

Steep Lawn Tennis Club

**Minutes of the Committee meeting
held on Tuesday 16 November 2021 at 7.00pm
at the Club House**

Item	Present	Action
	Matt Trench (MT) Carol Norris (CN) Michele Mangham (MM) David Panton (DP) Christine Musker (CM) Jennie Azevedo (JA) Dave Gaterell (DG)	Chair Club Secretary Membership Secretary Grounds Secretary Joint Welfare Officer Joint Social Secretary Club Coach
1.	Apologies for absence	
	Apologies for absence were received from Christine Lally (CL) and Lesley Whyte (LW).	
2.	Minutes of Committee meeting of 7 September 2021	
	The minutes of the meeting of 7 September 2021 were approved and signed.	
3.	Matters arising	
	<p>The updated action list was noted.</p> <p>CM said that she has investigated defibrillator training but as instructions for use are on the machine and are self explanatory, she questioned whether it was necessary. It was agreed that what was actually required was basic cpr training in conjunction with use of a defibrillator. CM agreed to research further.</p>	
4.	Court lighting and maintenance	
	<p>Courts 7&8</p> <p>MT gave an update on the planning application for lighting on courts 7 & 8. He advised that although the determination deadline of 26 October 2021 has passed the application is still live. MT said that this is good news as although two objections have been received it has not been refused. MT said that he has been contacted directly by the Planning Officer and believes that they are sympathetic. MT is to write a statement confirming that the Club is open to new members and provides coaching for non members as evidence that the Club is provides facilities to the local community.</p> <p>MT has had quotes for installing the lights of £30k plus VAT. This is in line with the quote received from the Club's existing lighting contractor.</p>	

	<p>CL's report confirms that the club has sufficient funds to cover the estimated cost in the current year. Therefore it was agreed to go ahead and commission installation of lights on 7&8 as a priority if planning permission is received.</p> <p>MM said that Martin Evans has requested information on the type of lights proposed. MM to forward request to MT so that he can reply.</p> <p>Replacement lighting on other courts DP's email of 25 October setting out estimated costs for replacement lights on the other courts of £14k plus VAT per pair of courts was noted.</p> <p>It was agreed that replacement of lights on courts 1&2 in the Summer of 2022 would be the next priority.</p> <p>Other maintenance Court 2: It was noted that one of the edging slabs on court 2 has lifted and presents a potential trip hazard. It was agreed to do an immediate repair, DP will instruct the groundsman to relay the slab.</p> <p>Court 3: MT suggested that the flaunching between courts 2 and 3 would require a longer term repair and as part of this the paved slope could be covered with a thin layer of concrete to the level of the kerb on court 3 to provide an even surface. MT agreed to provide a quotation for this work.</p> <p>Sinkhole by Court 7: MT agreed to add this to the work above.</p> <p>Brushes for courts 3&4: It was noted that the existing line brushes are difficult to use and create furrows in the clay. DG provided detailed of brushes used by the Avenue Club at Havant. These are specialised brushes for these type of clay courts and should be easier to use. It was agreed to buy two new brushes at a cost of £125 each. DP to arrange.</p>	<p>MM/ MT</p> <p>DP</p> <p>MT</p> <p>MT</p> <p>DP</p>
<p>5.</p>	<p>Court booking and membership management system</p>	
	<p>MM reported that she has investigated the Clubspark database management system further. She said that transition to the Clubspark system would involve quite a lot of work and would take a while. She did not think that it would be possible to transition before the membership renewal in April as the following actions would need to be taken:</p> <ul style="list-style-type: none"> • set up a new system to run parallel with the existing database; • clean the Clubspark booking system of old data; • establish which categories of membership we can have; • decide mode of payment to use (if the club decides to accept direct debit or credit card payments then there will be a charge from Stripe or Cardless as well as a Clubspark charge). <p>MM said that any costs incurred for dd or credit card payments would have to be passed on to the members (at the moment payment is accepted by bank transfer or cheque).</p>	

	<p>MM further reported that the member details required to register with Clubspark do not give the Club a good demographic profile of our membership, there is also inadequate information on addresses and phone numbers. MM would have to populate the Clubspark system with all the information we currently hold but warned that the Club would have no control over any subsequent changes to information made by members themselves.</p> <p>MM acknowledged that it would be less painful for members to stick with Clubspark rather than any alternative booking and management system. It was also noted that there is a potential problem with continuing to use the Access database in that it is reliant on one person. MM confirmed that the data is backed up regularly on a data stick.</p> <p>MM agreed to start cleaning up the Clubspark data in readiness for any transition.</p> <p>The question of what Haslemere tennis club do was raised, MM agreed to investigate.</p> <p>The suggestion by Jonathan Graham that the club adopts the LTA's on-line tournament organiser and Club box leagues on the LTA system was discussed briefly. DG reported that he has received feedback that there are lots of problems with the LTA competition organiser. DG also confirmed that he would explain the World Tennis Number system at the AGM.</p> <p>CN confirmed that she had replied to Jonathan and explained that this would be put forward to the AGM as an item for discussion rather than a Resolution.</p> <p>Court usage (standing item): MM reported that 50% of the courts are occupied during the day.</p>	<p>MM</p> <p>MM</p> <p>DG</p>
<p>6.</p>	<p>Website and social media</p>	
	<p>Social media: CN reported that MH has said that he has created both Instagram and Facebook accounts for the Club and that these are up and running. CN agreed to ask MH to give an update at the AGM</p> <p>Website: MM said that she has been doing some updating on the website and has been discussing the ownership of the website with Graham Heath (GH). It was noted that GH would like to pass responsibility for the website on.</p> <p>MM has established that the Steep domain is set up with SiteGround and is paid for until 2023. she also confirmed that admin access is with Lynette Marshall and that both MM and MT were granted editing access by GH, as well as that granted to Gene Stodart.</p> <p>It was agreed in principal that it might be necessary to pay someone to manage the website but that it was important that the Club still had access.</p> <p>MM agreed to clarify with GH what would be required to give a third party access.</p>	<p>CN</p> <p>MM</p>

	MT said that SiteGround hosted his own website and agreed to investigate options.	MT
7.	Membership fees for 2022	
	<p>MM said that membership numbers are the highest the Club has had for some time, with a total of 566 Members. The Club should see the benefit of higher subscription income in April.</p> <p>All those present agreed with CL's recommendation that the current fee structure and level of fees remains the same from 1 April 2022 and to recommend this to the Membership at the AGM.</p>	CL
8.	AGM and Accounts	
	<p>It was noted that the Agenda for the AGM scheduled for 25 November 2021 at 7.30pm was circulated by email to the Membership on 10th November 2021.</p> <p>CN confirmed that one suggestion for a Resolution had been received but, as this was considered unenforceable, has been put forward as an item for discussion.</p> <p>It was noted that two Nominations have been received for the position of Honorary Secretary.</p> <p>Voting The procedure for voting at the AGM was discussed.</p> <p>It was agreed that voting would be by secret ballot. Each candidate would be asked to give a short presentation on their suitability for the role and those present would be asked to collect and fill out a voting slip after the presentations. CN agreed to get voting slips printed.</p> <p>MM and MT said that they had received a number of requests for voting by proxy or by email. However under the Club's Articles of Constitution Members are required to be present at the AGM in order to vote. It was also noted that a quorum of 40 Full or Student Members is required for voting to be valid on elections (Article 11.4).</p> <p>The question of what would happen if the meeting is non- quorate was therefore considered. The advice from Bruce Mellstrom (circulated by email on 7 November 2021) that Article 6.6 would apply, ie that it would rest with the Committee to appoint an eligible Member to the role until the next AGM was noted.</p> <p>CN abstained from giving an opinion on this part of the discussion and voting.</p> <p>It was acknowledged that the current system is not perfect as the requirement to be present to vote could mean nominees staying in post for a long time. In addition, increasingly Members expect to be able to vote remotely.</p> <p>Consequently, it was agreed that, whether quorate or not, the Committee would call an EGM in the New Year to discuss and propose changes to the Constitution to allow remote voting. CN to note for the January agenda.</p>	CN
		CN

	<p>The Committee also recognised that Members may be deterred from coming forward for the established Officer roles by lack of knowledge as to how the Committee works. It was agreed to create two additional roles, whereby eligible Members could be co-opted onto the Committee and gain experience. CN to note for the January agenda.</p> <p>Accounts The draft accounts for the year to 30 September 2021 were approved for presentation to the AGM. CN to arrange for copies to be printed.</p>	<p>CN</p> <p>CN</p>
9.	Committee dates and events for 2022	
	<p>Committee meeting dates for 2022 were provisionally agreed as follows:</p> <p>18 January 8th March 10th May 12th July 6th September 8th November</p> <p>AGM: 24th November</p> <p>Dates for social events will be considered at the January meeting.</p>	
10.	Officers' reports	
	<p>The previously circulated updates from the Chairman, Secretary, Treasurer, Membership, Social, Tournaments, Grounds, Fixtures, Welfare and Social Media Officers and the Club Coach were noted.</p> <p>Chairman: nothing to report.</p> <p>Secretary: nothing to report.</p> <p>Treasurer: The club remains in a sound financial position. At the moment we have just under £30,000 in the bank and just over that amount in the building society, so around £60,000 in total. I have prepared the accounts for the year to 30 September 2021. The auditor is currently looking at them but I don't expect any significant changes and am confident that he will have signed them off before the AGM. I attach a copy of the draft accounts, from which you will see that we made a loss of around £7,500 for the year. This was after paying around £9,000 each for the resurfacing of courts 7&8, the repainting of courts 1,2,5 & 6, and the work on the car park and paths. We received another grant of £10,000 from the Council during the year. If anyone questions this I think we can justify claiming it on the same basis as we did for the grant we received in the previous year; i.e. that we did not know how Covid would affect our membership numbers, and that we have had to spend extra money on cleaning and on maintaining the facilities for those who have continued with their membership. I intend to propose that we keep subscriptions at the same level as the current year</p>	

for the year from 1 April 2022.

Since the last committee meeting we have received £56.70 from Recyclaball. As previously agreed this will be donated to Homestart Butser.

Membership:

12 new members joined since last meeting and we lost one of our honorary members giving us a total of 562 members. This is already 30 above the number of members that we had at the end of the last membership year.

Fixtures:

Matches are under way.

Entering results has been proven difficult. Most of the problems have now been sorted except for the matches played at the beginning of the season.

The East Hants AGM is taking place tonight and David will find out more about it.

Social:

Our Italian evening held at Ruby and Monty's on 14th October was a great success attended by 19 members. The food and service were excellent and it was great to meet some new members.

We have booked the Cricketers for our informal pre Christmas drinks on Tuesday 7th December. We will need to send out an invitation shortly. Perhaps a nice idea to mention at the AGM.

Grounds:

I am awaiting advice on whether herbicide is needed on the 6 newly painted hard courts.

Hedges will be done in December or early New Year.

Kerb stones will be sorted with or without flaunching repair.

Benches will be painted when grass no longer needs cutting ie when time /weather allows.

Phil Housden did look at courts 7/8 and thinks all ok.

Coach:

The Junior tournament went well. Winners submitted to Carol on 14/09 - I may alter the format next year to run similar and alongside the adult events.

No winter junior league entered, little interest from our club or any other.

October half term camp quite busy for the older kids, quieter for the young ones. Lots of kids off with Covid - fairly steady - always a few each week reporting self isolation.

No internal leagues up and running yet. A lot of work involved and most players fail to pay the fee or complete the matches. Will likely postpone until the early spring when more light and enthusiasm.

JA/LW

11.	Any other business	
	<p>Juniors' coaching bursaries: it was agreed that these would be granted again this year. DG to identify two juniors who have contributed to the Club.</p> <p>Foot trays: JA requested that we provide foot trays outside the clay courts. DP agreed to source.</p> <p>Committee appointments: It was agreed to co-opt JA and LW onto the Management Committee for a further two years. CN to update rolling action log.</p> <p>Club printer: it was noted that the club printer needs replacing. MT agreed to donate his surplus laser printer to the club.</p>	<p>DG</p> <p>DP</p> <p>CN</p> <p>MT</p>
12.	Date of next meeting: 18th January 2022	

Actions completed since the last meeting

Action	Who	Status
Organise Pimms tea for Finals Day	LW/JA	complete
update the Tournament Rules to make explicit the Tournament Secretary's right to allow substitution and late entry and exercise their discretion.	JP/CN	complete
discuss with contact at the Avenue club and find out what brushes they use on their clay courts.	DG	completed
Ask groundsman to keep grass short on the sides of 7&8	DP	completed
monitor clubspark booking with the LTA for the time being.	MM	completed
investigate whether the membership administration system is free on clubspark and investigate the database module.	MM	completed
draft AGM communications to the membership in line with the agreed process.	CN	completed
Add discussion of membership fees to November agenda	CN	completed
schedule a pizza and pasta night at the new pizza restaurant in town for Thursday 14 th October.	LW/JA	completed
Organise informal pub night for Thursday 7 December.	LW/JA	completed
Arrange PAT testing on non-portable appliances by November.	DP	completed
contact MH for an update on club's social media .	CN	completed
put together a new challenge for adult and junior members of any level called The Grand Slam Challenge	DG	completed
putting together a 'Friday Night' calendar	DG	completed
CL to provide club account details to Ralph Lambert for Recyclaball	CL/CN	completed
Update 10 year maintenance plan	CN/CL	completed