

## Steep Lawn Tennis Club

### Minutes of the Committee meeting held on Tuesday 17 November 2020 at 7.00pm by Skype

Item	Present	Action
	Matt Trench (MT) Carol Norris (CN) Michele Mangham (MM) Christine Lally (CL) Jennie Azevedo (JA) Christine Musker (CM) Lesley Whyte (LW)	Chair Club Secretary Membership Secretary Treasurer Joint Social Secretary Joint Welfare Officer Joint Social Secretary and Joint Welfare Officer
<b>1.</b>	<b>Apologies for absence</b>	
	Apologies for absence were received from David Panton (DP) and David Gaterell (DG).	
<b>2.</b>	<b>Minutes of Committee meeting of 15 September 2020</b>	
	The minutes of the Committee meeting of 15 September 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>	
	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>Temporary closure of Club due to Coronavirus restrictions</b>	
	The email sent 4 November 2020 notifying members of the temporary closure of the Club until 2 <sup>nd</sup> December due to the latest Coronavirus lockdown was noted.  The question of whether to make any further adjustment to the Membership and subs for 2020/21 was considered. It was agreed that given that the Club has ongoing financial commitments, no decision should be made at present.	
<b>5.</b>	<b>2020 AGM and Committee appointments</b>	
	<b>AGM</b> The email sent to members on 15 October 2020 deferring the AGM to early 2021 was noted. MT reported that he has had one query regarding the deferment, no other feedback has been received.	

<p>CN referred to the discussion at the last meeting and said that at present it appeared highly unlikely that government restrictions will be lifted in time to allow a physical meeting by the end of February 2021.</p> <p>CN said that she had referred the problem to the LTA who advised that one possibility was to hold a virtual meeting. However this presented a number of logistical problems including:</p> <ul style="list-style-type: none"> <li>• setting up an online meeting;</li> <li>• access for members and RSVP arrangements;</li> <li>• rules of behaviour during the meeting;</li> <li>• managing questions during the meeting; and</li> <li>• managing online voting.</li> </ul> <p>It was agreed that the exceptional circumstances are sufficient reason to defer the AGM beyond the end of February if necessary, but that it would be held at the earliest opportunity in 2021 when it is safe and possible to do so.</p> <p>CN said that there are a number of formal objectives of the AGM, including receiving the Accounts and receiving the Chairman and Officers' reports. She said that although it would not be possible to transact other business of the AGM, such as electing Management Committee officers, until a formal meeting could be held, it would be possible to circulate the Accounts and Officers' reports by email beforehand.</p> <p>CL confirmed that the Accounts were being finalised.</p> <p>It was agreed that the Committee members would submit their reports to CN by the end of the year so that she could coordinate with a view to these being distributed early in the New Year with an update on the AGM.</p> <p>CL said that one further matter was to review the subscription for April 2021. She noted that the club's has had more expenditure this year due to the LTA registration fee increasing, expenditure on courts 7&amp;8 and increased cleaning costs. In addition a reduction had been granted for the first lockdown period. CL suggested that the subscription should be increased. MT asked CL to do a sensitivity analysis between £130 – 150 pa. CL agreed to report back and recommend a figure.</p> <p><b>Committee appointments</b></p> <p>It was noted that the management committee roles of Chairman and Club Secretary are due for election. Both MT and CN agreed to stay in role until an AGM could be held.</p> <p>It was noted that the co-opted committee members roles of Social Secretary and Welfare Secretary are due for review.</p> <p>Lesley Whyte and Jennie Azevedo agreed to stay for a further year as joint Social Secretary. Lesley Whyte agreed to stay for a further year as joint Welfare Secretary. Their appointment was unanimously agreed. CN to update rolling calendar.</p>	<p>CL</p> <p>All</p> <p>CL</p> <p>CN</p>
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6.	<b>Maintenance and lighting</b>	
	<p><b>Lighting on courts 7&amp;8</b>  MT said that the lighting consultant would have an initial report ready for him to review on 24/11/20. The report will recommend 7.2 m high poles with low kelvin LED light fittings which will meet the ecology and light spill requirements of EHDC. He anticipated that it would be submitted to the planning team by the end of November and in theory the club could have planning permission by mid to late January 2021.</p> <p>CL asked if we had an estimate of the cost; MT replied that he has investigated and expected to have quotes to circulate to the Committee within a month.</p> <p>CL noted that the cost would have an impact on the recommendation for next year's subscription.</p> <p><b>Kerb on court 3</b>  MT said that he had met with MB to discuss ideas for reducing the potential trip hazard. They discussed three possible options:</p> <ul style="list-style-type: none"> <li>• The simplest option is to cut the kerb so that the slope runs into the clay finish, leaving enough lip to retain the clay fill. The estimated cost is in the region of £500;</li> <li>• a more expensive option is to erect a full height fence alongside the slope, the estimate cost is in the region of £4,000;</li> <li>• the third option is to fill in the gap between the slope and kerb. However Mt commented that this would probably not work as well.</li> </ul> <p>CN asked if it was possible to lay a rubber layer on the slope to reduce any impact from tripping. MT agreed to look into this as an option (during the meeting he gave an ad hoc estimate of £2,000). MT agreed to discuss the various options with DP.</p> <p><b>Ambient lighting</b>  MT raised the issue of lighting around the courts and paths, although the bollard lights had improved matters, there are a number of dark areas. He suggested that the overall lighting could be improved quickly and inexpensively with dusk to dawn sensors. It was agreed that MT should go ahead and put together a proposal for the works and cost.</p> <p><b>Club spring clean</b>  It was agreed that this should be scheduled as soon as possible in the New Year.</p> <p>It was agreed that a summary of the proposed improvements should go into the AGM report.</p>	<p>MT</p> <p>MT</p> <p>MT/DP</p> <p>MT</p> <p>CN</p>
7.	<b>Website</b>	
	It was noted that the position of website officer remains vacant. It was agreed	

	<p>that it would be better to describe the role as a social media role to encompass Instagram and Facebook and that this might be best filled by a younger member.</p> <p>MT and CN agreed to contact two possible candidates.</p>	MT/CN
<b>8.</b>	<b>Review of court usage (standing item)</b>	
	<p>LW reported that prior to lockdown mix-ins were well attended on Tuesdays, Thursdays and Wednesdays but slightly less so on Saturdays. She said that the coaching team were good at letting the mix-in stewards know when the courts allocated to coaching were not being used.</p> <p>CN said that DG has reported that the Friday Juniors' sessions have been well attended.</p> <p>MM said that members booking courts and then not turning up was a continuing problem and limited court availability.</p> <p>This problem was discussed and it was recognised that the club is expected to be busy when lockdown is lifted, It was agreed that the post lockdown "Welcome back" email should address this and suggest that members download the booking app in order to free up unused courts. MT agreed to draft the email when post lockdown conditions are known.</p> <p>It was agreed that the Committee is generally happy with the court usage and allocation.</p>	MT
<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> CN reported that the cleaners have been put on hold until lockdown ends.</p> <p><b>Treasurer:</b> CL reported that although a contract has been put in place the bins have yet to be emptied and she would chase Veolia again.</p> <p><b>Membership:</b> MM reported as follows:</p> <p>The current membership stands at 523, about 6 down on this time last year. In addition she had received a number of enquiries from prospective members pre-lockdown.</p> <p>There is still a problem with guests not being entered into the guest book.</p> <p>The LTA registration has been completed and MM has updated the LTA page with the Management Committee's details.</p>	CL

<p>The Wimbledon ballot for 2021 will be done automatically by the LTA rather than delegated to individual clubs as previously. The allocation per club will still depend on the number of club members who opt in and the opt in process will start in January.</p> <p><b>Grounds:</b> DP reported by email as follows:</p> <ul style="list-style-type: none"> <li>• moss treatment to courts 1/2 and 5/6 ( and the practice court gratis) has been completed.</li> <li>• Courts 5/6 are due for painting early next year at a date to be confirmed. This will be tied in with the final painting of courts 7/8 but not at the same time.</li> <li>• Hedgecutting will be done soon.</li> </ul> <p>DP also raised the issue of a car park spruce up – to be considered early next year with the Club spring clean.</p> <p>MT commented that courts 1&amp; 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. (Post meeting noted that the 10 year action plan has provision for repainting in 2021, but that at the September meeting it was felt that they are holding up well and this would be reviewed in 2021.)</p> <p><b>Social:</b> JA reported that the quiz has been cancelled but she asked St Peter’s hall to hold the payment for next year. It was agreed that an event will be held when normality returns.</p> <p><b>Welfare:</b> there were no issues to report.</p> <p><b>Fixtures:</b> MM on behalf of DM said that the season had started well but the latest lockdown means that there will be some pressure to finish the winter league matches and some of these may have to be played at weekends. MT noted that the Men’s C team have won their first two matches and are currently top of their league.</p> <p>DM will attend the East Hants AGM via Zoom at the end of November.</p> <p><b>Club coach:</b> DG reported by email as follows:</p> <p>There is little to report from coaching since we’ve been locked down. The half term camps had average attendance, and one day was too quiet to run.</p> <p>There have been a few regular mini tennis sessions but a number of parents have said that erratic school time tables and uncertainty had lead them to put some after school activities on hold.</p> <p>The teen juniors after school sessions, adult sessions and weekend sessions continue to have strong demand. Friday evenings had been quite well attended before lock down, and match plays for various ages have sometimes been run on</p>	<p>CN</p>
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	<p>the same nights.</p> <p>The singles league is running, and will resume once the club is re-opened.</p> <p>DG also noted that the coaching team frequently find the net anchors have been messed with. It looks like people have tried and failed to adjust them, and the hooks are shoved right under the bar instead of the link. This makes the nets too tight, and not adjustable at the winder.</p> <p>DP replied that the problem with the nets is a particular bugbear of Charles and is one of the reasons that the winders are back on the nets. However he does not think that anything else can be done.</p>	
<b>10.</b>	<b>Dates for 2021</b>	
	<p>The Committee meeting dates for 2021 were agreed as follows:</p> <p>12<sup>th</sup> January  16<sup>th</sup> March  18<sup>th</sup> May  13<sup>th</sup> July  21<sup>st</sup> September  16<sup>th</sup> November</p> <p>It was agreed that dates for club events and the AGM could not be set at the moment; these would be published as soon as practicable. CN to note and carry forward.</p>	CN
<b>11.</b>	<b>Any other business</b>	
	<p><b>Mix-in:</b> CN said that she had received a request from a fairly new member that the Committee consider introducing a mix-in specifically for new members to help them gain confidence in attending regular mix-in. This was discussed; it was acknowledged that a few members are not very inclusive, but in general most members are, and the mix-in guidelines are there to support this.</p> <p>Possible solutions were considered but it was agreed to leave the system as it is and that all Committee members would continue to encourage new members to persevere.</p>	
<b>12.</b>	<b>The meeting closed at 8.40pm</b>	
	<b>Date of next meeting: Tuesday 12<sup>th</sup> January 2021</b>	

#### Actions completed since last meeting

Action	Who	Status
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DP to arrange moss treatment on courts 1,2,5&6.	DP	completed
Investigate hanging the drag mats on courts 3&4 from the perimeter fence	MT/DP	completed
MT to sign and return the necessary SFPD paperwork for lighting application on 7&8 on behalf of the Club.	MT	completed
Quiz, cancelled: JA agreed to notify Nick Drew and Petersfield Church Hall.	JA	completed
AGM: seek advice from the LTA	CN	completed
AGM: draft an email to members explaining the position.	CN/MT	completed
LTA registration is due at the beginning of October	MM	completed
The minutes of the Committee meetings of January, April, May and July 2020 to be signed and put on website.	CN/MT	Minutes signed – to be put on website