



## Minutes of Committee Meeting – 29 March 2022

**Present:** Marcus Binning (MB) - Chair  
Jane Sharples (CC) - Treasurer  
Rachel Richardson (RR) - Junior Secretary  
Karen Peters (KP) - Membership Secretary  
Rob Roy (Rob) – Social Secretary  
Nick Wrigley (NW) - H&S Officer  
John Church (JC) – Committee Member  
Olly Bonser (OB) – Secretary

### 1. **Matters arising from the previous meeting**

- Gate to Court 3 – waiting for Pete Roberston to confirm when this has been fixed
- Roles and responsibilities – we now have templates for these provided by the LTA. MB to forward these to the Committee for them to amend and then make available to members.
- Pete has agreed to take over the maintenance role from Matt Thomas
- MB still to send letter to lawyer re Mr Evans
- Gardeners – need to find groundsman/maintenance person. KP to put advert on Shiplake Village website. Just need one hour per week.
- Two of the club’s previous four bank accounts have now been closed to simplify cash management. Treasurer’s account 666 and Instant online 068 remain
- JS has looked at GoCardless, this is a future option but we will remain with Stripe at the moment
- JS working on monthly export of bank transactions to help RR and KP with coaching and membership transactions
- Sink fund – JC and JS to discuss requirements
- Balls – these will now be bought off the internet rather than Henley Sports
- Juniors – revenue/costs; JS to work on
- JC to identify potential club apparel suppliers

### 2. **Social Secretary**

- Rob asked whether we should bin the old BBQ and purchase a new one. The old one is looking very past its best. It was agreed that we should purchase a new one. NW volunteered to help
- Discussion regarding insurance coverage for events and BBQs (eg food poisoning or hot coals causing injury) and would we be fully covered. This led to a more general discussion of how we were insured and who by. We do have insurance through the LTA, but the previous Treasurer used to talk about our insurer, so we need to investigate to fully understand how this works. OB to contact LTA and MB to look through previous correspondence to see if there was any further information. Also on insurance and risk assessments, OB said we had to do a risk assessment as part of the LTA renewal process – we have the results of this, so ON, MB and NW need to review the results and action where

needed.

- BBQ event scheduled for 10 April; currently expecting c.16 people. MB has recently bought a few folding tables which can be used. Do we need a gazebo? Rob to consider.
- Discussion regarding one-day competitions in the summer – need to get some dates in the diary. Need to try one and see what happens. One member has volunteered to organise such an event. MB to speak to the member.
- Also considering an end of season event, maybe at the Memorial Hall. Could we ask Orwells to do the catering?

### 3. **Treasurer's Report**

- We now have a much better view of club revenue and expenditure
- Annually, our total revenue is around £22k. Forecast expenditure for 2022 is not yet clear as prior years accounts have overlapped financial years. Working on a more transparent system going forwards
- Membership numbers for adults still need final reconciliation versus Stripe receipts and individual BACS payments
- 19 adult members appear to have not paid. We would give them one further reminder and then they would be deleted as members, and if they wanted to re-join at a later date, they would need to pay a joining fee.
- As voted for at the SGM, the next club financial year will run from November 2021 through December 2022 to align with the membership year
- Also as voted for at the SGM, there will be a slight uplift in subscription fees for adults as there are plans which will need funding in the future (eg lights).
- JS still needs to get her head around the accounts as there are still a few items which do not make sense when looking at the previous year's accounts/expenditure.
- JS will create a financial plan for the current financial year; this will be an estimated plan as the expense buckets from previous years have been amended to give better visibility
- It would be helpful for there to be a club debit card so we can make purchases without having to buy things, then get reimbursed which can take time. It was agreed that there would be increasing levels of online expenditure so it was agreed that we should get a club debit card.
- NW mentioned that there would be some revenue from recycling tennis balls. MB asked whether we should give this money to charity. JC asked whether the members should decide if we should give money to a 3<sup>rd</sup> party, rather than re-investing in the club. It was agreed that we should do it and then ask at the next AGM if members were happy with this. Also discussed was which charity should be chosen. It was agreed that whoever won the award for outstanding contribution to the club could choose the charity.

### 4. **Membership**

- The Clubspark website is causing all sorts of issues, especially with logging in, and it's proving to be a huge cause of concern.
- We have a good level of members, but not yet at capacity.
- No need to drop the joining fee at the moment – there's no evidence that this is preventing potential members from joining.

### 5. **Juniors**

- Classes going well, especially for the 5-8yr olds – Saturday morning classes are full.
- We will start offering classes on Thursdays to see if there is demand from this age group

- we'll be promoting this to Shiplake School.
- Still looking for more entries for the junior tournaments
- There has been an issue with booking the vets summer league matches at the same time as the junior coaching sessions. RR to raise issue with Richard Ormerod.

## 6. Website

- As mentioned, the membership section of the website is proving to be very difficult to manage for various reasons, and website availability can be an issue at times (LTA / CS server problems) .
- Membership management is very painful; and with hindsight we would not have made the change to Clubspark for this part of the website
- The LTA has made it difficult for members to change their log-in details. Hopefully once everyone has been able to change their log-in details, then renewals should be easier next year.
- It appears that other clubs are having the same issues, but the LTA doesnt seem to want to help.
- Coaching packages are also a nightmare.
- Overall, parts of the website work OK but membership (which also affects members' ability to book courts) is a problem..
- We are considering what to do about this going forward

## 7. Championships

- The championships are now up and running, with the draws having been made at the SGM.
- It was agreed that we should make Court 3 available for Championship matches – MB to send an email to the members. If people do want to book Court 3 on these days, they will need to contact Marcus directly to do this.

## 8. Health & Safety

- NW asked whether we should offer a first aid course to members. The cost would be £100 per person for a 7hr session for up to 6 people. This would include instruction on the defibrillator
- JC commented that if we only had a few people on the course, the chances of those people being at the club when an incident occurred were very slim. It was agreed that we should contact any members who are medical professionals and ask if they'd be happy to deliver a one-hour course on a Sunday morning to people attending the Club session. NW to ask Nikki Botterill and other members
- NW also asked about insurance/liability for the defib machine. As its on private property, do we need to lock it? OB to ask his contact at the LTA and on the Tennis Volunteers Facebook group.
- We need to get a smart charger for the tennis ball machine.

## 9. Coaching

- Following the survey sent to members about coaching requirements, we clearly need to offer various coaching options.
- KP had spoken to Tim Rose about coaching and he had said that he had tried to get club coaching going a while back, but no one took him up on the offer.
- One suggestion, which Tim seemed fine with, was having a female coach to come and coach the female members. Kate Borthwick was named as a potential person to do this.
- Agreed that we should book 1 or 2 courts on Thursday evening for the men's team, and

if some wanted a coaching session for, for example, 45 mins, then they could do this for a small charge (eg £5 per person per session); this could be advertised as a pilot for 6 months.

- Tim doesn't work on Sundays, but could he suggest/recommend someone to do a rusty rackets type of session on Sundays; might be difficult to get one person to come to the club to coach for 1.5 hrs on a Sunday.
- KP to speak further to Tim about: Kate Borthwick for the ladies; coaching on Thursday evenings; rusty rackets recommendation on Sundays.

#### 10. **Trees**

- We have received a letter from a neighbour regarding the state of our trees which overhang into their garden.
- We need to get these looked at by a professional to decide what to do with ivy, the oak tree and also the hedge. We do need the trees as they provide a barrier to the light.
- MB to find tree surgeon.

#### 11. **Lighting**

- We need to replace one light and clean/tidy the others. If the cost of doing this is less than £1,000, we should just get on and do it. We also need to check on their alignment.
- Should we put LED lights on one court at a time every three years.
- Do we need a pole on Court 3 – will it need planning application? To be discussed further down the line.

#### 12. **AOB**

- Shiplake College – they have requested an extra half hour to their time which is fine.
- Shiplake College has offered the use of their grass courts to our members in the summer (at no charge). We will need a booking mechanism in place for this.
- Clubhouse – carpet tiles have come loose. KP to ask Pete Robertson to glue these down
- Mike Lynskey asked if his golf club could offer 1.5hrs of coaching as part of a charity raffle - it was agreed that this was ok.

### **ACTIONS**

1. MB to forward roles to committee members, and for them to amend as required.
2. MB to send letter to lawyer re Mr Evans
3. JC and JS to discuss the sink fund and how much we need
4. JS to work on financial plan and clarify subscription and coaching revenue/costs for juniors
5. JC to source clothing suppliers
6. Rob and NW to purchase new BBQ
7. OB and MB to look at insurance
8. MB to speak to Mark Cranstoun regarding one-day summer competition
9. Rob to work on end of season event
10. JS to apply for club debit card
11. RR to speak to Richard Ormerod re junior/vets bookings
12. MB to let members know about Monday and Wednesday evenings being available for Championship matches (court 3)
13. OB to contact LTA and FB group re insurance for defib
14. NW to speak to Nikki B regarding training talk on Sunday morning

15. MB to acquire smart charger for ball machine
16. KP to speak to Tim Rose regarding coaching options
17. MB to find tree surgeon who could review our trees
18. MB to speak to lighting company to get quotation

**Date and location of next meeting: TBC**