

Coombe Wood LTC

Minutes of Committee Meeting held on Monday 19th February 2024 at 7.00pm in the clubhouse.

Present: Heather McAtackney (Chair), Rob Gale, Ian Stewart, Paul Baxter, Jan Stewart, Meryl Lloyd, John Lewis, Kerry Ono, Belinda Delic, Armand Shahverdian, Nicki Tattersall.

Apologies: Val Jermy, Nandini Narayanan, Chris Lewis, Ollie Lloyd, Jo Haigh, Daniel McQue.

1. Approval of minutes:

The committee approved the minutes from the meetings 10th January and 12th February.

Action: RG to send to IS to put on website.

2. Risk Assessment Actions.

Howdens Risk Assessment.

Item 35 – guidance on health and safety matters e.g. barrier/car park safety to be included in new membership handbook. **Action: IS to update new members handbook.**

Item 45 – John and Ian confirmed that electrical circuits in the changing rooms have RCDs.

Fire Risk Assessment.

Quote from electrician is ongoing. **Action: JL to chase.**

Clarification from Surrey Fire and Safety re need for clubhouse partitioning and other queries on the report is ongoing. **Action: JL**

Best practice recommendations yet to be considered since they are dependent on outcome of JL's questions on the report. **Action JL & BD.**

3. Succession Planning.

There have been 13 responses so far to the request for volunteers.

The committee will invite those responding to an informal social meeting on Friday 23rd to discuss their areas of interest and to outline the upcoming vacancies. The priority is to find a replacement Honorary Secretary and Social Secretary.

An email invitation will be sent out to those who have volunteered. **Action: IS**

Drinks and snacks will be available. **Action BD**

Anyone who volunteered but cannot attend will either be telephoned or invited to another informal meeting. **Action RG**

4. Financials and Cashflow Projections.

PB presented draft accounts for the year ended 31 December 2023. Highlights were:

- Total income went from £160k in 2022 up to £183k in 2023.
- Running costs went from £56k to £65k (but reduced by £6k water rate refund - finally resolved)
- Leaving an operating surplus of £117k
- £147k spent on projects - Terrace £78k, LED lights £58k & Others £13k.
- Net reserves fell by £30k by end of year but still stand at £272k.

Final version to be presented to membership at AGM and put on the website.

Draft 5-year cashflow projections were also presented, showing that funds remained available for planned projects.

5. 2024 Projects.

Lane Project

The volunteer to manage this project has sadly stood down as he will be leaving the club. Another volunteer has been identified to manage the project, but to proceed a committee member needs to lead and interface to the new PM.

Action: RG to speak to the member who has volunteered.

RG to check time limit on the planning permission.

Note: after the meeting, RG confirms the requirement is for work to begin within 3 years from the approval date, which was 14 January 2022.

Car Park Potholes

John Gale to be asked to update the quote he provided last year (c.£30k inc VAT).

The 2nd contractor to be asked to requote for same surface area as John Gale has quote.

Action: Armand.

Terrace Furniture

Agreed that new terrace furniture should be purchased, subject to AGM approval.

It was noted that Nikki Dobson and Chris Lewis had started looking at this last year, and initial plans had been prepared taking in to account the measurement/layout of the new terrace.

Project to agree requirements/spec, research suitable furniture and acquire once approved etc. to be led by Belinda with assistance from Nicki T, Chris and Kerry. Aim to have robust and comfortable outdoor furniture, and, if there are cushions, they need to be fully weather/waterproof as we cannot rely on members putting them away. A budget of £25k including VAT was set, subject to approval at the AGM.

Action: BG to progress.

Clubhouse Redecoration – internal and external.

Quotes to be obtained from Dan (the handyman used for other maintenance projects) and decorating firms suggested by Armand and Jan.

Action: Paul, Armand, Jan to obtain quotes.

Clubhouse Furniture

Purchase of new clubhouse furniture to be included in the 2024 expenditure request at the AGM. Belinda to take lead on progressing this, supported by Nicki T, Chris and Kerry.

Budget for clubhouse redecoration and new clubhouse furniture set at £20k, including VAT, subject to approval at the AGM.

Action: Belinda

Note: Following subsequent discussion, the proposed budget to be proposed at AGM is £20k for terrace furniture and £10k for clubhouse redecoration and furniture. Both amounts to include VAT.

6. 5-year plan projects:

Resurfacing of courts 4 and 5 are shown in 2025 for indicative purposes in draft projections, although it is expected this can be delayed as courts remain in very good condition.

Court 1 will be 10 years old in May 2016, although also remains in good condition. It was agreed that consideration should be given to converting to artificial clay when resurfacing is due.

Other possible projects in next few years include:

- an additional men's toilet, although this has been looked at previously and there is no space available without altering/extending the building.
- Garden office for coaches/club manager to free up space internally.

Longer term:

- Explore possibility of acquiring land from golf club for additional tennis court or padel courts.

7. 2024 Subscriptions:

The membership report circulated by Ian in advance of the meeting was reviewed.

Adult membership remains close to capacity with a waiting list of 114 for full membership plus 42 beginners. Play-in sessions to be run in April once the number of non-renewals is known.

It was agreed that subscriptions should increase by 4% in line with the latest RPI increase.

Ian put forward a proposal to change the membership year to run from 1 April to 31 March each year. This was agreed by the meeting. 2024/5 subscription billing will therefore cover 11 months to 31 March 2025.

Action: IS

8. Honorary Life Memberships:

It was agreed that Honorary Life Memberships should be proposed for the 2 members reaching 40 years of membership in 2024, Sandy Collyer-Hamlin and Claire Arthur.

9. Membership Survey:

Ian has started working on the survey questions. Sub-committee of Ian, Nicki and Kerry to review and finalise. Aim to send out in time to allow results to be available before the AGM.

Action:IS

10. Saturday Social tennis:

The number of people coming to social tennis on Saturdays has dropped off significantly in recent months. It was noted that this had coincided with a group of members organising an independent mix-in session prior to social tennis on 3 courts from 12-2pm. Although the courts are booked by the same members each week, they are doing so in accordance with the general court booking process and rules.

The independent mix-in session might be a factor contributing to the fall off in social tennis attendance. It could also be a seasonal issue, or due to other reasons. It was agreed that further discussion and consideration of possible actions should be deferred until the results of the membership survey are available. Survey to include questions on social tennis.

Action: IS

11: AOB

Coaching courts:

Coaching court booking questions were raised:

- Kerry reported difficulties with course bookings as they are not released at set times.
- Cardio tennis is also difficult to book, possibly because places are taken by non-members.
- Armand raised the issue of empty courts which had been reserved for coaching and not used.

It was agreed that:

- Club members should be given priority for cardio tennis bookings. Non-members can participate only if members do not book all available spaces. **Action: OL**
- Ian to discuss process with Ollie to ensure courses are released at set pre-determined times so people have an equal chance to book. **Action: IS**
- Ollie to ensure courts reserved for coaching are released when not needed so they are available for booking by members. **Action: OL**

Honours board:

Board to be updated. **Action PB to discuss with Chris Durkin.**

/end