



Minutes of Committee Meeting – 12th February 2024

Present:

Marcus Binning (MB) – Chair, Karen Peters (KP) - Membership Secretary, Jenny Berger (JB) -Secretary, Chris Ovenden – Head Coach (HC), Jane Sharples (JS) – Treasurer, John Church (JC), Lisse-Lotte Stuart (LLS) new committee member

Apologies: Rachel Richardson (RR)

1. Matters arising from previous meeting

- Courts need cleaning and painting - the meeting agreed this should be arranged as soon as weather and timing is convenient. There are some slippery areas and one of the visiting opponents slipped during a match last week but there was no injury.
- **Action: MB** to approach Q and ask if he would be willing to arrange quotations and supervise the works. Proposed timing - May -or to be agreed with Chris around coaching programme.

Other specific actions relating to main agenda items are incorporated under relevant sections.

2. Head Coach's report (CO)

- Have enjoyed my first year coaching at the club, feeling really settled and enjoying it so glad it has worked out, thanks for your support.
- Coaching programme started again in Jan, all groups from last term are running once again, will slowly gain new players as the weather improves. Friday link with Shiplake Primary has gone really well, we now have 16 playing with us on a Fri Afternoon.
- Feb HT always the toughest camp with weather and ski season, will be running 2 days still Thurs/Fri 10am-1pm.
- Link with Wargrave TC + Riseley TC has been discussed to run some FUN tournaments (Home and away leg), ideally Sunday afternoon. This was discussed and the meeting agreed it was a good idea. 3 courts can be used for a couple of hours when no matches. 2 events between March and July.
- **Action CO** to propose dates for friendly matches and make arrangements - ask for additional helpers if required.
- Junior club championships will be started earlier this year - target April start.
- CO is encouraging more players to join the teams, ladies seem booming with participants. Haven't heard much on men's side, Alex U18 champion attends Thurs nights. Plus come the summer term the juniors on a Wednesday will stay on for club night.
- CO has sent Jane final finances, discussion on 2024 on going, simpler way of sorting payments would be preferred.

The meeting discussed current arrangements for payment—it was agreed these are quite complicated and take lot of administration time. Now court usage and amount of coaching time/income have been established, it was agreed that a flat fee arrangement per month may be possible. This would reduce the admin required and give the club clarity on the coaching income. The fee needs to be agreed.

- **Action: JS/MB and CO** to discuss and agree a monthly coaching payment to the Club that can be approved by the Committee.
- CO has had a further enquiry about Parent membership- the only time they want to play is with their child. CO advised them this was not possible at the moment, that the parent will need to pay visitor fee but has asked the Committee to review.
- The meeting discussed the option of introducing a new membership category to allow for this. It was agreed it would be difficult to police but there would only be a very small number of people interested and the Club do want to encourage new members and juniors. Overall the meeting agreed the best option would be to have a pilot scheme for a limited number of parents to start with. A fee of £50 was proposed and the adult has the same rights as a junior member but can only play with their child.
- **Action: KP** to check the rules to see if this new membership category has to be approved by the wider membership at AGM or if it can be passed by the Committee.
KP/MB to make the arrangements for adding membership category and collecting fees.
- **Pickleball**- CO has started to run Pickleball at other venues and he has offered to run an event at the Club for everyone to have a go. The meeting agreed this could be great fun and should be trialled.
- **Action: CO** to arrange Pickleball session for Sunday April 28th small fee to be charged. CO to ask for extra helpers if he needs them.
- **Action:** To keep all members informed of coaching activities and news -CO to write small article for newsletter. MB will publish.

3. Treasurer report (JS)

Summary of 2023 financials:

Cash balance

- The club's total cash balance at 31.12.23 was £38,287.57
- Opening cash at 01.01.23 was £31,674.47
- Cash reserves have increased by £6,613.10 over the 12 month period

Income 2023

- Total Stripe income for the year totalled £29,779.91
- Stripe income will be split, primarily between membership subscriptions and the dinner event – JAS and MB to agree final figures for the accounts
- Coaching income to the end of September 2023 was £1,218. Income for Q4 to be confirmed
- Visitors fees totalled £96.00
- Shiplake College court rental income was £1,020.00

· With the majority of the Club's spare cash now in a high interest 32 day notice account, interest income came to £374.72

Expenditure 2023

- Total expenditure for 2023 was £30,325.38 vs budget plan of £30,669.19
- This included 3 x new nets not originally in the budget and a charitable donation of the recyclaball income
- Overall expenditure was below plan by £343 due to savings in the following areas:
 - o Insurance (renegotiated)
 - o Electricity (historical write off by SSE)
 - o Tennis Balls (savings on the internet vs Henley Sport plus residual stock from 2022)
 - o Gardening (another sacking)
 - o No floodlight expenditure

P&L position for 2023

· The P&L needs finalising with the auditor but the position will be favourable vs 2022 due to accruals in the 2022 accounts for coaching severance and electricity and some unexpected cost savings in 2023.

Outlook for 2024-

- **Actions: JS** to put together a forecast for 2024 ahead of the AGM. Actions/points for discussion ahead of the AGM
- **JS and MB** to review income and expenditure for the November social event and agree final figures
- **JS/MB/KP** to agree final membership numbers and subs income for 2023
- **JS/CO** to discuss/agree a simplified flat fee cost structure for 2024 which needs consideration by the Committee
- Court maintenance costs need to be included for 2024.
- **JS** to prepare budget for 2024. – The meeting agreed she did an excellent job last year.
- **JS** to arrange auditing of the final accounts

	OPENING			CLOSING
Bank Balances	31.12.22	21.06.23	18.10.23	31.12.23
666 Treasurers	9,160.38	14,071.03	6,160.16	10,398.76
068 Instant On Line	22,514.09	22,587.29	2,622.74	2,628.63
7LS 32 Day Notice			25,114.86	25,260.18
	31,674.47	36,658.32	33,897.76	38,287.57
Net cash increase for year	6,613.10			

4. Membership (KP)

- The Committee welcomed Lise-Lotte Stewart (LLS) who joined the meeting around 8:30pm. Lotte has offered to be the new Membership Sec. This will be proposed at the AGM.
- We currently have 125 adults, 9 students, 40 Juniors and 7 complimentary (Peter Greenslade,

Chris O, Dave V, Geraldine Myers, Liam & Ryan Simpson-Trotman, Len Mitton) Total 174 excluding comps.

- Membership is below last years total in October 2023, which was 278 members - 164 adult, 91 junior, 16 student, 7 complimentary.
- If membership numbers stay low, this will affect the projected income for 2024. Its not clear at this stage if more members will renew at a later date.
- The meeting discussed possible reasons for people not renewing - one issue was the renewal date in January is not ideal- weather is bad so the amount of tennis is limited, dark nights make it difficult. However, the renewal date was brought forward a couple of years ago to allow championship to be started asap and allow new members to participate. Before deciding what action is needed we need to understand how many members are likely to renew
- **Action: MB** to pull out list of members from last year and renewals and make available to the Committee on google drive to see who has not renewed and then we can investigate why.

Membership situation to be reviewed at next meeting when LLS has had time to get up to date with KP.

The meeting offered a huge vote of thanks to KP for all her hard work over the years.

- **Social Secretary position**

Caroline Wiseman has volunteered to take on the role this will be formally proposed at the AGM.

(Post meeting Sarah Penny also volunteered to take on the role jointly with Caroline)

5. AGM

- Bowling Clubhouse booked for March 21st -proposed start time 7pm.
- **Action: JB** to circulate draft agenda asap - based on last year's
JB to put up notice in clubhouse and prepare list of nominations for committee members
Catering - **JB to sort with JS** same basis as last year

KP to review by laws and rules and propose any changes, circulate to Committee and add to the agenda those which need to be agreed at AGM.

6. Health & Safety Report

- There is currently no H&S officer – request to be made for volunteer at or before AGM. Its possible with the larger Committee H&S items can be covered by existing Committee

7. Facilities

- Courts to be cleaned and repainted see item 1
- Net tape hooks are a bit long – Action MB to ask PR if we can shorten them..
- Asbestos removal from Memorial Hall garage scheduled for 13th. Courts will be closed

8. Welfare and Policies

- Rachel has now completed online Welfare Officer Safeguarding update course (due by mid November 23), valid for 2 years.
- Lots of club level policy and form templates on the LTA site.
- **Action RR and JB** to meet and agree what is essential/proportionate for the Club.
- **JB/MB** to check link to code of conduct has been added to website and membership rules

9. AOB

• Fees for 2025

These need to be proposed and approved at AGM. The meeting proposed the following small increases for 2025 to keep up with rising costs:

Full adult member £155, or £140 with early bird discount
Junior £55 or £40 with early bird discount

Visitor fees £5 per person (One member can take upto max of 3 visitors on one visit)
Non-members participating in coaching fee to be increased to £5 per person- same as a visitor, from April 2024. They will be offered discounted rate if joining the Club from April.

• Championship

Marcus, Katie and Peter Robinson have formed the Championship committee. The event this year will be a knockout competition.

Time and place of draw to be agreed. 15th September 2024

• Friendly, adults doubles tournament

Amanda Jennings and Cosima have offered to run a friendly doubles tournament on Sunday May 19th. The Committee welcomed the offer and will liaise with them over arrangements.

Date and location of next meeting: AGM Thursday 21st March 7.00 pm, Shiplake Bowls Clubhouse