

COOMBE WOOD LTC

NOTES FROM MANAGEMENT COMMITTEE MEETING

September 21, 2023, at 7.30pm on zoom

Present: Rob Gale, Ian Stewart, Jan Stewart, Val Jermy, Chris Lewis, Nandini Narayanan, Paul Baxter.

Apologies: Heather McAtackney.

Heather sent her apologies as she was recuperating after her hip replacement operation yesterday and was not able to attend the meeting. The Committee send her best wishes for a speedy recovery. In Heather's absence, Rob Gale chaired the meeting.

1. End of Summer Party Plans:

Nandini summarised the plans:

- 64 people have signed up.
- Food will be cooked on-site. 3 people helping serve on 'buffet' basis.
- New tablecloths have been purchased as well as some new cutlery to replace some of the old, non-matching items.
- Paul is providing the music/playlist.
- John Lewis is providing the PA, and John Gordon the lights.
- 2 bar staff arranged for the evening (Freddie and Vinnie).
- NN will carry out a risk assessment for the evening.

Post meeting update: The party was a resounding success! Massive thanks to Nandini and Belinda for working so hard over several days to get things ready. Also, thanks to Ian, John, Jan, Chris, Paul and everyone else who helped prepare the marquee on the Friday evening and clear-up on Sunday morning.

2. Car park pothole repair:

Thanks were expressed to Armand who had kindly agreed to oversee this project and has obtained 3 quotes for the work:

- John Gale has proposed using concrete grid blocks with grass infill over an area of 115 square metres. Cost £30k (£25k + VAT)
- T&R Paving Ltd, proposed using 20mm gravel and freshening up all the parking area for £18k.
- A2B Property Refurbishment, a builder that has done a lot of works for Armand, is proposing a similar solution to John Gale at a cost of c.£10k (£8k plus VAT).

The quote from T&R Paving Ltd was for a different solution and was felt to be lacking in detail. It was agreed it should not be considered further.

More detail would be required on the A2B Property quote to make it comparable to JG's. It only covers 50 sq meters for example, hence pro-rata it might not be much cheaper than JG.

It was noted that Meryl had obtained advice from another builder who believed JG's proposal would not provide a long-term solution. He had suggested regular top-up with larger sized shingle is the most cost-efficient solution.

It was agreed that further investigation was required to establish the correct solution. In the first instance, JG should be invited back so that we can understand more about why he believes his proposal will work. Also, to agree the area that needs to be covered with the concrete grids. He installed the original surface and should have a good understanding of the drainage issues involved. He should also be asked if he has a copy of the survey carried out at the time of the original work.

Meeting to be arranged with JG – attendees to be Armand, Rob and Paul. **Action: Armand.**

Depending on the response from JG, consideration to be given to obtaining an updated survey of the car park to establish the best solution.

Since it is likely to be several weeks before any long-term solution can start, it was agreed that a further temporary repair should be carried out of the worst potholes. Paul to ask Dan to provide a quote: **Action: PB.**

3. Terrace furniture:

In view of the uncertainty over the available budget (which depends on the cost of pothole repairs), and because we have now missed the summer period, it was agreed the purchase of terrace furniture should be put back until next spring.

4. LED Floodlights:

John and Ian have agreed the location of the court-side controls which would be replacing the current controls in the clubhouse corridor.

Awaiting confirmation of start dates from Floodlighting Ltd.

Post meeting update: The work will now take place over 3 days from 16-18 October. Contingency plans for possible delays into half-term week discussed with Ollie.

5. Lane Footpath:

Project remains on hold as no members have come forward to volunteer to oversee the project. Follow-up mail to be sent to members: **Action: RG.**

6. Coffee Bar proposal:

Nandini to meet with Armand to agree home for the cleaning materials to make space for his fridge and freezer. **Action: NN.**

7. Social tennis:

a) Saturdays:

- Ian will set up a sign-up list for people intending to arrive for the 2pm start. This is to give Ollie a head start in arranging balanced fours. **Action: IS.**
- There will be no whistle to stop matches; they stop when the set is over. Format will be sudden death and tiebreak at 5 all to keep things moving.
- Members who have not signed up can just turn up any time after 2pm and get slotted into balanced fours as courts become available.
- There was a discussion on lunchtime bookings. It was agreed that people playing in organised fours from 12-2pm are free to sign up for the 2pm social tennis session and should be treated the same as any other players when Ollie arranges the first round of games. i.e. they should not be asked to sit out or otherwise disadvantaged just because they have already played.

b) Sunday mornings:

- These have become very popular with approx. 20 people regularly turning up.
- When 2 matches are on and court 1 is booked by members, only 2 courts are left for social.
- It was agreed that Court 1 should be reserved for social on Sunday mornings from 9am. **Action: IS.**
- It is also frustrating for players when matches are cancelled but the courts are not released as this puts off players from attending social.
- Ian will shortly be releasing an app for team captains to request their court bookings. That app will also give them the ability to release allocated courts if they know they will not be needed. **Action: IS.**

c) Social session playing standards:

- Note to be sent to membership to remind them of the playing standards for each social session. **Action: IS.**
 - Monday: Improvers.
 - Wednesday: Intermediate/Advanced.
 - Saturday: All except beginners. Players must be able to sustain basic rallies and to get their serve in with reasonable reliability. Ollie should advise any attendees if they do not meet this basic standard.
 - Sunday: Intermediate/Advanced.

8. Membership update:

Ian had sent round a note in advance of the meeting setting out the current membership status:

- We have 314 Full and 28 U26 members, so we have space for at least 8 more.
- We have 90 non-beginners on the waiting list and 38 beginners.
- Several people at the top of the list who were invited to a play in earlier in the year have not responded and will be removed.

Proposed that we run playing in sessions at 4pm on Sat 30 September and Sat 7 October. We should invite a larger group (say 16 people) as not all will attend or choose to join. If necessary, we can let numbers exceed 350 during the winter as they will drop off at the end of the season. **Action: IS.**

It is now established that we do not give priority on the waiting list according to a person's ability. The question was raised of whether we should give any priority to friends of existing members. It was agreed that we should not do so and priority should continue on a strict 'first come, first served' basis.

Ian to add a wait list to the app Ollie uses for adult classes, to make the classes more widely available. **Action: IS.**

The wait list will operate as follows:

- When their desired class is full, people can add themselves to the wait list.
- If a space becomes available during the current set of classes, the first on the wait list gets promoted.
- When the next set of classes is ready for publication, the wait list people get first opportunity to book, 2 or 3 days before it is offered to people who have just completed the current class.

Juniors and cadets:

- We currently have 26 juniors and 3 cadets on the waiting list.
- There are still some places available for cadets in the term program.
- Junior places, except for the very youngest, are all fully booked.

9. Treasurer update:

Our bank balance currently stands at around £320k. We received a long-disputed £6k rebate on water rates. Electricity bills have reduced to around £1,500 a month. The cash position is broadly in line with previous forecasts and reflects timing of the floodlight work and delays in the lane and pothole projects.

10. Grounds update:

The roof felt on the main (big) shed and coaching shed need replacing. The shed at the back also to be inspected as damp has been reported.

Guttering at front of clubhouse also needs repair/replacement.

Paul to ask Dan to quote for the above repairs. **Action: PB.**

Chris to purchase new wheelbarrow as old one is now unusable. **Action: CL.**

JJ Pickin will be taking over the job of emptying bins and putting bins out for collection etc. from Sandy.

Chris to inform Murdoch/Delphine Currie that a branch from one of their trees fell into the lane last week. **Action: CL.**

11. Match update:

Captain's meetings have been held and Winter season squads have nearly all been agreed. Some outstanding issues to confirm Men's 3/4/5th team squads, then squads can be communicated. **Action: JS.**

12. Social update:

Skye Pickin has proposed running a 'Bingo and Boogie' night to raise money for charity. Nandini to agree details and timing with Skye. **Action: NN.**

13. Welfare update:

It was noted that the Disability tennis sessions had already resumed. Several weeks ago, Ollie provided a proposed split of responsibilities between Ten Project, the Coaches and the Club. This needs further review and enhancing into a full proposal document for review by the main Committee. **Action: RG/OL**

Risk assessment document also to be updated: **Action: OL.**

No members have come forward to volunteer to take over as Welfare Officer. A follow-up mail to be sent emphasising the consequences for the club of not having a Welfare Officer (eg. no LTA registration, coaching will have to cease, committee members not insured etc.). **Action: RG**

Post meeting update: A member has expressed an interest in the role. Rob to arrange meeting with them and Val to discuss. **Action: RG**

14. Member comments:

A meeting to be arranged with the member who has voiced concerns on multiple club matters. Rob, Val and Chris to attend. **Action: RG.**

15. Member survey:

Agreed that a survey of members is now overdue. Suggested that we repeat most questions from last survey so we can compare trends. Additional specific topics to be included if required.

Ian to send round questions from last survey in 2001. **Action: IS.**

Committee members to let Rob if they would like to be part of a small sub-committee to run the survey, review results and make recommendations based on the findings etc. **Action: All (full Committee).**

16. AOB:

The status of the Club Manager recruitment was discussed. There remains a lot of work to be done before we are ready to start actual recruitment, including agreeing detailed terms of the appointment (salary, hours, employment status etc.). It was also noted that Rob (and possibly other committee members) would need to be available to provide hands-on daily guidance to the manager in their first few weeks in the role.

It was agreed that the recruitment should take place in tandem with the change of legal structure and establishment of a board of directors following full Committee discussion and approval at EGM later in the year/early 2024.

/end