

Steep Lawn Tennis Club

**Minutes of the Committee meeting held
on Tuesday 12 January 2021 at 7.00pm**

by Skype

Item	Present	Action
	Matt Trench (MT) Carol Norris (CN) Michele Mangham (MM) Christine Lally (CL) Christine Musker (CM) Lesley Whyte (LW) Dave Gaterell (DG)	Chair Club Secretary Membership Secretary Treasurer Joint Welfare Officer Joint Social Secretary and Joint Welfare Officer Club Coach
1.	Apologies for absence	
	Apologies for absence were received from David Panton (DP) and Jennie Azevedo (JA).	
2.	Minutes of Committee meeting of 17 November 2020	
	The minutes of the Committee meeting of 17 November 2020 were approved having previously been circulated by email. To be signed at a later date.	MT/CN
3.	Matters arising	
	Actions completed since the previous meeting are noted on the addendum to these minutes. Urgent outstanding actions are addressed as agenda items in these minutes. CN agreed to catch up with relevant Committee members individually on other outstanding items.	CN
4.	2020 Accounts and subscriptions for 2021	
	<p>Accounts: All present approved the Club's financial statements for the year to 30 September 2020 which had previously been circulated by email on 15 December 2020. Post meeting DP confirmed his approval by email.</p> <p>CL agreed to notify the auditor that the Accounts have been approved and can be finalised.</p>	CL

	<p>Subscriptions for 2021:</p> <p>CL referred to her email of 15 December 2020, outlining a proposed increase to subscriptions with effect from 1 April 2021, and suggested that in view of the current lockdown, the proposed subs were reviewed. CL also said that the Club should also get a further grant from the council; based on the club's rateable value this should be £4,000 although she had not received confirmation yet.</p> <p>It was noted that it had previously been agreed to grant two months extra membership to members who had renewed promptly in April 2020 during the first lockdown. There was a discussion as to whether to make any further adjustment in respect of the November 2020 and latest closure effective from 4 January.</p> <p>It was agreed that granting a further rebate would be administratively complicated and that the Club has ongoing expenses to meet regardless of the lockdowns. Therefore it was unanimously agreed:</p> <ul style="list-style-type: none"> • not to give any further rebate; • to maintain the subs at their current level for existing members; • to set the annual subs for new members joining on or after 1st April 2020 as follows: <table data-bbox="280 1003 555 1417"> <tr> <td>Category</td> <td>£</td> </tr> <tr> <td>Adult:</td> <td>142</td> </tr> <tr> <td>Family</td> <td>350</td> </tr> <tr> <td>Junior >8</td> <td>50</td> </tr> <tr> <td>Junior < 8</td> <td>22</td> </tr> <tr> <td>Student</td> <td>60</td> </tr> </table> <p>Social membership to remain at £25 (with no rebate).</p>	Category	£	Adult:	142	Family	350	Junior >8	50	Junior < 8	22	Student	60	
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Junior >8	50													
Junior < 8	22													
Student	60													
5.	2020 AGM													
	<p>CN referred to the email sent to members on 15 October 2020 deferring the AGM to early 2021, and said it would not now be possible to hold the AGM by the end of February (the deadline given by the Constitution). As previously discussed, the Committee agreed that the exceptional circumstances are sufficient reason to defer the AGM beyond the end of February if necessary.</p> <p>CN recapped that the formal objectives of the AGM, are as follows:</p> <ul style="list-style-type: none"> • to receive the Chairman and Officers' reports; • to approve the minutes of the previous year's meeting; 													

	<ul style="list-style-type: none"> • to receive the Accounts and auditor’s report; • to elect/remove the auditor or confirm that he remain in office; • to elect the members of the Management Committee; • to approve the annual subscription for 2021; and • To decide on any Resolution submitted. <p>It was agreed to send a further communication to the Members and that this would include the Accounts and auditor’s report together with a joint report from the Committee giving an overview of 2020 and summary of the planned improvements for 2021. All other items would have to wait until the actual AGM could be held when safe and legal to do so.</p> <p>CN agreed to draft an email and report for review.</p> <p>It was noted that the Committee’s recommendation on subs for 2021 would also need to be communicated in the (likely) event that the AGM cannot be held before 1st April.</p> <p>DG asked whether the website could be used more to communicate with Members. MT said that the position of Website officer was still vacant. However he believed that the actual updating of the website was quite easy and the solution might be to allow the current Committee members access to update. MT agreed to circulate instructions to the Committee in the week commencing 25th January. CN said that she would be happy to upload minutes.</p>	<p>CN</p> <p>MT</p>
<p>6.</p>	<p>Court maintenance and lighting</p>	
	<p>Lighting on courts 7&8: MT gave an update on the lighting application for courts 7&8. He said that he had not heard from the lighting consultant recently and that he would chase up and check when we could expect the final application to be submitted to EHDC (the planning authority acting on behalf of the South Downs National Park).</p> <p>Free floodlights: CN recapped that it was agreed to trial free floodlighting for a 12 month period from January 2020 and that this was now due for review.</p> <p>CL said that she had looked at the electricity bills from November 2019 to December 2020 to ascertain the impact of free floodlighting. However, the position is complicated by the change of provider, the periods of lockdown and the fact that the Club has almost certainly overpaid so she could not give a definitive cost, although her view is that it has not been excessive.</p> <p>It was agreed that as the free floodlighting has been well received by members and presented a positive image for the club, it should continue for a further year.</p> <p>MT suggested that the Club ask for a Smart meter to be installed so that the costs could be monitored more easily in future. CL agreed to look into this.</p> <p>Ambient lighting: MT said that he would put together a proposal to improve the ambient lighting in</p>	<p>MT</p> <p>CL</p>

	<p>the Club's grounds. To be circulated from the week commencing 25th January.</p> <p>Court 3: MT agreed to circulate a proposal and estimated costs for trimming the kerb and lay rubber matting on the slope alongside court 3 from the week commencing 25th January.</p> <p>Access to courts 7&8: The problem of access to courts 7&8 and the practice court in wet weather was discussed. There is a spring which becomes active in prolonged wet weather resulting in wet shoes and mud on the courts.</p> <p>MT said that a simple soakaway could be put in at the same time as the works on court 3. DG asked if the path running alongside the other courts could be extended to 7&8 as there was no disabled access. MT said that this would require a hard slab ramp.</p> <p>DG also said that the entrance gate does not open fully now that the court surface has been raised. It should open inwards not outwards and needs to be taken off its hinges and raised.</p> <p>It was agreed that these works should be completed before the final coating is done.</p> <p>MT said that he had workforce available and he was happy to send them in to complete these works.</p> <p>Other than this it was noted that courts 7&8 are performing really well since being resurfaced.</p>	<p>MT</p> <p>MT</p> <p>MT</p>
<p>7.</p>	<p>Covid 19 restrictions</p>	
	<p>The following actions were noted:</p> <ul style="list-style-type: none"> • the reopening of the club on Wednesday 2 December 2020 (email sent to the members on 30 November 2020); • the decision to continue to suspend mix -in (email sent 13 December 2020); • the move to Tier 4 restrictions(email sent 26 December 2020): and • the latest closure on 5 January 2021 (email sent 4 January 2021). <p>The updated risk assessment dated 2 January 2021 was also noted.</p> <p>MM highlighted that a petition to exempt outdoor tennis from closure due to COVID-19 petition to members: https://petition.parliament.uk/petitions/557658 has been added to the LTA website and suggested that this could be circulated to members making it clear that it is up to individuals whether to sign or not. After discussion it was decided not to circulate at the moment.</p>	

8.	Review of court usage (standing item)	
	<p>The problem of “no show” bookings was discussed. This has an impact on court availability particularly under the current conditions as members cannot turn up on chance. LW confirmed that this was still a problem right up to the start of lockdown despite previous appeals.</p> <p>MM confirmed that as the ClubSpark administrator she can change settings for repeat offenders and make them inactive. However the problem is knowing when members don't turn up after booking.</p> <p>MT suggested that when the club re-opens another email is sent inviting members to let the Committee know if courts aren't used when booked. This was agreed, CN to note.</p>	CN
9.	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: nothing further to report.</p> <p>Membership Secretary: MM reported that 9 new member have joined since the last meeting giving a total of 523 members at present. Two new members joined at the beginning of January. It was agreed that their membership start could be deferred until the club re-opens.</p> <p>Social: LW said that as it was unlikely that we would be able to have group gatherings for some time, all planning for social events was on hold.</p> <p>Grounds: CN reported on behalf of DP that the bulbs for courts 2 and 5 are on order. The hedges are due to be cut mid February. DP has also proposed that courts 1&2 are repainted this year instead of 5&6 as planned as the surface is still quite slippery. He has had an indicative quote of £4200 inclusive of VAT. All present agreed.</p> <p>Tournaments: CN said that she would collect the trophies in from the 2019 winners before April in anticipation of being able to run the tournament at some point in the coming year.</p> <p>Fixtures: MM on behalf of DM said that the club has been asked what we wish to do for the East Hants leagues summer season; it is likely that the teams will retain the placing they held last summer. The winter season has now been abandoned.</p> <p>Welfare: nothing to report, CM commented that she and LW might be busier if any members report positive testing.</p>	MM DP CN

	<p>Club Coach: DG said that the coaches had not been on court much since the last meeting. His view is that even if we are allowed to re-open we won't be able to run half term camp in February and coaching will be one to one. He is hopeful that camps will be able to restart at Easter.</p> <p>DG commented that he hasn't heard anything yet about Team Tennis and Road to Wimbledon.</p> <p>LTA accreditations have been completed for both DG and Joe Dixon.</p>	
10.	Any other business	
	None was declared.	
11.	Date of next meeting: 16 March 2021	

Actions completed since last meeting

Action	Who	Status
AGM: Accounts to be finalised	CL	completed
do a sensitivity analysis on 2021 subs between £130 – 150 pa.	CL	completed
update rolling calendar for committee opt ins.	CN	completed
courts 1& 2 are very slippery, CN agreed to follow up with DP as to whether moss treatment has been sufficient or whether further action is required.	CN/DP	completed
review lighting report for submission to EHDC by end of November	MT	completed
to discuss the various options for the slope/ kerb on court 3.	MT/DP	completed
draft welcome back email post INovember lockdown.	MT/CN	completed
chase Veolia again re bins.	CL	completed
Chase Men's A and C teams captains for 2019/20 winter league match fees.	MT	completed