

COOMBE WOOD LTC

NOTES FROM MANAGEMENT COMMITTEE MEETING

April 24th, 2023, at 7.30pm on zoom

Present: Rob, Ian, Jan, Val, Chris, Heather, Nandini, Paul

1. Terrace:

The slabs are going to be purchased by CW and delivered to the club in two batches. Chris raised the issue of insurance should the slabs be damaged or even stolen before they are laid. **Action: PB.**

Heather suggested covering the slabs with a tarpaulin to make them less obvious and Chris agreed to ask Spencer from Bloomin Marvellous if he could provide one. **Action: CL.**

The planting plan is being finalised and then needs to be submitted to the council for approval, which could take up to 8 weeks. The budget for planting in the BM quotation was £2,150. **Action: CL to check that proposed plan is within budget.**

Nikki Dobson to be asked to chase the planners regularly for approval as without the planting the planning permission says the terrace may not be used. **Action: CL.**

Meeting agreed to go ahead and order plants as long as the order is within the budget. **Action: CL.**

A note needs to be sent to the membership about reduced parking and the start of the terrace works. **Action: CL.**

2. Membership and subscriptions:

- Subscription bills have been sent out. This included to 297 full members and 30 U26. We therefore have capacity for another 23 adult members. Playing in sessions have been organised for people on the waiting list for this Saturday at 4.30pm and Sunday at 1pm.
- Invoices have also been sent out for 107 cadets and 303 juniors.
- Kerry is helping to process resignations.

3. Clubhouse Coffee Bar Proposal:

- Armand has offered to provide a coffee bar service in the clubhouse and there was agreement in principle that we should go ahead with this.
- Armand has spoken to Ollie about when demand would be highest and although unsure as to the financial viability is willing to give it a try.
- Proposed timings are:
 - Monday 9am -12 noon and 3.30pm – 7pm
 - Wednesday 9am – 11am and 3.30pm – 7pm
 - Friday 9am – 11am and 3.30pm – 5.30

- Saturday – all day (9am to 5pm), including during social tennis
- Space in the kitchen for a coffee machine is an issue to be resolved. Next step is for Armand to speak with coffee machine supplier to discuss where the machine could be located.
- We would need an agreement with Armand re open book/terms/duration and he will need insurance for allergies/accidents etc. and to obtain appropriate food hygiene licence.

4. Saturday Social Tennis:

- Several members had commented that current format is no longer working as well as it has done. One of the main reasons is that largely the same group of players are signing up every week and consequently they are organised into the same fours.
- Meeting agreed to revert to pre pandemic format on a trial basis so that:
 - Members turn up and mix in from 2pm – 6pm
 - Afternoon tea available at 4pm
 - Ollie available to organise fours from 2pm until 4pm
- Action – Ian to email membership with start date of 6th May

5. Club Manager Role:

- First pass at tasks to be included in a possible Club Manager job description had been prepared by JL/RG/HM. This was reviewed by the meeting and various comments were noted.
- Subcommittee of RG, JL & VJ to develop the full job specification and candidate specification and to consider the basis on which the role may operate.
- PB suggested investigating whether the role could be structured to qualify under IR35 (i.e., as a contractor) rather than an employee of the club.

6. Officer Updates:

- Treasurer
 - Payments made to the terrace paving stone supplier, Nikki Dobson and Bloomin Marvellous.
- Social
 - Final's Day BBQ will be using a new supplier. The cost per head is £14.50 for burger, side salad and desert. The club needs to provide disposable cutlery and plates. Agreed to charge £15 per person as no need to profit from food during the day, the bar will make money.
 - Charity Quiz – Skye and Matt Pickin want to run this on June 10th, a date neither Belinda or Nandini are available to run the bar. IS volunteered to run the bar that evening and the meeting agreed that it should be run using our normal bar stocks. Also, there should be no gambling for money and no cash prizes. **Action: NN to email Skye and Matt.**
- Match
 - Tournament sign up is going well with the exception of the ladies' singles where only 8 players have entered so far.

- IS is setting up a team area on the website to show squads, match results etc. Match Sec and team captains will be able to add information.
- JS will try to get a men's coaching session up and running on a Thursday evening by approaching the payers directly rather than going via the captains.

7. Coaching - Junior Qualifying plans:

- OL is considering charging an entrance fee to cover the costs of running the day.
- Fundraising activities for Disability tennis might be included in the plans for the day.
- Ollie is to prepare a full update on the proposed plans for the day. **Action: RG to follow up with OL.**

8. Next Meeting Monday 1st May on zoom to cover:

- Grounds & Welfare updates
- Actions Log
- Proposal from IS re payment for IT systems.

/end