

Coombe Wood LTC

Minutes of Committee Meeting held on Monday 3rd July 2023 at 7.30pm in the clubhouse.

Present: Rob Gale, Heather McAtackney, Ian Stewart, Paul Baxter, Val Jermy, Meryl Lloyd, Kerry Ono, Armand Shahverdian, Daniel McQue, Jan Stewart, Nandini Narayan.

Apologies: John Lewis, Chris Lewis, Ollie Lloyd, Nicki Tattersall, Belinda Delic, Jo Haigh.

1. Financials & Project Updates

Paul presented a summary of our financials for the year to date together with a projection for the balance of the year.

Income has remained strong and is around £11k higher than budgeted.

Cost of living rises have meant overspend in a few cost categories. There have been savings on electricity where we benefitted from the government discount scheme, and the water meter issue has been resolved which resulted in a credit of £6k. We are yet to recruit a club manager, so we are unlikely to spend the full £20k allocated for this year. Overall, normal club running costs are estimated to be around £7k lower than budgeted for the year.

The terrace project is nearing completion and will come in close to the £75k budget.

The LED lighting project is planned for implementation in September. The order has been placed with Floodlighting Services Ltd at a cost of c.£65k. Allowing £5k for possible extra work brings the estimated project cost to £70k compared to the approved budget of £75k.

The Lane Footpath project has yet to re-start. The approved expenditure for the project in 2023 was £48k, which was based on a quote from Bloomin Marvellous (BM) and included £10k contingency. New quotes will need to be obtained as it is now recommended that we do not use BM for this project. Someone needs to take on the role that Chris has undertaken on the terrace project and now lead the lane footpath project. None of the Committee members present at the meeting had the time to take on this role. If no other Committee member can do it, a note should be sent to the membership asking for a volunteer.

Given the above, there is now a realistic possibility the lane project will be further delayed to 2024. This does not create a saving to spend on other projects as it is just a matter of timing.

Paul's figures included a guesstimate of £20k for resolving the potholes at the entrance to the car park.

The AGM approved overall expenditure of £340k this year, and this forecast shows a projected spend of £326k, leaving £14k headroom. The meeting discussed the possibility of using this £14k for purchasing new furniture for the terrace this year. It was agreed that planning for the new furniture, including the desired layout, should continue with a view to presenting the committee with a detailed costed proposal. However, we need more certainty on the car park repair costs before the terrace furniture could be approved as club members had made it clear at the AGM that fixing the pot holes should be a priority since it is a safety issue for all vehicles, including bikes, entering the car park.

Actions arising:

- **Chris** to work with Nikki Dobson to finalise the terrace furniture proposal. If any other committee members would like to be involved in a sub-committee working on the proposal, they should let Chris know.
- **Chris** to review the status of the terrace project when she returns from holiday, and to consider whether there are any additional costs likely to be incurred e.g., additional planting or other measures to demarcate the terrace edge.
- **Armand** agreed to research car park pothole repair costs. He will talk to John Gale, the contractor who originally laid the current car park surface, about the cost of a short-term fix and the potential cost of a more permanent solution, perhaps using a concrete mesh to take the weight of turning vehicles.
- **Rob** to ask those Committee members not in attendance whether any of them would be happy to lead the Lane Footpath project. Otherwise, a mail will be sent to members asking for someone to take on the role.

In addition, Bloomin' Marvellous have yet to replace the shattered patio door glass or to repair the lane barrier post which their supplier knocked over. Ian confirmed that the original barrier installer should be the company to reinstall and repair.

Action:

- **Rob** to pass barrier supplier details to Nicki Dobson so she can liaise with Spencer.

2. Finals Day Plans

Only around 30 people have signed up for food so far but based on previous years if the weather is good, we can expect around 70 sales. Those who signed up will be given priority.

Jan reported she is short of volunteers despite sending several e-mails to members. No-one has volunteered for clearing up on Sunday morning, so as much clearing up as possible should be done on Saturday evening. If some equipment is left on courts, the teams playing on Sunday morning will have to move it themselves if necessary.

Nandini has arranged for 2 bar staff to run the bar from 3pm onwards.

The risk assessment must be completed. Nandini will look at all items within the clubhouse and Jan the grounds and any other items.

Bloomin Marvellous have yet to repair the shattered patio door pane and Spencer has e-mailed an update to say he has spoken to a glass company. Rob will chase Nicki Dobson to chase Spencer. If the window has not been replaced by Friday evening, then Ian will tape over the frame edge to cover the glass chips.

The garden canes holding the tape around the edge of the terrace will be removed as they might be a hazard themselves, and an e-mail sent to members to remind people to be careful near the edge. The new grass area will be marked as out of bounds as the grass is too new to be walked on by lots of people.

Benches can be placed, facing the courts, along the terrace for viewing the matches. This should stop people inadvertently walking too close to the edge.

Actions arising:

- **Val** will send last year's risk assessment to Nandini and Jan.
 - **Nandini** will complete for all sections within the clubhouse.
 - **Jan** will complete all the other sections.
- **Ian** to tape over edge of patio door on Friday if not already repaired.
- **Rob** to draft email to membership reminding people to be careful at the edge of the terrace.
- **Jan** to ensure the Friday evening set up team place benches along the terrace for viewing and to discourage walking close to the edge.

3. Coffee Bar Proposal

Armand had proposed running a café service at certain times in the clubhouse.

He proposes installing a coffee machine in the bar and panini/toasted sandwich makers in the kitchen. A small freezer is also needed. It was suggested this could go in the cleaner's area off the kitchen, however this would entail moving the cleaning materials to another location. It was noted that the cleaning materials need to be easily accessible for the cleaner and any dangerous/toxic liquids should be kept securely away from children.

He shared proposed drinks and food menus with the meeting. The pricing is designed to be slightly below commercial coffee bar levels.

Club members will still be able to access the kitchen and make themselves drinks, produce match lunches etc. while the service is running. Armand will open the bar while the café is open and bar sales will go through the club system, while café food and drink sales go through his own system.

Ollie has detailed times when there is likely to be a level of demand from parents of juniors attending the term time programmes. Armand would also like to run the café all day on Saturdays, which would replace the current afternoon teas.

Armand does not anticipate the club needing to increase the number of times the cleaner cleans the clubhouse and would clean up himself each day after the café service.

The proposal was well received, however there are several points which need to be resolved or to be clarified and some principles to be agreed before we can commit. These include, but are not limited to:

- Cleaning materials cannot be stored where children can access them, so space for a freezer needs to be reconsidered.
- Armand would need to undertake food hygiene training, display food allergy signs and perhaps complete first aid training.
- Cleaning materials provided by club or Armand.
- Terms of the club alcohol licence to be clarified so Armand has a clear understanding of who can be served.
- An agreement needs to be drawn up between the club and Armand covering matters such as:
 - How long would this arrangement last? Notice period required both ways. It would not be fair for the Club to change its mind without giving Armand the chance to recoup costs. We need to agree a length of time and review points.
 - Insurance for the coffee machine and other equipment needs to be resolved, and it will all need to be subject to PAT testing.

- Will the arrangement be open book?
- The need for Armand to have public liability insurance.
- Café closure for club events e.g. Shooting Star Chase tournament

Actions:

Nandini to lead a sub-committee to work with Armand to finalise the Café proposal, addressing the points outlined above and any other matters.

Rob/Heather to consider the commercial terms and responsibilities of the parties (Club/Armand) for review by the Management committee.

Paul to check whether there is any impact on the club's own insurance policies.

Paul to clarify the club's alcohol licence position.

4. Disability Tennis

Ollie had sent round an update on the Disability tennis sessions. Rob drew the Committee's attention to the reference in Ollie's note to the role of TEN project in the sessions and explained that this had not been disclosed to the Committee when the proposal was originally reviewed and approved. The understanding had been that the sessions were being administered by the club with direct support from the Bright Ideas For Tennis (BIFT) charity. We have subsequently been informed that TEN project, a commercial venture owned and operated by Harry Lloyd, has entered into an arrangement with BIFT to source the session participants and manage all the registrations. There are 2 issues of concern with this:

- a) the conflict of interests with Harry having a commercial involvement, and
- b) confusion over responsibility for safeguarding matters such as carrying out DBS checks for the volunteers and ensuring compliance with the Club's photography policy.

The Coaching sub-committee and Val have been discussing these issues with Ollie.

The Committee agreed that the sessions had been well received by the participants and their families and provided a valuable benefit to the local community. However, alternatives, such as the disability tennis initiatives ran by the LTA (which Tim Sagar oversees for Surrey Tennis) could also be considered going forward.

Action:

At the end of the initial 10-week session, **Ollie** to provide a comprehensive update and proposal for disability tennis coaching going forward. This should include full disclosure of the role of TEN project and provide clarity on the responsibility for safeguarding/photography matters. Alternatives, such as the LTA's own initiatives should also be considered.

5. Welfare Officer update:

Val informed the Committee of her intention to stand down as Welfare Officer at the next AGM, by which time she will have been carrying out the role for 6 years.

Rob extended thanks to Val on behalf of the Committee for the tremendous work she has done in the role. We were very fortunate to have someone with Val's experience to take on the role at the time the LTA were expanding the scope and importance of club Welfare Officers and introducing the minimum safeguarding standards for clubs. It was noted that having a properly qualified Welfare Officer is one of the minimum safeguarding standards required for LTA venue registration.

Action:

Rob to ask those Committee members not in attendance whether any of them would like to take over as Welfare Officer. Otherwise, a mail will be sent to members asking for a volunteer.

Val to update the role description in line with latest LTA guidance.

Val to send **Armand** a link to the video/on-line training guidance on safeguarding responsibilities as required for all committee members.

6. Role and Responsibilities of Club Manager

Rob circulated a draft document detailing the responsibilities that could be considered for inclusion in a Club Manager role. There was not time to review this in the meeting, so the Committee are asked to review it in the next two weeks and feed comments back to Rob.

Action:

All Committee members to provide Rob with any comments on the document by 16 July.

Rob to arrange for a sub-committee to review the comments with the aim of preparing a full job specification. John had prepared the first draft of the document and has agreed to be part of this sub-committee, together with Rob and Val. If anyone else would like to be involved, they should contact Rob.

7. Membership update

Ian reported that we currently have 341 full and U26 members leaving space for a possible 9 new members to be taken on.

8. Clubhouse Hire

Belinda has volunteered to oversee the hire of the clubhouse for parties/events etc.

Action:

Belinda to review the draft hire contract and recommend possible changes to simplify the administration required. Proposed contract to be approved by the Management committee.

9. Action Log

There was no time to review this at the meeting. Rob will send out the latest log for review.

Action:

All Committee members to review the log and provide Rob and Heather with updates on any open items.

/end