

## **Coombe Wood LTC**

### **Minutes of Main Committee meeting Monday 17th June 7.30pm in the Clubhouse**

Present: Heather McAtackney (Chair), Rob Gale, Kerry Ono, Ian Stewart, Paul Baxter, Natasha Sherrard, Jan Stewart, Donato Calviello, Armand Shahverdian, Nandini Narayanan, Tim Husain, Zak Hirt, Chrissie Bestley

Apologies: Chris Lewis, Ollie Lloyd, Daniel McQue, Eniola Sanwo, Belinda Delic, Nicki Tattersall, Jo Haigh

#### **1. Approval of minutes:**

The committee approved minutes from the meetings held on 12th February 2024 and 1st May 2024.

**Action: Heather to send to Ian for loading on the website (done)**

#### **2. Actions arising from the minutes of 1st May:**

##### ***New members handbook update:***

Carried forward.

**Action: Ian/Chrissie**

##### ***Fire Risk assessment:***

Report still to come from electrician.

**Action: John Lewis to chase.**

**Note: since the meeting the report has come in and been circulated to Heather, Ian and Chrissie**

Finding another company to do fire risk assessment to be carried forward.

**Action: Paul Baxter**

##### ***First aid box and defibrillator:***

Nicki still to organise handover with Val - carried forward.

**Action: Nicki to liaise with Val.**

##### ***Member issue:***

Draft email wasn't sent however notes of meeting are on file for future reference.

##### ***Car park potholes:***

Armand reported that Polly Church has been in touch with the engineer - the original meeting had to be postponed but is now scheduled for 2nd July 2024.

**Action: Armand**

##### ***Friday junior social evening:***

Still needs an organiser - anyone supervising would need to be DBS checked. General discussion ensued. The conclusion was that we need someone to champion junior social tennis and come up with a proposal. It was suggested that Nicki might lead a group to include Donato, Matt and Skye.

**Action: Nicki**

### **3. Committee structure, roles and responsibilities and ways of working:**

Rob introduced the subject and referred everyone to Bylaw 001 Committee Structure and the document Coombe Wood LTC Committee Roles and Responsibilities. He felt that it would be useful to run through this since a number of new members have joined the committee. The aim of the Roles and Responsibilities document is to detail all aspects of running CWLTC and outline which Secretary is responsible for what. This can be refined on an ongoing basis.

The Main Committee should be focussed on dealing with big issues, such as approval of projects, or matters that span several areas, such as changes to court priorities, social tennis, etc.

The Management Committee is made up of the various Secretaries and is responsible for the day to day running of the Club, including the implementation of matters decided by the Main Committee. In the first instance any query should be referred to the relevant Secretary who has responsibility for the area of activity concerned, rather than emailing or messaging the whole of the Main Committee. If that Secretary is unable to deal with the query, they can consult with the Honorary Secretary who can decide if the issue does need to be referred to the Main Committee. This will hopefully reduce the flow of emails circulating between all 20 members of the Main Committee.

It was agreed that WhatsApp was not an appropriate messaging platform for discussion of most Main Committee matters. By sticking with one communication source, email, it is easier for the Chair and Hon Secretary to search and refer back to any decisions made. WhatsApp is likely to be more appropriate for discussion amongst smaller groups, including most sub-committees.

Committee members should note that many of the responsibilities listed in the document are now on the job specification for the new manager so this document will be updated once the new manager is in situ.

### **4. LTA safeguarding video:**

It is a requirement of the LTA that all committee members have seen the video - this forms part of the annual declaration we make to them. Everyone present watched the video. Kerry advised that we need to be aware of safeguarding issues at all times, any concerns need to be logged and raised with herself.

**Action: Those not attending the meeting need to watch at home as soon as possible - Kerry to send link out to all committee members. Please confirm to Kerry once you have watched.**

### **5: Process for arranging social events:**

At the moment there are three kinds of events at Coombe Wood - formal club events such as JQD and Finals Day, club house hire for members' private events such as birthday parties and informal member events where small groups come together. At present there is no guidance on what constitutes an informal member event in terms of amongst other things, numbers, courts being used and use of club house. Members are keen to have informal events however consideration needs to be given as to how this impacts the general membership. Discussion ensued on why we need to consider this.

**Action: The social sub committee will formulate a proposal detailing the difference between an informal club get together and a formal club event.**

Feedback followed at this point on the Father's Day event held on 16th June - 25 played in the American tennis tournament (six rounds of 20 minutes with a championship tie break), 72 people attended the BBQ, 45 people stayed/came for drinks and football. The BBQ made around £150 profit and bar was cleared out. Comments from attendees were positive. Thanks to Ian for his guidance and help on the tournament software.

## 6. Bar Management:

Rob advised that we need a proper stock control system so that we know what we have at any one time. We also need some form of pricing policy. The existing system currently has only one person able to control it, it is time consuming to load stock into and at times the iPad freezes and won't allow transactions. Discussion ensued as to whether we need a new EPOS system however it was eventually agreed that we would have a more detailed review of the existing system before anything else happens.

**Action: Nandini to transfer the admin rights to Ian with a view to this being passed on to Tim. Zak will review the system in terms of stock control and reports. The Social Committee to come up with a pricing policy for the bar.**

**Note: Since the meeting Ian has set up our current system (SquareUp) so that in addition to himself, Nandini, Tim and Zak can all log in.**

## 7. Finals Day 13th July 2024:

Ball boys and girls - Jan to reconfirm with Ollie that yes, she would like ball boys and girls aged 10+ to help with singles matches and please would he train them up.

Nandini is waiting for Ian to put sign up sheets on the website for food to give an indication of numbers wanting pizza, people will then pay as they go.. Caterer needs a minimum of 40 and needs to know a week before. The bar is covered from 4pm onward - Jan and Nandini to liaise re other helpers.

**Action: Jan to confirm ball boys and girls with Ollie. Jan and Nandini to liaise re helpers.**

**Note: Since the meeting sign up for pizza has been put on the Club website.**

## 8. Social Tennis proposal update:

Ian updated everyone following the meeting of the social tennis subcommittee - it was agreed that social tennis is the heart of club, it should allow players of all standards to play in a friendly and supportive environment and is a vital way for members to meet each other.

Ian also provided an analysis of the Saturday social tennis sign up figures from July 2022 which showed: From July 2022 to June 2023 with 2pm and 3.30pm sign up - around 50 people signed up  
From May 2023 to Oct 2023 no one signed up as this system wasn't used - it was just turn up and play  
Since October 2023 there has been a downward trend in sign up with around 20 people turning up overall.

The key recommendations of the sub committee are as follows:

- Relaunch social tennis
- Coaches to assess playing standards and recommend when players can attend
- A pegboard to be introduced to manage fours
- On Saturdays there should be:
  - Regular American tournaments
  - No bookable courts between 12 noon and 4/5pm
  - A social session from 12 noon to 2pm for intermediate and advanced players
  - A social session from 2pm-4 or 5pm for all standards except beginners
- Promote Thursday am to intermediate/advanced players
- Promote Friday morning as session for improvers/gentler game

Lively discussion followed - it was pointed out that currently the courts are not fully utilised on Saturday afternoons and there is a general feeling that the level of tennis from 2pm onwards is now more biased towards improver/intermediate standard which is putting off advanced level players from attending. It was agreed that it is fundamental that all players' grades are reviewed to ensure that members know which sessions they are eligible to attend.

The recommendations were voted on - nine committee members voted for, three against with one abstention. The recommendations were approved.

**Action: Grading of members should be reviewed (coaching team), social tennis to then be relaunched (Ian) and recommendations trialed for three months. At this point there will be a review.**

#### **9. Other actions arising from Membership Survey:**

Defer to next meeting.

#### **10. Lane project:**

Donato reported as follows:

22 contractors were reviewed and a shortlist of has been drawn up.

In his opinion the most reliable was Flourish Landscaping who were on the ball, had good references and are an established company. Their quote is circa £40K including VAT

Second on the shortlist is Highcliff Gardeners - not quite as established as Flourish -could probably get them to do it for £34/35K - they would charge VAT on some items (materials) but not on others.

Third is Bernard - self employed and not VAT registered.

Fourth is L C Services who were quite a bit more expensive than the others.

Ian and Heather have looked at the websites of Flourish and Highcliff and agree with Donato's initial assessment that Flourish look to be the best option.

A point to note is that all the good companies say that based on the plans some of the plants initially recommended may not survive and we might need to replace them in the future.

**Action: Donato to finish getting references and to organise reference site visits. He will also forward all the info to Rob for his review as well. Paul and Zak to do Companies House checks for those companies on the shortlist and then main committee to have Zoom meeting to make the final decision.**

Meeting ended 10:10pm