

Coombe Wood LTC

Management Committee Meeting Minutes

Date: September 23, 2024

Location: Clubhouse

Chair: Heather McAtackney

Attendees: Rob Gale, Ian Stewart, Paul Baxter, Natasha Sherrard, Armand Shahverdian, Chris Lewis, Eniola Sanwo, Donato Calviello, Zak Hirt, Richard Senger, Polly Church (item 2)

Apologies: Kerry Ono

1. Welcome to the next Honorary Secretary

Richard Senger, the soon to be Hon Sec, was warmly welcomed to the committee. A note to the club members to inform them about the appointments of Richard and the club manager is being drafted and will go out soon. Richard expressed his excitement about joining and mentioned his plans for future individual sit-downs with the committee members to understand how they wish to work moving forward. Richard will be co-opted onto the committee at the next main committee meeting and formally voted into the role at the next general meeting of the club.

2. Car Park Potholes

Polly and Armand presented the results of the survey regarding the car park potholes. Polly, with her expertise as an architect, has been liaising with Mortec, a firm of civil engineers to get costings for resolving the pothole issue.

Key points discussed:

- There is no positive surface water drainage on-site; water appears to drain naturally into the ground.
- The proposed solution uses Marshall's permeable block paving to avoid the need for underground drainage.
- The cost estimate for site surveys was £7,245 (excluding VAT).
- This, together with design & construction costs of £134,490 far exceed the budget of £30k approved at the last AGM.
- Potential disruptions during the project, including soil removal and heavy vehicle traffic, were discussed.
- Whatever works are carried out a full set of surveys needs to be done in advance.

Concerns:

- High cost and enormous disruption to club activities if the car park is not accessible for considerable time. The potential disruption was not quantified in the plan supplied and Donato explained how much soil would have to be removed and put back and the obvious disruption that this would cause.

- The Mortec proposal does not address the collection of water at the bottom of the slope
- An alternative, lower cost, proposal was suggested by Donato. This involved the creation of a soakaway across the width of the car park and replacing the current gravel with larger gravel stones which cannot be so easily displaced.
- The whole of the plan relies on the percolation test being successful and if there is no plan B.

Action: Donato to draft an outline of his proposed solution for Polly.

Polly to discuss the alternative proposal with Mortec and ask for their feedback and indicative cost if appropriate.

Next meeting to consider whether to use Mortec for the site survey.

3. Approval of Previous Meeting Minutes

The minutes of the previous meeting were approved without any amendments.

4. Lane Project Progress Update.

Donato provided an update on the lane project.

- There have been problems with the neighbouring block of flats which Donato is resolving diplomatically.
- The passing bay at the beginning of the drive should have been marked out of bounds with hazard tape at the weekend because ground excavation had made it unsafe to use. This has been raised with the contractor.
- The earliest date to pour concrete to create the new bin storage area is Tuesday 1st October between 8am and 11am. The meeting agreed to close the club between 8am and 12 noon as vehicle access will be impeded by the concrete vehicle and there will be no safe pedestrian access.

Action: HM to inform OL and draft closure notice for club.

5. New Company Articles Progress Update

Rob provided an update on the progress of the new company articles.

The latest draft documents will be sent to members of the agreed subcommittee (HM/IS/PB/RG) week commencing 30th September. It was agreed that RS should join this sub-committee.

RG will also consult with the member that had offered to help with the legal aspects of the project.

An all-day meeting to finalise the articles is proposed.

Action: RG to circulate draft documents and arrange meeting to take place after 10th October.

6. Club Manager

The club manager will start on Tuesday 1st October and will report to Richard.

The meeting discussed some of the tasks which could be assigned to her in the early days. Working hours and IT arrangements to be resolved once manager in situ.

Action: Paul will pay the recruitment agent after the club manager has started.

7. Welfare Officer Role

Kerry has reluctantly decided to stand down but will continue in the role until a replacement is on board.

Greg Sorrel, our deputy Welfare Officer has kindly offered to take on the role on a temporary basis until the next AGM, so we need to start to look for a permanent replacement. In the meantime, Greg can be co-opted onto the committee at the next main committee meeting, and we can also ask the main committee if anyone who has suitable experience is interested in the role.

Action: HM to include on next main committee meeting agenda.

8. Coombefest Feedback

Eniola provided feedback from Coombefest. Overall, the event was a success with lots of positive feedback and interest in upcoming events. 70 guests paid. 65 attended, plus 3 non paying people (2 bar staff and entertainer).

Some improvements and learnings were suggested for future events, including paying more hired staff to help with bar/catering etc.

There was also discussion about the maximum headcount we can allow at events where the marquee is in use. The fire risk assessment is due to report back shortly and may provide some clarity.

The social subcommittee would like the club to consider purchasing a new marquee and a PA system. The meeting felt the existing marquee did not need to be replaced. Although it takes a long time to erect, it is only used once or twice a year so unless there are plans for it to be used more frequently the meeting felt it would not be cost effective to replace. It was agreed the club should have its own PA system.

Action: Eniola to make a proposal for a PA system and, if appropriate based on planned future use, a new marquee.

9. Club Charity

The entry fees for the box league are to be donated to a charity.

Heather suggested that the committee nominate three charities each year and that at the AGM the members in attendance vote to decide which charity the club will support for the coming year.

The proceeds from all American tournaments, box leagues or other fundraising activities can then go to whichever is the chosen club charity that year. The meeting agreed the proposal.

10. Secretarial Updates

a. Hon Treasurer

Paul reported that we have received a rates refund of £3.5k

An account has been set up with a savings platform, Insignis, which allows funds to be deposited with various FSCS registered banks to give the club a better return on its cash balances and spread the risk of otherwise holding balances with just one bank. Paul, Rob and Zak have been set up with authority to place funds on the platform.

b. Grounds

The yew trees will be cut down on Wednesday 2nd October.

CL to contact Chiltern about the loose top wire on the fence on courts 6 & 7

Bloomin Marvellous should repair the grouting on the terrace under their guarantee.

c. Match

The club teams have fared well In the Surrey summer leagues:

- Men's 1, 2 & 5 have done well.
- CW Mixed 2 have come top.
- CW Ladies 1 & 5 have come in first place.

Next season, the squad selection criteria set out in the Tennis Teams Selection Policy needs to be firmly applied across all teams and captains should be reminded of this policy

Ian has made it possible for team captains to manage their own court bookings for matches. He has developed functionality to allow provisional bookings which will be released if not confirmed within 2 weeks.

Junior bookings still need to be input centrally.

Action: NS to liaise with OL on junior bookings.

d. Membership

IS is putting on a training session on use of club's IT systems, including court bookings, for RS and NS. HM also to be invited to join this.

e. Social

Next event is the Christmas Party on 7th December.

f. Welfare

KO had informed RG that there were no safeguarding or welfare matters to report to the meeting.

The meeting ended at 22:25.

//end