

B&FTC Committee Meeting

13th August 2018

Attendees : Gordon, Dermot, Nick, Craig, Rebecca, Colin Chamberlain

Apologies : Martin

Outstanding actions carried forward from February meeting

- **Martin** to get a groundwork quote to remove tarmac from courts 1 – 3, erect stone edging to the road and relay old tarmac, bind and roll.
- We have lighting quotes, **Martin** to see if his contacts can provide cheaper. **GB** to send Martin quote.
- Both the Men's A (Gary) and Men's B (Geoff) have expressed a wish to stand down at the end of this season
- **GB** to get up to date DBS (done).

Strand Updates:

Finance & Admin

- Finance
DK reported circa £75K in the Bank, up circa £7k on 2017
DK is producing year end accounts for the AGM
Grant application for £2K submitted to Boxmoor Trust, decision expected in Sept
DK and CB meeting to finalise coaching contract
DK to email team captains for 2018 match fees
Lease renewal is on hold
6 new members- RR to contact with Craig's offer and it will be included in Welcome Email that all new members receive.
- Strategy
GB/DK/CB to work up a Club Vision/Strategy to present at the AGM
- GDPR
Craig to have all his contacts on our Clubspark website so that they can tick the consents to emails/ photos etc. plus they will also receive any emails we want to send them as a club.

- AGM – Date set for 24/10 in the Clubroom at the Memorial Hall, **GB** to book
- Safeguarding

CC joined the meeting.

The Club has to comply with Minimum Safeguarding requirements from 10/2018, Colin attended a workshop on the 9/7 in his capacity as Club Welfare officer.

The Club has to comply with 5 standards:

1. Have a Safeguarding Policy that is clearly communicated to members
2. Have a Diversity & Inclusion Policy that is clearly communicated
3. Have a Welfare officer who undertakes the necessary training
4. Ensure relevant, Volunteers, Coaches and Officers have current DBS Checks
5. Have completed an Annual Risk Assessment

DK/RR/CC to ensure policies on the website are updated and compliant and for **RR** to communicate via a separate communication to members. Reminding members CC is the Club Welfare Officer, giving contact details for the LTA team @ Roehampton and to issue a separate 1/4ly reminder to educate parents.

CC to circulate the DBS link

CB to communicate to all Saturday coaching staff the need to have a CRS check by end of September. Certificates to be sent to CC for safe keeping.

GB/NL to immediately get a DBS check.

DK/GB to update Annual Risk Assessment by 31/10.

- Health & Safety

RR to publish a list of current First Aiders in the Clubhouse

RR to make enquiries about a First Aid Course

RR to update the Club rules to say adults with allergies are responsible to make others aware, agreed not to have an EpiPen policy

No other issues reported

Tennis

- NL formally handed over to CB
- Team updates, Mens A, Mens B and Ladies A all promoted
- School update, CB starts back at Bovingdon Academy on 10/9, on a Monday and Tuesday
- Saturday junior coaching starts on 8/9, **CB** to communicate to participants and coaches

- Floodlighting, planning application submitted for courts 1 & 2. GB/DK attended Parish Council planning meeting on 8/8, as expected some local resistance, but probable BPC will give support.
- Quotes to overlay courts 1-3 with tarmac, artificial grass or synthetic clay have been obtained. The committee rejected synthetic clay as too expensive but decided to consider additional options:
 - give the club two surfaces
 - create additional capacity (new court 6)
 - remove the existing surface on 1-3 and retarmac
 Once all options have been investigated a decision will be made in light of cost and timing, playing requirements, flexibility of use, technical viability and planning considerations. This is part of our long term Club vision.
- **CB** to outline his coaching plan at the AGM
- CB wants two open days a year, in May and September
- **CB** to start actively promoting B&FTC on Facebook
- GB to pass contacts for Sarratt and Chipperfield to CB to see if we can extend our Club reach.

Maintenance

- MA purchased new Benches
- Gate to court 1 might need painting/replacing (dependant on Boxmoor Trust application)

Next meetings

- Tbc

It was agreed to set firm dates for future committee meetings (Jan/Feb, April, June, Oct/Nov) on Mondays or Wednesdays.