

COOMBE WOOD LTC

NOTES FROM MANAGEMENT COMMITTEE MEETING

March 18th, 2024, at 7.30pm on zoom.

Present: Rob, Ian, Jan, Paul, Val, Chris, Heather,
Apologies: Nandini

1. On court accident – Thursday 14th March:

It is important that a post-accident risk assessment is carried out to identify and document any lessons learned and ensure any necessary changes are implemented.

Potential areas to address are:

- The process following an entry in the accident book, because most of the committee were not made aware until Nicki's mail on Sunday. An online accident form which notifies a named member of the committee whenever an entry is made could be considered.
- Ensuring members know to enter any mishaps into the accident book – review members handbook and email to members.
- Consider taping the metal flap around the net post.
- Consider padding on all floodlight poles, not just those adjacent to the baseline.
- Update risk assessments to include accident notification process and owner.
- Coaches to assess court conditions at start of sessions and, if necessary, advise participants to take care, or cancel sessions completely if conditions are thought to be unsuitable for play.

Val and Ollie to be involved in this risk assessment process. Chris to be consulted on any grounds/courts implications. Rob to coordinate the review. **Action: Rob**

2. Members Survey:

The survey results have confirmed that the lane project is a top priority for members, followed by fixing the car park potholes. New terrace furniture, and clubhouse redecoration and new furniture were viewed as less important.

The most difficult times to book a court were Saturdays before 2pm, followed by Tuesday and Thursday evenings.

The 'any other comments' section also identified some issues, for example, it is hard to book onto coaching courses and course bookings open at random times. Lots of comments were made about social tennis.

Ian, together with Nicki and Kerry, will review the results in detail, identify the issues and then together with a wider group propose actions to address them, including a review of social tennis timing and structure.

Copy of survey results to be made available to members on club website before the AGM.

Consider mentioning any key recommendations in the AGM presentation.

Action IS

3. AGM Address:

Rob will be discussing the address with Mike B on Monday and still needs input from Ian on membership, Nandini on Social and Ollie on coaching.

Action: RG, IS, OL, NN

Paul has prepared accounts and updated the 5-year cash flow projections. The meeting agreed to increase the 2024 expenditure approval request for the lane project to £60k as quotes are out of date, to include £10k for clubhouse redecoration and furniture and £20k for terrace furniture. Contingency of £15k to be included for other possible capital/projects that may arise during the year.

Action: PB

Chris to discuss the budget for terrace furniture with Belinda, as £25k had been proposed at the last full committee meeting.

Action: CL

The Sinking Fund has been reset using court resurfacing costs of £36k per court (vs £30k previously) to reflect inflation since courts were last resurfaced.

4. Car Park Pothole Quotes:

A2B Property Refurbishment have quoted £16,500 including VAT. John Gale quoted £24,595 excluding VAT (£29,514 inc VAT) last year and has been asked to requote. Given the huge disparity between the quotes it was agreed that a third quote should be obtained.

Action PB to speak to Armand

5. Clubhouse Redecoration:

A2B have quoted £3,000 to redecorate internally and £1,800 externally. Paul was going to ask Dan to quote but he (Dan) said he couldn't do the work for much less, so the committee agreed to go ahead with A2B.

Paul to update Armand but to tell A2B that the internal colour scheme is to be advised. Work to start as soon after the AGM has taken place.

Nandini has agreed to lead the interior decoration team, with help from Belinda and Nicki.

Action PB & Nandini

6. Honorary Secretary Candidates:

There are three people who have expressed an interest in the role. It is not possible to vote any of them onto the committee at the upcoming AGM because we would need to give 21 days' notice. The potential to split the role into 'compliance and legal' and 'day to day management/admin' elements has been raised.

It was agreed that Rob, Heather and Paul will set up a meeting with all three to discuss the way forward and then, if we have candidate(s) definitely interested in the role, to invite them to future committee meetings so they can see the workings of the club, with a view to voting them onto the committee/board at the autumn EGM for the proposed new legal structure.

Action: RG/HM/PB

7. Thursday team practice or coaching:

Jan has surveyed team players and 46 are keen to have Thursday night team players practice or coaching.

The proposal is to have two sessions, the first from 19.00 until 20.30, and the second from 20.30 until 22.00.

Currently the coaching team have a beginner/improver course running on courts 6 & 7. Jan proposed leaving courts 4 & 5 available for member bookings and using courts 1, 2 & 3 for team practice on rotation.

The committee agreed to this proposal, but it will need discussion with Ollie at a coaching subcommittee meeting as coaches currently have two courts already assigned for team practice from 6.30-8.30pm on Thursday evenings, although it was unclear whether these are still being used for this purpose every week.

Action Jan & coaching subcommittee.

8. Thanks:

This was Val's last committee meeting and the committee thanked her for all her hard work.

/end