

Steep Lawn Tennis Club

**Minutes of the Committee meeting held
on Tuesday 15 September 2020 at 7.00pm**

at the Petersfield Community Centre, Love Lane, Petersfield

Item	Present	Action
	Matt Trench Carol Norris (CN) Michele Mangham (MM) Christine Lally (CL) David Panton (DP) Jennie Azevedo (JA) Christine Musker (CM) David Gaterell (DG)	Chair Club Secretary Membership Secretary Treasurer Grounds Secretary Joint Social Secretary Joint Welfare Officer Club Coach
1.	Apologies for absence	
	Apologies for absence were received from Lesley Whyte (LW)	
2.	Minutes of Committee meeting of 21 July 2020	
	The minutes of the Committee meeting of 21 July 2020 were approved and signed having previously been circulated by email. Minutes of the meetings of 14 January, 2nd April, and 12 May were also signed.	
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 For reasons of time, CN asked all those present to check on any other outstanding actions by the next meeting.	All
4.	Courts 7&8	
	DP gave an update on the reconstruction of courts 7 & 8 by Housdens. He reported that work has now started; the initial work has uncovered layers of tarmac and Housdens are punching holes through this which will be filled with shingle to create drainage points. The tarmac will then be topped with 70mm of scalping to create a base layer for the new tarmac surface. The old kerbstones are to be removed and replaced with new court edging. DP noted that the timescale for the work will depend on the weather, but provisionally is six weeks. Housdens will also ascertain whether there is an existing conduit	

	<p>for electricity, if not they will install with a draw cord.</p> <p>MT gave an update on the proposed lighting application for courts 7&8. He referred to the proposal from Sports Facility Planning and Design (SFPD) dated 15 September 2020 and circulated by email prior to the meeting, which set out the actions and costs associated with the application. MT talked through the itemised costs which amount to 3754 plus VAT. He noted that the requirements of SDNP have become stiffer and that they will require an independent lighting impact assessment. MT said that LED lighting will be recommended for 7&8 but he has asked SFPD to avoid suggesting any improvements to the floodlighting on the other courts as we do not wish to update them yet.</p> <p>MT noted that once permission is granted it is in place for three years but if the electrical ducting is already in place then the permission will stand in perpetuity.</p> <p>MT proposed and it was agreed unanimously that the Club go ahead with the lighting application. MT to sign and return the necessary SFPD paperwork on behalf of the Club.</p>	<p>DP</p> <p>MT</p>
<p>5.</p>	<p>Mix- in, Club events for the remainder of 2020 and AGM</p>	
	<p>Mix-in</p> <p>It was noted that mix-in restarted on 28 July. CN, on be of LW reported that The number of attendees at Mix-ins has been increasing steadily and we are getting over 20 most Tuesdays and Thursdays. A vote of thanks was made to Mervyn, Mike, Zahur and Jenny Holland-Smith all of whom have volunteered to steward on a regular basis. It was noted that the new Rule of six for Covid 19 does not apply to sporting events at present. LW has emailed the above to reassure them on this point.</p> <p>It was noted that a supply of sanitiser is now in the Committee cupboard so that any Committee members can top up the on-court bottles. MT agreed to order more.</p> <p>Remaining club events for 2020</p> <p>The feasibility of running the remaining planned events for 2020 was considered.</p> <p>Quiz: It was agreed this would have to be cancelled due to difficulties with venue capacity and social distancing. JA agreed to notify Nick Drew and Petersfield Church Hall.</p> <p>Club tournament: CN said that she had contacted Matt Fernandez after the last meeting to see if he would be prepared to run the tournament in the Autumn. Unfortunately he felt that there was not enough time to do this. It was also noted that pressure on courts caused by 7&8 being out of action would make this difficult anyway.</p> <p>MT suggested that the Club try to run a Jumbles type competition before</p>	<p>MT/All</p> <p>JA</p>

	<p>Christmas which would be open to all members. MT agreed to approach Mike Boyce to see if he would organise. It was noted that the Club would not be able to arrange refreshments but members could bring their own.</p> <p>AGM CN explained that, due current Covid 19 restrictions on numbers that could attend a meeting, it would be difficult to hold an open AGM as in previous years. She said that she had yet to hear from Steep village Hall what their capacity would be and the Petersfield Community Centre had a maximum of 35. Additionally the Club's Constitution requires a quorate of 40 for voting on Resolutions and elections. CN said that the Constitution allowed that the AGM must be held within 15 months of the accounting year end so it would be possible to defer until the end of February. She had referred the matter to Bruce Mellstrom who has advised her to seek legal advice from the LTA which she will do.</p> <p>It was agreed in principle to defer the planned November meeting whilst advice is being sought. It was noted that elections are due for the positions of Chair and Club Secretary, but both MT and CN will stay in post until the AGM.</p> <p>MT and CN to draft an email to members explaining the position.</p>	<p>MT</p> <p>CN</p> <p>MT/CN</p>
6.	Review of court usage (standing item)	
	<p>It was noted that there will be pressure on court usage for the next six weeks whilst courts 7&8 are being rebuilt.</p> <p>DG said that in recognition of this he is steering away from private coaching in busy periods when group coaching is also happening, although he said that demand for one to one lessons is still high.</p> <p>MM reported that she had not received any complaints at the moment but recognized that the booking system is not very flexible.</p>	
7.	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 Club has received a further payment from Recyclaball of £58, and as previously agreed this should go to a local charity. It was agreed that each Committee member would nominate a charity so that there is a rolling donation list.</p> <p>CL reported that the first instalment of £12,500 has been made to Housdens,</p>	<p>All</p>

	<p>leaving circa £38,000 in the bank and £20,000 in the building society. All subs have now been received, but the Club will still be in a good financial position after the final payment on 7&8 and CL said there is no cause for concern.</p> <p>MT asked CL if there has been a spike in electricity costs due to the move to free floodlight use. CL replied that there was no spike at the moment, in part because the Club has moved to a cheaper supplier but also because the direct debits are based on an estimate.</p> <p>CL noted that we are yet to receive an invoice from the new cleaners.</p> <p>Membership: MM reported that the membership currently stood at 505 with a couple of new joiners pending. Thirty new members had joined since the last meeting but we are still 41 members down on this time last year. There has been a good attendance of new members at mix-in.</p> <p>In response to a question from MT, MM said that there is a turnover of members of approximately 20% each year, but this year a number of older members have not rejoined. MM also highlighted that a greater percentage of members are regular players now compared to ten years ago when the membership was larger.</p> <p>MM raised two issues which have become more of a problem recently: the first is members and guest not wearing proper shoes. MM confirmed that all new members are advised of the need for proper footwear and this is also clearly stated on the website. DG said that he has a quiet word with any he notices.</p> <p>Committee members to be aware of and raise if necessary.</p> <p>The second issue is of guests not being signed in to their guest book. This has been raised in club emails but there are still a number of repeat offenders, mainly students and juniors. This especially a problem at the moment with the Club responsibility to keep records for Track and Trace.</p> <p>CN said that the Committee has the option of withdrawing membership from members who persistently refuse to obey the club rules but this is very much a last resort. MT suggested that we keep an eye out for repeat offenders and they are sent a warning that the Committee may take action if they do not comply.</p> <p>Committee members to be aware of and raise if necessary.</p> <p>MM noted that the LTA registration is due at the beginning of October and that she will take this forward.</p> <p>Social: nothing further to report.</p> <p>Tournaments: nothing further to report.</p>	<p>All</p> <p>All</p> <p>MM</p>
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Grounds:

DP reported that Courts 5&6 will not now be painted until next year but will be washed down and the moss treatment will be done on these and Courts 1&2 in November. He noted that he has had a very favourable quote for the repainting.

DP and CL reported that a contract for bin collection had now been agreed with Veolia, this will be a fortnightly collection at a cost of £20 per pick up. DP said that he was not planning to reinstitute the recycling bin in the club house as this has caused problems with sorting inappropriate rubbish. This was agreed unanimously.

Fixtures: MM reported on behalf of DM that the teams have been entered in the East Hants league. There are only two ladies' teams going forward; the B and C. Tom Hampshire has now taken on captaincy of the Men's C team

Welfare: CM reported that she has dealt with a number of confidential issues.

Coach: DG reported as follows:

the Junior Tournament on 13 September went really well, with a total of 18 players across 3 events. Those events were 18/U, 14/U and 12/U singles. We also had two 10 year olds in the 12/U event, who then went on to play a 10/U final.

18/U

Winner Owen Palmer

Runner up Louis Anderson

14/U

Winner Alexander Renney

Runner up Sam Ritchie

12/U

Winner Daniel Cannon

Runner up Jacob Sellis

10/U

Winner Barney Pescud

Runner up Fifi Goldsmith

Medals were given out to winners and runners up

The Summer Camps also went well. Most weeks filling across the three sessions a day that ran. Great feedback from player and parents about the new format - put in place due to covid, but also worked really well anyway, so we will be doing that again in future camps.

October half term camps have been published. I will arrange courts with Michele.

New term of groups - we have now begun our new term, and it has mostly started well. Saturday continues to be very high in demand. The after school mini tennis sessions are currently quieter - we have been told by some parents that they aren't sure of their children's commitments due to the unstable school schedules. Hopefully this will resolve itself in the coming weeks, but it may be a quieter term for mini tennis after school. Teen tennis after school is

	<p>as busy as ever, and so are all adult group sessions.</p> <p>There continues to be a high demand for one to one sessions also. Hopefully this will continue through the season.</p> <p>Both Joe and I are now actively involved with the County tennis program. I am the the 12/U Captain, and Joe has recently been asked to attend some junior county training sessions to assist, with a view to getting him more involved in the future. It's good for the club to have two coaches involved in county tennis obviously.</p> <p>I paid another £220 for this coming season's flood light usage, as agreed with Christine recently.</p> <p>The loan the club kindly gave me to purchase equipment early this year has been paid back in full.</p> <p>Although some tournaments are running again, so far I have not had any information regarding winter junior league matches. I'll keep you posted - same for summer team tennis.</p> <p>Because two courts are now out of action, I won't be offering to run the internal singles league until after October half term. Hopefully there will be some interest in it still at that point, and I will run it if we have enough people. We need at least 8 players to make it worth while.</p> <p>Website: CN reported that she has tried to recruit a website officer but there is a lack of interest and may need to re-advertise. In the meantime Graham Heath has kindly continued to help out on updates.</p> <p>It was recognized that the website should be a key part of the club's communication and advertising for the club but that it is essential it is kept up to date.</p> <p>MT said that he has information from Graham as to how to access the website, and suggested that a strategy would be to work towards open access for Committee members and DG. MT will also talk to a professional website contact about how best to take forward.</p>	MT
8.	Any other business	
	<p>JA asked whether the suggestion from Mike Boyce regarding hanging the drag mats on courts 3&4 from the perimeter fence had been resolved.</p> <p>CN referred to her email of 9 August 2020 in which she advised that Charles had been consulted and his view is that our perimeter fencing is not strong enough to hang the nets from and feels that the concrete is the safest place for them. She said that an option is for them to be placed either side of the central light post, this would minimise anyone tangling with them and clay being spread on the concrete.</p>	

	It was agreed that the mats should not be on the courts. MT agreed to discuss further with DP and MB as to the best solution in the next two weeks.	MT
9.	The meeting closed at 9.20pm. Date of next meeting: 17 November 2020	

Actions completed since last meeting

Action	Who	Status
rebuild of courts 7&8 and that this work should be aimed to be done by mid September. DP agreed to liaise with Housdens to book dates	DP	Completed -work started 14/9/20
DP to arrange moss treatment on 1&2.	DP	Completed
approach possible candidate for website officer	MT	Unsuccessful – new appeal to be made by email
to publish the member contact list twice a year, in April and October.	MM	Agreed on 21/7/20 that not possible to do this going forward.
follow up with lighting and planning consultant for lighting on 7&8 and get a firm estimate of costs	MT	Complete
CN to draft an email to members re restart of mix- in	CN	completed
produce an event delivery plan for mix- in based on LTA template and update covid 19 risk register	CN	completed
buy a day by day diary for the track and trace record. LW also agreed to act as a coordinator for the stewards.	LW	completed
Final photography policy to be put on the website.	CN	competed
Cancel pizza evening	JA	completed
contact Matt Fernandez to see if he is still prepared to run club tournament	CN	complete
Draft a round up email to include club events, court bookings, guest book, footwear and photography policy	CN	completed
The minutes of the Committee meetings of January, April and May 2020 to be signed at a later date and put on website.	CN/ MT	Minutes signed – to be put on website
DP to liaise with Ace to arrange cleaning.	DP	completed
place cleaning sprays in each toilet and by the kitchen sink so that these can be sprayed after each use;	LW	completed
replenish the supply of toilet paper	LW	completed
disable the locks on the toilets	DP	completed
remove the barriers from the clubhouse	DP	completed
check the Health and Safety policy against the LTA template.	CN	completed
arrange for the signed off policies to be dated and put on the Club website.	CN	completed