

## Steep Lawn Tennis Club

**Minutes of the Committee meeting held  
on Tuesday 12 May 2020 at 7.30pm by Skype**

Item	Present		
	Matt Trench Michele Mangham (MM) Christine Lally Carol Norris (CN) Jennie Azevedo  Lesley Whyte (LW)  Christine Musker (CM) David Gaterell (DG)	Chairman Membership Secretary Treasurer Club Secretary Joint Social Secretary (item 5 onwards) Joint Social Secretary and joint Welfare Officer Joint Welfare Officer Club Coach	
	Due to the Coronavirus restrictions the meeting was held remotely via Skype.		
<b>1.</b>	<b>Apologies for absence</b>		
	Apologies for absence were received from David Panton.		
<b>2.</b>	<b>Minutes of Committee meeting of 2<sup>nd</sup> April 2020</b>		
	The minutes of the Committee meeting of 2 <sup>nd</sup> April 2020 were approved, having previously been circulated by email.  To be signed at a later date.		CN/MT
<b>3.</b>	<b>Matters arising</b>		
	Due to the nature of the meeting it was agreed not to run through the whole list.  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.		
<b>4.</b>	<b>Update on Club closure following the Coronavirus restrictions</b>		

	<p>Following the government’s announcement on Sunday 10 May allowing tennis courts to re-open in a limited capacity from Wednesday 13 May, the Committee discussed the steps to be taken to re-open the Club taking into account the LTA’s updated guidance for venues on return to restricted play issued on 12 May 2020.</p> <p>It was agreed as follows:</p> <p><b>Re-opening date</b> As there are a number of actions to be taken to prepare the club it was noted that re-opening on 13 May was not practicable, but the Committee recognized that Members would be keen to play as soon as possible. It was agreed to go for Saturday 16 May on the basis that the actions below would be completed by then and that the club would be compliant with the guidelines.</p> <p><b>Club house</b> This would be opened for toilet access, to provide hand washing facilities and for floodlight access only. The kitchen area of the club house to be closed down with removal of kettles and mugs and the cupboards to be taped shut. (Post meeting note: it was subsequently agreed to keep the club house closed for the time being following concerns raised by the cleaners.)</p> <p><b>Risk assessment</b> The LTA recommend that clubs undertake a risk assessment before re-opening and have provided a template for this. MM and CN volunteered to do the assessment.</p> <p><b>Hand sanitisers</b> Hand sanitisers to be located in the club house by the entrance to each set of courts and on the practice court. MT offered to source sufficient supplies of sanitiser and find ways of securing them to each entrance. It was also agreed that Members would be encouraged to bring their own sanitisers.</p> <p><b>Access to courts</b> It was agreed that to promote social distancing this would be by booking only for the foreseeable future. Members must book before arriving. To enable the coaching team to comply with LTA guidelines it was agreed that courts 6 and 7 would be allocated for coaching priority. Team practices and mix-ins remain suspended. MM to re-arrange bookings on ClubSpark.</p>	<p>CN/MM</p> <p>MM/CN</p> <p>MT</p> <p>MM</p>
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	<p><b>Notices</b> The LTA have provided a formattable template notice setting out key guidance on return to restricted play. MT agreed to format and get signs made for each set of courts.</p> <p><b>Communication to Members</b> It was agreed to send a short communication to Members setting out the key points and referencing the more detailed LTA guidance for players. To cover:</p> <ul style="list-style-type: none"> <li>• courts must be booked beforehand</li> <li>•</li> <li>• arrival must be 5 minutes after booked slot and leave 5 minutes before end of booking</li> <li>• singles play only unless all 4 players part of the same household</li> <li>• players must only use their own racket and balls. Balls should be clearly marked.</li> <li>• When using Courts 3 and 4, the hand sanitizer must be used prior to sweeping the courts.</li> </ul> <p>MT agreed to draft.</p> <p>It was noted that it would not be possible for the Committee to police compliance with the new rules absolutely, but agreed that it would be reasonable to review how things were going after several weeks. CN to note.</p>	<p>MT</p> <p>MT</p> <p>CN</p>
<p><b>5.</b></p>	<p><b>Membership information and fees</b></p>	
	<p>MM gave a breakdown of membership numbers to date:</p> <ul style="list-style-type: none"> <li>• there were 546 members at the end of March</li> <li>• currently 318 members have renewed</li> <li>• of the remainder, 42 have deferred payment and 34 have advised that they are not re-joining</li> </ul> <p>MM summarised that that approximately 190 members had yet to pay their fees for this year. However now that the courts are re-opening it is anticipated that more will want to rejoin. MM agreed to email those members who have yet to pay, setting a deadline of Sunday 24 May for Members to pay without incurring a late joining penalty.</p>	<p>MM</p>

	<p>It was agreed that the discount for the period of closure for members who paid in April would be 2 months.</p> <p>MM reported that she has had enquiries from prospective new members. There was a discussion as to whether these would be accepted whilst court restrictions are in place. It was agreed that, as numbers are down, the club would continue to accept new members.</p> <p>It was also agreed that members could continue to bring guests whilst court restrictions are in place.</p> <p>DG commented that he expected most juniors to re-join and agreed to promote new membership by contacting the Petersfield Post and Petersfield Community Radio.</p> <p>The Committee considered the request from DG made at the last meeting to scrap guest fees for summer holiday coaching camps in order to make them more competitive. DG explained that many of the attendees were from out of area and therefore unlikely to join as full members.</p> <p>The Committee agreed to this request.</p>	DG
6.	<b>Courts 7 &amp; 8</b>	
	<p>CN reported on behalf of DP that he has heard nothing further from Housdens on when they will be able to start the planned reconstruction of courts 7 &amp; 8. MT said that all builders' merchants are now open so it should be possible to proceed. However, given the current court restrictions, it was agreed to review court usage over the next couple of weeks with a view to delaying if court usage is high. It was noted that the work must be done before winter sets in so realistically cannot be deferred later than September.</p> <p>MT agreed to speak to DP and Housdens and report back to the Committee.</p> <p>CL confirmed that the Club is still in a good position financially and the planned work is affordable.</p> <p>MT gave an update on the proposed lighting application. He said that the consultant he intended to use had been furloughed but is now able to start the application procedure. MT agreed to get a firm estimate of costs and submit to the rest of the Committee for consideration.</p>	<p>MT</p> <p>MT</p>

<b>8.</b>	<b>Review of Club policies</b>	
	<p>CN said that the Club policies on:</p> <ul style="list-style-type: none"> <li>• Diversity and Inclusion</li> <li>• Health and Safety</li> <li>• Safeguarding</li> <li>• General Privacy</li> </ul> <p>are due for their annual review. It was noted that the Club has adopted the LTA standards for Diversity and Inclusion, Health and Safety and Safeguarding and no updates had been raised by the LTA. However, it was agreed that LW and CM, in their capacity as Welfare Officers would check and confirm that no changes are needed.</p> <p>CN said that she and MM have been reviewing the General Privacy Policy with regard to publishing member contact details and would circulate an updated draft to the rest of the Committee.</p>	<p>LW/CM</p> <p>CN/MM</p>
<b>9.</b>	<b>Officers' reports</b>	
	<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><b>Chairman:</b> nothing further to report.</p> <p><b>Secretary:</b> nothing further to report.</p> <p><b>Treasurer:</b> CL reported as follows:</p> <ul style="list-style-type: none"> <li>• The Club has received a small business grant of £10,000 from the council to help during the coronavirus crisis. In addition we have already received a 100% rate reduction for this year.</li> <li>• The Club currently holds £40,000 in the bank.</li> <li>• A subscription refund of £880 is due back from the LTA</li> </ul> <p>She confirmed that the Club is financially sound.</p> <p>CL noted that match fees for the 2019/20 winter league have still not</p>	

	<p>been paid by the Men's A and C teams. MT agreed to chase the captains.</p> <p>CI said that she had attempted to make payment of the Recyclable donation to the Kings Arms charity as agreed at the last meeting but was having difficulty obtaining the correct details. LW agreed to chase up.</p> <p><b>Membership:</b> nothing further to report.</p> <p><b>Social:</b> JA confirmed that St Peter's hall has been booked for the quiz.</p> <p><b>Tournaments:</b> A discussion as to whether the Club Championship could be run on a singles only basis was discussed. However it was agreed that, in line with LTA guidance, it would not be appropriate to start a competition yet. To be reviewed if guidance changes.</p> <p><b>Grounds:</b> CN reported that DP will go ahead and commission a check on the lights on courts 5&amp;6.</p> <p><b>Fixtures:</b> nothing to report.</p> <p><b>Welfare:</b> nothing to report.</p> <p><b>Club coach:</b> DG reported that the National League and Road to Wimbledon have now been cancelled as has the grass court championships. He said that he hoped to be able to run the juniors tournament in September.</p> <p>DG confirmed that he intended to restart the Club singles league.</p> <p>DG said that he would no longer be lending rackets to children but demo rackets would still be available for trial; these will be cleaned between loans and will be safe to borrow.</p>	<p>MT</p> <p>LW</p> <p>CN</p>
<b>10.</b>	<b>Any other business</b>	
	None declared.	
<b>11.</b>	<b>Date of next meeting: 21 July 2020</b>	

**Actions completed since last meeting**

<b>Action</b>	<b>Who</b>	<b>Status</b>
Ask Charles to clean table tennis table a	DP	completed
Courts 7 &8: MT agreed to contact DP and ask him to keep trying Housdens.	MT	completed
MM to print parental consent form for LW to hold	MM/ LW	Printed – not given to Lesley yet
CN to ask DP to commission a check on floodlights on Courts 5&6 in case there is a fault.	CN/DP	CN checked lights working as expected, DP to progress
to look at rebranding junior club night as family night and to communicate this to parents and juniors. A launch date is also to be agreed.	DG	completed
DG asked the Committee to consider scrapping guest fees for camps to enable the program to be more competitive.	CN/All	Considered 12/5/20 meeting
Schedule an emergency Committee meeting once we get the go ahead to re-open the club.	CN/MT	Covered at 12/5/20 meeting