



Minutes of Committee Meeting – 20 October 2021

Present: Marcus Binning (MB) - Chair
Charlie Calderbank (CC) - Treasurer
Karen Peters (KP) - Membership Secretary
Rachel Richardson (RR) – Junior Secretary
Olly Bonser (OB) – Secretary
Helma Marlow (HM) - Social Secretary
Nick Wrigley (NW) - H&S Officer

1. Matters arising from the previous meeting

- Court 3 gate (NW)
- OB and MB to finalise roles/responsibilities and email boxes
- MB and CC to send letter to Mr Evans
- CC to chase payment from Shiplake College
- CC to add MB as account signatory

Issues raised from matters arising

- People are putting the wrong substances in the bins provided – this will mean that SMH will not accept our rubbish if we continue to do this. Discussion about whether we should remove the bins altogether. OB to raise on the LTA Facebook group.
- Pete R provided details of clothing supplier. KP will speak to them and obtain samples to showcase at the AGM.
- CC spoke to gardener who is keen to work on the grounds; he will provide proposal for works in summer and winter months, to include hedge trimming, grass cutting and maintenance around the court edges.
- MB to speak to Matt Thomas regarding slippery courts and putting in schedule for maintenance/cleaning

2. Membership

- Total of 280 members
 - o 166 adults
 - o 104 juniors
 - o 6 social members
 - o 4 honorary members

- No current membership enquiries

3. Treasurer's Report

- The Club currently has a surplus of £29,026 which includes: £16,221 in the 32-day sink fund account; £7,810 in the main account (ending 666); £4,116 in the paypal account; and £878 in the sports and social account
- The club is in good financial health, with no significant expenditure items currently planned
- £5,400 will be moved (as per LTA guidance) to the 32-day sink fund account

4. **Junior Matters**

- The committee watched an LTA video on safeguarding as required by the LTA
- Proposal to create coaching sessions for 5-8yr olds on Thursday afternoons to bring in new young players. RR to take this forward.

5. **Social Events**

- Robin Roy has agreed to support the committee on social events once Helma's tenure ends. Robin will need to be proposed and seconded at the AGM.
- Autumn Supper went well, with 12 people attending
- Christmas party planning is underway and it is hoped that c.50 will attend the event

6. **Health & Safety**

- Nothing to report
- Was agreed that the H&S Officer role was an important role regardless of covid – good to have a focal point on H&S issues.

7. **LTA Venue registration**

- This is due in the coming weeks. OB to contact various committee members for information as and when required

8. **Website**

- The prototype is being worked on and functionality is being checked.
- Priority is to ensure that payments made through the site do end up in the correct STSC bank account
- Members will need to log in with their LTA membership number to be able to access the members' areas, book courts, etc..
- Very clear, simple instructions will need to be sent to members in advance of how to do this
- Would be very helpful if members came to the AGM to discuss the website
- November 23 is the scheduled go live date
- We should send notification to members as a count down (eg with 3 weeks to go, 2 weeks to go, one week to go, and then the day before/day after) each email with clear details of what they need to do to prepare for the new site.

9. **AGM**

- Date: 2 December 2021; Time: 7pm; Location: Shiplake Bowls Club
- NW to be in charge of refreshments
- Agenda:

- o Introductions and formalities (OB)
- o Championship presentations (TBC)
- o Matters arising (OB)
- o Chair's review (MB)
- o Treasurer's report (CC)
- o Subs/fee proposals for 2021/2022 (CC)
- o Team reports (Richard/Jeanette – 5 mins each)
- o Election of Committee members (OB)
- o Website (MB/KP/NW)
- o Club Apparel (KP)
- o Most improved player* (TBC)
- o The Jones Shield (Di and Q)
- o General Questions (OB – all)

*NW to ask Mike Lynskey for nominations via the Club session hosts

The agenda, plus any proposals, need to be circulated to the members at least three weeks prior to the AGM.

10. AOB

- Date of Committee members beginning their tenure: it was decided that any new Committee members' roles should officially start on 1 January following their election at the most recent AGM. This would allow a few weeks of handover from the outgoing to the incoming committee member.
- Visitor fees: how should visitor visits be monitored and fees collected as it was thought that some members were abusing the system of being allowed to bring the same guest a maximum of three times per annum, and were not recording these visits and therefore avoiding paying visitor fees. OB would raise the question on the LTA Facebook group

ACTIONS

1. NW to confirm that the Court 3 gate has been fixed
2. OB and MB to finalise roles/responsibilities and email boxes
3. MB and CC to send letter to Mr Evans
4. CC to chase Shiplake College for payment
5. CC to add MB as third bank account signatory
6. Karen to email members about lost property/clothing
7. Marcus, Karen and Nick to push forward on the website project and issue countdown emails in advance of the launch date
8. Charlie to chase Matt Bodman for the gardening proposal
9. MB to speak to Matt Thomas about the slippery courts
10. OB to draft AGM agenda and arrange for details and the agenda to be sent out to the members at least three weeks prior to the AGM on 2/12/21
11. OB to contact LTA Facebook group regarding visitor fees and waste management
12. KP to obtain clothing samples to show at AGM
13. RR to speak to Tim Rose about Thursday night coaching

14. NW to speak to Mike Lynskey regarding most improved player

Date and location of next meeting:

- TBC