of the year and comparing the full year forecast to the original budget. Membership fees for the balance of the year have been estimated with input from Colin and show a predicted shortfall of £3k from budget. This effectively reduces the net income for the year as other differences balance out.

Committee Thoughts

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

CD advised she has already factored in a reduction in membership numbers, compared to last year, into the budget projections for this year.

Committee remain very happy with the finances.

Item 6 – Coaching Report

Head Coach report July 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 although a few groups have been quieter. Ladies morning is quietest at the moment

- **Schools & Community programme**

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

*Ran School Games competition for Yrs 4-6 with 60 participants, winning team was St Katharines

*Ran Beavers sessions for over 20kids

- **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 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 5 attending

*Diverse Abilities group with 3players

*Open Court Junior Programme on Tues 5pm with 2 attendees

*Individual lessons with around 8 participants
*Walking Tennis with 5 players.

Poole Hospital Childrens Physio group to run a taster session in the summer holidays wed 3rd Aug 1.30-3pm

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

***LD tournament Sat 9th July 1.30-3.30pm Thank you – Mayor, Rotary club sponsor, Captains club BBQ food donation, volunteers, – Colin BBQ**

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 – kitchen ideas – all courts in use,

Club Champs 2022 – started

Ralph Beatty Tournament date – USA Open time + BBQ – non team players/

- **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**

***Dorset Disability training day for coaches with Mark Bullock Sat 23rd July 2.30-5.30pm 15 coaches so far**

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

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

***Court organisation during court replacement / court 4 lump in carpet**

* Grade 3 Southbourne Open – kitchen ideas –all courts in use,

Committee Thoughts

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

There was quite a bit of discussion regarding the Southbourne Open tournament, with a general feeling that perhaps we have over committed with this as it will take too much court time away from members in the middle of the summer season. DS will work with Zoltan to do his best to make courts available where possible – most probably for evening sessions.

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

Regulatory Reporting

Companies house year end date now correctly recognise the 31st December year end.

Nothing else to report

Committee Thoughts

None

Item 9 - Membership Secretary Report

Membership update below;

Membership Group	Paid Members as at 310522	New Members in May/June/July	Renewals paid as at 110722	Total Paid 22/23 Members as at 110722		Jul-19	Aug-18
Adult	120	Richard Dew, Gill Seymour, Tracy Buck	76	79		78	102
Country	10		2	2		9	14
Family	12		10	10		2	0
Over 65's	69		67	67		56	50
Students	5		5	5		1	3
Juniors	51		33	33		52	47
Girls Friday Club	16		11	11		2	8
Totals	283		204	207		200	224

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

Committee Thoughts

Membership renewals look like they are falling back somewhere close to 2019 levels. CG has emailed a selection of non-joiners for feedback and the only detectable theme seems to be one of there now being more options for people again – with the reduction in the covid pandemic.

Item 10 - MATCH SECRETARY REPORT MAY 2022

Match Sec Report July 2022

All fixtures running smoothly at the moment. Most teams have played half their matches with mixed results though Men's 1 have won all 3 played and Mixed 3 have won all 4 played!

Proposal for collecting match fees. Still waiting for 1 team from winter League and very few coming in for Summer League.

Committee Thoughts

Collection of match fees was discussed and committee had nothing to add to CB's thoughts.

Item 11 – SAFEGUARDING REPORT

Safeguarding Report

The Club has undergone a Safeguarding Review (inspection?) and successfully passed by meeting all the 6 LTA standards, and exceeding many in places. The LTA Regional safeguarding officer was impressed saying we were one of the best small clubs she had visited.

The survey sent out to all club members was completed by 46 members of which only 50% knew who the Welfare (Safeguarding) Officer was. Hence

The following are suggested actions to further improve the Safeguarding profile within the Club

1. Add a Safeguarding message at the end of each Newsletter
2. Reporting a SG concern flow chart to be added to website
3. Re-do Safeguarding Officer posters in Clubhouse
4. Possibility of displaying a Safeguarding poster

Also – All captains have now been asked to read the Safeguarding policy on the website.

I suggest that the following is sent out within the next newsletter

As you should be aware, STC has recently undergone a Safeguarding Review implemented by the LTA. This was a comprehensive process followed up by a visit from the LTA Regional Officer. We are pleased to report that we met all of the 6 standards set and exceeded them in many areas. It was, however, noted that the profile of Safeguarding within the Club needs to be raised, as 50% of the 46 members who completed the online questionnaire did not know who the Welfare (Safeguarding) Officer is. Safeguarding is 1 of those things that is put in place and monitored in the background so most of our members will know little about it. However you can be assured that we are conscientious in making our club a happy and safe place to be for all.

Committee Thoughts

The committee were very pleased with how the review went.

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

CG advised that, the toilets are now fixed – Andy Jenkins did a great job at a good price.

The work on the fences is all in hand.

Spikes on the floodlights, to keep birds from sitting on them – are probably needed. 3 Quotes obtained with prices ranging from £1200 to £1400. CG recommended one of the firms, whom he had personally met – and the committee agreed to these being done.

Electrics – Committee agreed that CG can obtain quotes for security lighting in the carpark on the floodlight posts. (Action CG)

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 – Beach Party discussed and the idea is popular, however whether we have the resource is questionable. CD will take it forward.

DB – Christmas Party food options discussed – we agreed the basic “silver” option was the most appropriate as it was £7 less per head.

Action points from the meeting

- DB to email members regarding court refurbishment.
- CB to add “running the showers” to the cleaning process.
- CG to progress “spikes” on the floodlights.
- CG to obtain quotes for lights in the car park.

Next meeting: Monday 19th September 2022 at 7.00pm