

Steep Lawn Tennis Club

Minutes of the Committee meeting held Tuesday 12th November 2019 at 7.00pm at the Club house

Item	Present	Action
	Graham Heath (GH) Michele Mangham (MM) Christine Lally David Panton (DP) Carol Norris (CN) Lesley Whyte (LW) Jennie Azevedo (JA) David Gaterell (DG)	Chairman Membership Secretary Treasurer Grounds Secretary Club Secretary Joint Social Secretary and joint Welfare officer Joint Social Secretary Club coach
1.	Apologies for absence	
	Apologies for absence were received from Christine Musker (CM) CN noted that Catherine McCulloch (CMC) had been invited but she had not received any notification from her. CN agreed to contact CMC.	CN
2.	Minutes of Committee meetings of 4th September 2019	
	The minutes of the Committee meeting of 4 th September 2019 were signed having previously been approved by email.	
3.	Matters arising	
	Actions completed since the previous meeting are noted on the addendum to these minutes. Updates on outstanding actions are as follows: <ul style="list-style-type: none"> • electricity certificate: DP confirmed being done in next two weeks. • Gravel to be added to carpark: DP advised he was waiting on Housdens and expected this to be done in February 2020. • CCTV signs: GH confirmed these have been ordered. 	

	<ul style="list-style-type: none"> • Broken bench: DP confirmed this has been repaired. • Coaching team events: DG confirmed that the flyers will include parental consent for photography by the coaching team with effect from the 2020 February half term. Details will be held on the camp register. • Rape/counselling advice posters and safeguarding contact details to be displayed in club house toilets: CM to take forward. 	CM
4.	Management Committee	
	The Management Committee unanimously agreed to co-opt Lesley Whyte and Jennie Azevedo onto the Committee for a further one year period.	
5.	Club 10 year maintenance plan	
	<p>The updated planned maintenance schedule for the Club was noted, having previously been circulated by email.</p> <p>DP said that in addition Housden's would look at the soakaway between courts 7&8 and the hedge to remedy the problem of water flowing onto the courts.</p> <p>All present voted to adopt the updated plan (attached as an addendum to these minutes).</p>	
6.	Website development and maintenance	
	<p>GH said that that the prototype new website is ready to be activated but that this had been held off until after the LTA safeguarding visit.</p> <p>He said that the structure was now much better and there is a specific safeguarding area.</p> <p>GH noted that there was still some updating to be done and asked everyone to let him know if they spotted anything.</p> <p>GH will arrange for the new website to be activated.</p> <p>It was noted that once GH resigns from the Committee, MM will be the only Committee member able to upload to the website. It was agreed that the club needs a website officer, all present agreed to consider possible candidates.</p>	<p>All</p> <p>GH</p> <p>All</p>

	<ul style="list-style-type: none"> • a slim majority (51.9%) favoured a 5.30pm start time for evening mix-ins; • the majority of members (58%) stayed between 1-1.5 hours in the evening with 39% staying longer; • there was some support for re-introducing day time mix-in during the week (26% yes and 46% maybe) with Wednesday being the most popular day. <p>On the basis of these results it was agreed to retain the current mix-in start time of 5.30pm for evening mix-in. It was also agreed to introduce a Wednesday afternoon mix -in from 1-3.00pm, initially on courts 5 & 6.</p> <p>MM to look at coordinating mix-in start and end times between the booking system and website.</p> <p>It was noted that evening mix-ins are often starting before 5.30pm.</p> <p>CN agreed to draft an email to cover the following:</p> <ol style="list-style-type: none"> 1. restating the start time for evening mix-ins; 2. reminding key holders that floodlights should not be turned on before 5.30pm; 3. reminding players wishing to start earlier that they should use light cards; and 4. introducing the Wednesday afternoon mix-in. 	<p>MM</p> <p>CN</p>
<p>10.</p>	<p>Safeguarding</p>	
	<p>Safeguarding audit Feedback from the LTA Safeguarding audit visit by Stuart Parsons on 11th November and from the LTA Survey was given by MM, CL and CN.</p> <p>They reported that from the LTA’s perspective the club is well run, has a good website and is within the top five in Stuart’s area. The LTA is very pleased with the policies the club has put in place and in it’s attitude to safeguarding.</p> <p>No actions were forthcoming from the meeting. The LTA recommendation that the club keep accident records for seven years was noted.</p> <p>Accident reporting The accident recording procedure was discussed. It was agreed that in future accidents would be recorded in a log as well as on the LTA template accident forms. Completed accident forms would be put into envelopes and put in the Committee cupboard.</p>	<p>CM, LW</p>

	<p>It was also agreed to set out the accident procedure on the noticeboard and on the website.</p> <p>JA suggested that the revised accident procedure could be highlighted at the AGM and LW agreed to do so.</p> <p>Club photography policy LW advised that she and CM have downloaded the LTA template policy as a working draft. However she feels it needs clarifying with regard to:</p> <ul style="list-style-type: none"> • parents taking pictures of other children and publishing on social media; • adults taking photos of other adults on club premises and publishing on social media. <p>GH said that as the club is private property there is no automatic right to take pictures on the club's land and the Committee can set whatever restrictions they consider appropriate.</p> <p>It was agreed to adopt the LTA policy and add the following criteria:</p> <ul style="list-style-type: none"> • people can take whatever photos they want (with the exception of photos of other people's children); and • photos taken on club premises and land cannot be published without the permission of all involved (this includes on social media). <p>LW and CM to finalise the policy.</p> <p>Parental consent forms A secure storage solution for parental consent forms was discussed. LW agreed to ask Stuart Parsons at the LTA for his advice.</p> <p>In the meantime MM agreed to print the forms and pass to LW to keep in her private filing system.</p> <p>Safeguarding queries LW also agreed to consult Stuart Parsons on how best to hold records of any safeguarding issues in a secure and confidential system.</p>	<p>CM/LW</p> <p>LW</p> <p>LW/CM</p> <p>LW</p> <p>MM</p> <p>LW</p>
<p>11.</p>	<p>AGM</p>	
	<p>It was noted that the AGM agenda had been sent to members on 10th November. CN explained that, because of the previously agreed resolution, it had to go out prior to the committee meeting to meet the Constitutional requirement..</p>	<p>LW/JA</p>

	LW and JA agreed to provide refreshments for the AGM.	
12.	Dates for 2020	
	<p>Committee dates for 2020 were discussed.</p> <p>LW proposed that meetings were moved from the second to the third Tuesday as she had conflicting commitments. CL said that this would present a problem for her as she had a regular commitment on Tuesdays as well until July.</p> <p>CN agreed to circulate possible dates to the Committee to find the best solution.</p> <p>The date for the 2020 AGM was agreed as 24th November. CN to book Steep village hall.</p> <p>It was agreed that dates for social events and tournaments would be fixed in January. CN to note for agenda.</p>	<p>CN</p> <p>CN</p> <p>CN</p>
13.	Court usage (standing item)	
	<p>It was noted that on club mix-in nights the courts are largely vacated by 7.00pm. It was concluded therefore that there was enough court availability for mix-ins at the moment.</p>	
14.	Officers' reports	
	<p>Updates from the Chairman, Secretary, Treasurer, Membership, Social, Tournaments, Grounds, Fixtures, Welfare and Website Officers and the Club Coach were received on items not already covered.</p> <p>Chairman: nothing further to report.</p> <p>Secretary: nothing further to report.</p> <p>Treasurer CL said that the accounts for 2018/19 have been audited and gave a brief overview as follows:</p> <ul style="list-style-type: none"> • there is a surplus of £11,200 of income over expenditure; • subscriptions are up by £9,500; • guest fees are down by £1,000; • floodlight fees are up by £500; • maintenance costs are slightly down on the previous year; • utility costs are down due to a change of electricity supplier (SSE owe the club£1,300). 	

	<p>CL said that the club holds £40,000 cash at the bank and £20,000 at the building society. On this basis she proposed that fees for 2020 are not increased. This proposal was unanimously agreed.</p> <p>Membership MM reported that the trend of falling membership has been reversed with total membership now standing at 525(507 at last AGM).</p> <p>MM said that LTA registration for 2019/20 has been completed successfully.</p> <p>MM also said that she would like to propose a shorter period of grace at the next renewal in April 2020. (To be discussed in January).</p> <p>Grounds Secretary DP said that moss treatment on the courts had been completed but hedge cutting is still to be done.</p> <p>CL raised the issue of seedlings growing at the edges of the clay courts. DP agreed to look into this.</p> <p>Social JA and LW reported that the quiz had been very successful; there was a good attendance and the format had worked well.</p> <p>Fixtures MM, on behalf of DM, reported that winter league matches are ongoing and there was nothing further to report.</p> <p>Welfare: nothing further to report.</p> <p>Coach DG reported as follows: Very poor weather lately, causing a lot of one to one lessons to be lost. Not too bad on group lessons. Half term camp cancelled, due to very low numbers mostly due to skewed half term dates. Junior teams are doing quite well over all, the l, 16's boys top, 14's boys third, girls 16's and mixed 10's currently bottom. More matches to follow, including girls going to Ventnor this coming weekend. As a note, several of our younger team players joined because they needed to be a member to compete. A couple of the mini tennis nets will need replacing. They don't seem to last as long as they used to. Will probably wait until the worst weather has passed/I see them on offer. I'm seeing parents use them quite often, which i</p>	DP
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	can't really stop, but their mishandling of them I think contributes to their poor longevity. I'll source them and send an invoice to Christine when the time comes. Probably not until late January.	DG
15.	Any other business	
16.	Date of next meeting: tbc	

Actions completed since last meeting

Action	Who	Status
Lighting: to note that the position will be reviewed again next year.	CN	Now on 10 year action plan
talk to the lighting engineers to see if an automatic switch off could be installed on floodlights. It was agreed that this will be looked at when the lights are due for replacement.		now on 10 year action plan
GH agreed to update and recirculate the 10 year plan.	GH	completed
DP agreed to contact Housdens to book the work on 7&8 for the last 2 weeks of April/first two weeks of May 2020.	DP	completed
replace/repair the broken bench.	DP	completed
CN to request the return of the committee cupboard key from LF. CN to mark the register as lost	CN	Completed 16/9/19
GH agreed to put a copy of the social mix-in rules on the website.	GH	Completed 5/9/19
It was agreed to put a resolution to the AGM for members' email addresses to be added to the club contact list for club purposes. It was noted that member consent would be required. GH and CN to draft a Resolution for circulation to the rest of the Committee.	CN/GH	completed
Agreed to remove the requirement for predominantly white clothing on court from the website.	GH	Completed 5/9/19
It was agreed that minutes are open documents and do not need to be stored securely so could be put on the club website alongside other documents such as club policies. CN to supply GH with word versions.	GH/CN	Completed
prototype website revision has been done and is with GH to review.	GH	completed
It was agreed to update the website with photos from this year's club championship. CN agreed to draft an email to the competitors to obtain their consent to their images being used.	CN	Email sent and permission received from all finalists apart from 2.

put up a sign notifying that the club is private land should be put up.	DP	completed
draft questions for a whole member survey on club mix ins using a google survey type tool would be circulated again post meeting for consideration and discussion by email.	CN	Completed
To put forward a discussion of mix-in start times to the AGM	CN	agreed superseded by mix in survey
GH to circulate a copy of Bruce's response regarding the ownership of the club's land to the committee.	GH	Completed 4/9/19
To draft guidelines on reasonable expenses for Committee members	CL	completed
2019 coaching agreement with DG is to be renewed in October. GH to take forward.	GH	Completed 8/9/19
DG confirmed that he would make a contribution floodlights for the year commencing September 2019.	DG	completed
It was agreed to put some context around the LTA safeguarding template letter by email on 19 th January this year. website. CN agreed to draft a covering email.	CN	Completed 6/9/19
Send LTA survey letter to members	MM	Completed 9/9/19
To formulate a draft policy on photography at the club for circulation to the rest of the Committee.	CM/LW	completed
To discuss with the LTA representative whether other committee members should have CRB checks at the safeguarding visit.	CM/LW	completed
To consider covering the ferry cost for the girls team to IoW for winter league	All	Agreed by committee
Notice of the AGM, Nomination forms and any Resolutions need to be circulated before the next Committee meeting. CN agreed to prepare these by the end of September.	CN	completed