

FINAL

Coombe Wood LTC

Minutes of Main Committee Meeting

Wednesday 1st May 2024 at 7.30pm in the clubhouse.

Present: Heather McAtackney (Chair), Rob Gale, Ian Stewart, Paul Baxter, Jan Stewart, , Natasha Sherrard, Kerry Ono, Belinda Delic, Nicki Tattersall. Nandini Narayanan, Chris Lewis, Eniola Sanwo, Donato Calviello, Zak Hirt, Tim Hussain, Jo Haigh (part).

Apologies: Armand Shahverdian, Ollie Lloyd, Daniel McQue.

1. Introductions.

We are pleased to welcome five new committee members/attendees.

Eniola Sanwo who will succeed Nandini (Social), Natasha Sherrard who will succeed Jan (Match), Zak Hirt who will succeed Paul (Treasurer), Tim Hussain who is going to manage the bar and Donato Calviello who is going to start by leading the lane project and going forwards will manage grounds/facilities when Chris stands down from the Grounds role.

2. Approval of Minutes:

The committee approved the minutes from the meeting 19th February.

Action: HM to send to IS to put on website - done.

3. Actions arising from minutes not elsewhere on agenda.

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 – carried forward from 19/2.

Fire Risk Assessment.

John Lewis is liaising with the electrician to organise the electrical safety inspection which is required every 5 years. The electrician will also check the emergency lighting, extend the spikes for car park lighting, and perform remedial works for bar ceiling lighting, car park lighting and external floodlight fittings.

Action: JL to chase.

John Lewis has been unable to get satisfactory answers to the points he queried and challenged in the report produced by Surrey Fire and Safety. He recommends finding another organisation to carry out an inspection as the clubhouse met all building regulations when it was extended, and Surrey Fire and Safety have not been able to cross reference their recommendations to the regulations we need to comply with. John would be happy to meet with a new company onsite.

Tim offered to assist in the process as he has recent experience of reviewing Fire Risk Assessments.

Action: PB to find another company to carry out the fire risk inspection.

Best practice recommendations from the Surrey Fire and Safety report should still be reviewed as it may be worth actioning some of them before a new inspection.

Update 6/5/24 – BD will source covered noticeboards as part of the clubhouse internal redecoration.

4. First aid box and defibrillator.

Replenishing the first aid box and checking the defibrillator battery were tasks previously carried out by Val who has stood down. Going forwards Nicki has volunteered to maintain first aid supplies and to check the battery.

Action: Nicki to organise a handover with Val.

5. Honorary Secretary update.

Two members, Nigel Das and Chrissie Bestley expressed an interest in the role and have met with Heather and Rob. The meeting was very positive. Nigel concluded he does not have the time needed for the role but has said he is very happy to provide input to the legal structure review and any other legal type issues that arise, without being on the committee himself. Chrissie has said that she would like to take the role on. She is retired and has excellent management and administration skills.

Chrissie cannot be appointed Honorary Secretary until the next general meeting of the membership, so the committee voted to co-opt her onto the committee so she can attend meetings and get more involved in the running of the club over the next few months.

6. Club Manager Recruitment.

A detailed task list has been developed and agreed by the committee following discussions at previous meetings. Rob will convert this into a job advert.

The basis for employment was discussed and the committee's preference is for the Club Manager to be self-employed or freelance when recruited, with a view to becoming an employee when the role scope and hours has been finalised and the new company has been set up. Whether on a contract or employed basis, the role should be subject to a probationary period.

The sub-committee previously set-up to oversee the recruitment process was Heather, Rob, Paul, John and Val. Chrissie Bestley should be added to this group.

Action: RG to copy job ad to the sub-committee.

7. Member Issue.

The background, including details of previous meetings and communications with the member concerned, was explained to the committee.

The meeting discussed further interactions with the member following the AGM, including conversations that had taken place today.

The committee are very sympathetic to the circumstances of the member, but there are a number of committee members and other club members who are becoming increasingly uncomfortable when being approached by them.

The meeting agreed that Tim and Donato would speak to the member and try to encourage them to just enjoy their tennis, and that Rob would follow this up with an email to them.

Action: Tim & Donato to meet the member and Rob to draft email to be sent afterwards.

8. Forthcoming Events.

American Tournament Saturday 18th May

Ollie will organise the tournament which will run from 1pm until 6pm.

Nandini/Eniola will organise afternoon tea.

Action: Ian to mail link to sign up list asap and confirm whether Ollie is still happy to run the tournament

Junior Qualifying Day Sunday 9th June.

Ollie has mailed all the parents asking for help.

Meryl will organise breakfast from 9am until 11am. Allan will man the bar. Parent volunteers will man the BBQ from midday onwards.

Ollie will prepare a risk assessment and send it to the coaching sub-committee by end of May.

OL to oversee the plans for the day and will reach out to other committee members for help as required.

Action: OL to prepare risk assessment and seek input/assistance from other committee members if needed.

9. Project updates

Lane

Donato has had to make minor adjustments to the planning specification to allow for a passing place near the entrance, and to change the wiring from 240v to 12v. If 240v cables are used, they must be buried (which we cannot do as it is a condition of the planning permission) as the digging may cause damage to tree roots so such cables must run along the surface. Also, to allow for the external fixing of electrical cables sleepers will need to be used, which will also help contain the path gravel.

Donato has so far contacted sixteen contractors and currently has six potential suppliers. Not all have yet provided a quote. The highest quote so far is £40k for everything. Another quote of £25k excludes costs for clearing, planting and the cost of the plants. Donato will review all the quotes and recommend a contractor to the management committee. Donato also mentioned that as the planning permission prevents us from doing work between March and August (because of birds nesting season) the bulk of the work will not start before the beginning of September.

Action: Donato to analyse quotes and make recommendations.

The car park barrier post needs to be moved and although not part of the lane project funding, the necessary electrical work should be done at the same time.

Action: Donato and Ian to liaise to schedule moving the barrier at the end of the lane works.

A big thank you to Donato who has done an incredible amount of work to push the lane project forward.

It was agreed that a new sub-committee should be set up to make decisions on any day-to-day points of detail on the project. Only significant matters, such as selection of preferred contractors, or major changes to the design or overall budget, need be referred back to the committee. Tim, Zak and Ian agreed to join Donato on this sub-committee.

Car Park Potholes

Armand has been in contact with Polly Church, a member who is an architect with experience of car park design. Polly has recommended a proper survey of the area to establish what the ground is made up of and locate underground services including the Hampton Court conduit before doing anything else. She has been in touch with an engineering consultant who can help with providing options, but they will need to carry out a paid for site survey first. We are waiting for that survey to be scheduled.

Terrace Furniture

Belinda and Nandini are currently working on this and plan to place our current furniture near the BBQ area and purchase new tables and seating with waterproof cushions for the rest of the terrace. Target delivery mid-May.

Action: Belinda & Nandini

Clubhouse redecoration and internal furniture

The external redecoration is about to start and Belinda and Nandini will review internal requirement once the outside decoration and furniture is in place.

Action: Belinda & Nandini

10. Project updates

Some of the Club's policies were recently reviewed and updated by Val. Rob still needs to check them and provide final versions for the website or send to committee for approval if necessary. Kerry will also review policies to see where change of the Welfare Officer contact details is required

Action – Rob to progress club policy updates. Kerry to update contact details as necessary, including to the hard copy of the Safeguarding policy on the noticeboard.

The team selection policy has been updated by Jan and was sent to the committee late the night before the meeting, hence not everybody had the opportunity to review the changes before the meeting. The version sent did not have 'marked changes' so people thought they had to review the whole policy.

Rob explained that the policy had been established around 18 months ago and had been reviewed in detail by the committee before being approved. It was only the proposed changes that now required approval.

Action: Jan to reissue team selection policy with marked changes.

Action: Whole committee to review and agree or comment.

11. Membership Survey Results

Ian has sent a link to the results and the verbatim comments to the committee and has reviewed them with Nicki and Kerry.

He made a long presentation with recommendations from the group, the main ones being:

- An extra cardio session should be added as these sessions are now so popular.
- Release class bookings at a set time to allow all members to have an equal chance to book places.
- Try to establish a junior social evening. The committee was happy for courts to be made available from 6.30pm on a Friday evening if someone can be identified to oversee the sessions.
- Create a waiting list for people unable to book onto a course and then give those members priority for the next class – applies to cardio/adult/junior coaching.

Action: OL to email parents asking for volunteers to run a junior social evening

Action: Coaching subcommittee to liaise with Ollie for other actions

Note: Ollie has already put on another cardio class. Need to monitor situation to see if issue resolved.

The issues with social tennis are complex and need further thought. A subcommittee will be established to review these issues and develop proposals for improving attendance at social tennis sessions.

Action: Ian to chair a sub-committee of Ian/ Tim/ Donato/ Jo plus one or two non-committee members to develop proposals to revive social tennis.

12. Office/Secretary/Coaching updates.

a. Membership renewals

The majority of renewals have been processed and it looks as if we have space to admit another 20 members. A playing in session has been organised for Saturday May 11th.

Natasha asked if a player on the waiting list could be prioritised and admitted to the club ahead of his turn because he was a strong player and there are injuries in the men's first team.

Rob explained that, since we have had a waiting list, the Club has always admitted players in strict order of their date of application. This is consistent with the ethos of the club which is to be a family orientated club where all players are treated equally. If at a playing in session, we find a player is really a beginner then they will be put on a beginner waiting list and only admitted when there is space on a beginners' course for them. Other players, whether intermediate or advanced are admitted from the waiting list in turn.

b. Match update – circulated via email prior to meeting.

The seeding for the tournament has been done and the draw will take place and be made live 1st May. Members will find it on the website under Competitions and Tournament 2024.

c. Grounds update – circulated via email prior to meeting.

David King is regularly brushing courts and moving sand, job going well, and invoicing monthly.

Privacy netting has been erected along the carpark end of courts 4&5 to help prevent sun glare from cars. We haven't had much sun to see if this works!

Scoreboards on courts 2&3, 4&5 have had issues, but replacement parts and new Scoreboard (provided free), should hopefully avoid further problems.

New net measuring poles have been provided for all courts..

Nigel (the club's gardner) has been asked to plant a couple of additional summer flowering shrubs in lower new flower boarder between court 1 & terrace. He is aware of Finals Day and will be planting up containers on the terrace.

d. Welfare update

Discussed previously in meeting.

13. Other:

Rob informed the meeting that he and Ollie had carried out a risk assessment of the on-court accident on March 14th. Although the player concerned was badly injured sliding in to the flap at the foot of the net post, this was a freak accident and there is no need to try and remove or cover the flaps in question. The meeting agreed with this conclusion. Rob will send round a copy of the risk assessment report to the committee.

The meeting closed at 11pm.

/end