

## Shiplake Tennis and Social Club

### Minutes of Committee Meeting 15<sup>th</sup> May 2018

**Present:** Tim Dunn TD Chair, Diana Jones DJ Joint Treasurer, Quentin Jones QJ Joint Treasurer, Rachel Richardson RR Junior Secretary, David Channon RDC Secretary.

#### 1. Matters Arising from Last Meeting

- Research Membership Data Storage. **Done (TD)**
- Advance contracting for court resurfacing. **Done (QJ/DJ)**
- Investigate role of trustees. **Carried forward (QJ)**
- Run Wimbledon Ballot. **Ballot completed. Ticket allocations ongoing (DJ/RDC)**
- Arrange Junior Championships. **Ongoing (RR)**
- Arrange Defibrillator Demo. **Still negotiating with St. John's Ambulance. See below (RDC)**
- Place conspicuous notice regarding H&S responsibilities. **Done (RDC)**
- Purchase replacement heater for clubhouse. **Done (RDC)**

#### 2. Treasurers' Report

This was very brief in view of the work already done and reviewed with the committee by QJ to ensure that sufficient funds will be available for the court resurfacing. Balances at 15.05.18 are: £680 on the 666 account, £39 on the 160 account, £61,881 on the 068 account and £6953 on the Paypal account.

#### 3. Court Resurfacing

The Committee Meeting was preceded with a presentation by our preferred contractor and a lengthy discussion ensued from this. There was then a walkabout of the courts to look at and agree the details. This resulted in one addition to the works: realignment of fencing in two places, and one subtraction: retention of existing the perimeter edgings, recommended by QJ for a saving of £1693.

Following departure of the contractor, DJ/QJ's recommended quote and all aspects of the anticipated works were approved.

TD warmly thanked DJ and QJ for the enormous amount of work they have undertaken to get to this point and the other committee members wholeheartedly agreed.

It was agreed that DJ would approach Sheena Darke, hopefully to enable our members to use the Wargrave club facilities while ours are out of action.

It was agreed that RDC would approach the Memorial Hall committee for their agreement to the works.

Details of the Resurfacing Project will be announced by our Chair TD within two weeks.

#### **4. Safeguarding Report**

RR reported there had been no issues since the last meeting.

#### **5. Junior Coaching and Championship**

RR reported all is proceeding well. She suggested that photographs of the winners be taken and posted on the noticeboard and website. This was agreed.

#### **6. Wimbledon Ballot Status**

DJ and RDC reported that the turnout for the ballot was only two or three members, compared with over twenty in the last two years. It was agreed that the timing was probably not good and next year it will be planned for the start of a popular session, rather than an hour beforehand.

RDC reported that his job had been made much more difficult this year by emails from those using btinternet.com bouncing back as scam, leading to his having to make a large number of phone calls. Also, arranging replacements of those declining tickets and arranging swaps had been very time consuming this year, with up to five people being approached before some tickets were taken up, all exacerbated by the btinternet problem. It was agreed that the club would not be arranging swaps next year.

RDC was confident all tickets would be allocated prior to the LTA deadline 25<sup>th</sup> May.

## **7. Health and Safety Report**

RDC provided details of the two accidents that have occurred since the last meeting. One involved match teams playing in damp conditions. A visiting player slipped and tore or pulled a hamstring. It was felt that team captains should point out that under such conditions, players participated at their own risk.

The other involved one of our players pulling a hamstring during a match in dry conditions. The player blamed himself for not warming up properly.

RDC indicated that he had modified the accident report form to include space for an evaluation of the cause of each injury, which would routinely follow his discussion with those involved. In that way the club can learn from the incidents and attempt to minimise them.

RDC reported that he is still in contact with St. John's Ambulance who say they still wish to provide this demonstration but appear to be having quite a problem coming up with a date when they might be available. TD felt that this matter was becoming more urgent and suggested RDC should investigate possible alternative providers. This was agreed.

## **8. Data Protection Status/Mailchimp**

DJ/QJ recommended use of Mailchimp, which directs members to our website for information rather than sending out emails to multiple addresses. This helps to ensure that individual members are not storing personal large quantities of contact details of our members. However RR and RDC foresaw situations where use of Mailchimp might prove cumbersome. QJ indicated that if an ongoing financial or material business relationship is involved, the regulations would allow direct emails to members.

QJ also indicated that the use of Mailchimp meant that encryption of data, that had previously been muted, would not be necessary.

QJ indicated he believed that the club would be fully compliant with the Data Protection Regulations by the government deadline.

Members of the committee will attend a short course on Mailchimp given by David Bell on 24<sup>th</sup> May.

## **9. Boundary Dispute Status**

QJ reported that nothing has been heard from our neighbour Mr Evans since our last meeting. Our draft agreement is still available if he wishes to sign it but no further concessions will be made. RDC is keeping the Memorial Hall Committee informed.

## **10. Access to Members' Database**

RDC reported his continuing frustration in not having direct access to the members contact details when needing to contact them e.g. re: double booking of courts/accident problems/Wimbledon Ballot etc.. It was agreed that our database provider David Bell would indicate the way forward on this at the 24<sup>th</sup> May meeting.

## **11. Decision Making within our Committee**

RDC indicated he had posted this item to ascertain other committee members' views. E.g. did an individual committee member have the right to make a decision unilaterally regarding an expenditure or other decision affecting the running of the club, or should decisions be made by majority vote or in some other way? He pointed out that the club's Rules and Constitution do not indicate how the committee should reach its decisions regarding management of the club, only that it is responsible for making them.

TD indicated that he feels the Treasurers should have a veto on what can and can't be spent. He did not support 'hard and fast' rules for decision making by the committee. It depended on the nature of the decision, whether financial or otherwise, and "if in doubt, communicate". This was generally agreed.

## **12. LTA Safeguarding Requirements**

RDC pointed out that the LTA is making it a requirement for re-registration that the club meets it's standards in five areas prior to 1st October this year. These are:

- Safeguarding Policy and Procedures to be in place
- Diversity and Inclusion Policy and Procedures to be in place
- Welfare Officer to be in post
- Criminal Record Checks to be completed for all coaches and some other staff
- Risk Assessment to be in place

The club has already put in place the first, third and last of these. RR volunteered to handle the other two by end September.

## **13. Complaint**

This was discussed. TD agreed to respond on behalf of the committee.

## **14. AOB**

There was none.

## **15. Next Meeting**

This was agreed as Tuesday 7<sup>th</sup> August at 7.30pm in the Clubhouse

### Actions Before Next Meeting

TD – Announce details of the planned court resurfacing works to members

DJ – Approach Sheena Darke to arrange use of Wargrave courts (if possible) while ours are being re-surfaced

QJ – Finalise contract with resurfacing contractor etc.

– Finalise Data Protection Policy

– Investigate role of Trustees

RR – Prepare Diversity and Inclusion Policy and ensure all necessary criminal record checks are in place by end September

RDC – Approach Memorial Hall Committee for their agreement to the resurfacing works and keep them informed re: boundary dispute status

– Identify alternative provider for defibrillator demonstration