

Bramford Tennis Club AGM Minutes

Date: Tuesday 13 June 2023
Time: 8 pm
Location: Bramford Cock Public House, The Street, Bramford IP8 4ED

In attendance:

Graham Chappell	Chair
Carl Douglas	Head Coach
Thirza Dod	Welfare Officer
Ali Sparrow	Grants Officer
Claire Bareham	Treasurer
Jo Marshall	Ladies Captain

Apologies:

Simon Horswill	Facilities Officer
Simon Bareham	Social Secretary
Kirtsty Maidment	Secretary (proposed)

1. Agree Previous Minutes

All previous minutes were agreed.

2. Matters Arising

Club Open Day - 28 May 2023

It was agreed that the Club Open Day had been a success and we welcomed both new and familiar faces to the courts, although numbers were not as high as on previous occasions. It was thought that this was because it was hosted on a bank holiday weekend, at the start of half-term, which may have meant people were away on holiday.

It was also acknowledged that the Sports Pavilion had been opened especially for refreshments, which had been very well received, but perhaps could have been better utilised if we had more numbers attending the session.

Membership Renewal Process for 2023/2024 Season

It was reported that circa £2,000 in fees had been received in the first fortnight of the renewals window, which was good. Previous members have a 30-day window in which to renew, with 7, 14 and 21 day email reminders to encourage them to renew. Membership packages advertised across all existing channels. The code to the gate lock will be changed at the end of this 30-day period. Final position in relation to memberships will be reported at the end of the renewal window, but initial signs are positive.

Club Events

It was acknowledged how successful the Friday Club Night session has been in the last year and it was proposed that a further Club Night be introduced on a Tuesday night, from 7.30pm and this would be advertised to members using the existing communication channels.

It was further proposed that additional club events (coach-led) be introduced throughout the year to ensure that the membership continues to offer members value for money. These would be included as part of the calendar of events and advertised to members.

3. Chair's Report (Graham Chappell)

Published report available at:

<https://clubspark.lta.org.uk/BramfordTennisClub/COMMITTEE/REPORTS>

4. Treasurer's Report (Claire Bareham)

Published report available at:

<https://clubspark.lta.org.uk/BramfordTennisClub/COMMITTEE/REPORTS>

It was acknowledged that whilst membership income had increased, there had been a fall in the number of membership renewals. However, a true picture wouldn't be available to the end of the renewal season.

It was noted that no professional maintenance had been required but that electricity costs had tripled this year.

5. Election of Officers/ Vacancies

Claire Bareham and Simon Horswill tendered their resignations as Treasurer and Facilities Officer respectively. They were specifically called out and thanked for their contributions.

For consistency, it was agreed to review the role profiles and responsibilities of committee members of other local clubs, meanwhile, the following roles were agreed:

Chair	Graham Chappell
Club Secretary	Kirsty Maidment
Treasurer	VACANT – to be advertised. In the interim, responsibility to be passed to the Chair
Welfare Officer	Thirza Dod
Grants Officer	Ali Sparrow
Facilities Officer	VACANT
Fundraising and Social Secretary	Jo Marshall (and Ladies Captain)
Communications Officer(s)	Carl Douglas (website & social media) Sandra Bigley (newsletter)

Club night Co-ordinator Simon Bareham (Friday)
Loren Ledwidge-Cudby (Tuesday)
Coach Carl Douglas (co-opted/consultancy role)

6. Proposals and projects

Membership fees 2023/2024

It was noted that membership fees had been increased this year in line with inflation and because of increasing electricity costs, however the junior membership had been kept static and a special family membership “Open Day” offer had been popular.

Membership Type	New Member	Renewal
Adult	£60	£66
Adult Senior (60+)	£50	£55
Couple	£80	£88
Family	£95	£105
Junior (18U)	£20	£20
Open Day Offer (family)	£60	

Calendar of Events 2023/2024

It was agreed that a calendar of events would be put together and advertised to members, this would include both club events e.g., club tournament, tennis 3s etc. as well as social events. Head Coach and Social Secretary to discuss.

PFMC Report/Update

The Chair reported that in 2022/2023 he had attended several meetings of the PFMC, minutes of which are available. Going forward the Committee is keen to continue to work collaboratively for the benefit of the Bramford Tennis Club as well as the wider Playing Field (and associated sports).

Project Smash – Club Development Plan

The Grants Officer reported that the focus for 2022/2023 of the sub-committee (comprising of the Chair, Head Coach and Grants Officer) has been the preparation of a Facilities Development Proposal and Sports Engagement Plan, available at:

<https://clubspark.lta.org.uk/BramfordTennisClub/COMMITTEE/GRANTS>

The immediate priority has been on **Phase 1** (signage, fence strengthening work, retractable floodlights for Court 1 and a secure Clubhouse/ Storage unit) and securing planning permission and funding.

August 2022	Planning permission secured for retractable floodlights for Court 1 and a secure container style/ storage unit/ club house.
November 2022	The Chair and Grants Officer attended and a presented at a meeting of the Bramford Parish Council (attended by Councillor Caston). We successful secured a grant of £6,000 towards Phase 1.
February 2023	Following an introduction by Councillor Caston, we were introduced and met with Taiwo Ajayi (Community Officer at Mid Suffolk and Babergh District Council (MSBDC)) and Joshua Holmes (Communities Officer (Grants) at MSBDC) who wanted to understand more about the Club and how we are looking to develop it from a facilities and sports development perspective. We discussed our aspirations for the Club, its benefit to the wider community and highlighted our immediate priorities. Discussions are going in relation to funding opportunities available for the benefit of the Club and the wider Playing Field.
March 2023	We received £2,704.55 as a Locality Grant Award from MSBDC.
May 2022	We submitted an application to the SUEZ Communities Fund in the sum of £22,000 to go towards Phase 1. The fund requires an 11.5% contributing payment from the Club or third party, if successful (£2530). We are awaiting the outcome of the application and hope to hear by August 2023 if successful.

7. Welfare/ Safeguarding Report (Thirza Dod)

Published report available at:

<https://clubspark.lta.org.uk/BramfordTennisClub/COMMITTEE/REPORTS>

It was reported that there had been no significant welfare incidents. Full DBS checks had been completed for the Chair, Welfare Officer and Head Coach. Basic safeguarding training delivered to Committee members in November 2022 and will be refreshed in November 2023.

Sally Gooch (Suffolk LTA Safeguarding Lead) had visited the Club and was very happy with what she had seen. She advised that we place additional posters at the front of the Club, which is a work in progress (as part of our renewed signage).

8. Coaching Report (Carl Douglas)

Published report available at:

<https://clubspark.lta.org.uk/BramfordTennisClub/COMMITTEE/REPORTS>

Highlights included:

- extensive LTA Youth programme
- acceptance onto the Prime Video LTA Youth Girls Programme
- acceptance to run 'Tennis for free' programme to encourage the wider community to give tennis a go
- sessions with Guides/ Brownies/ Beavers/ Scouts

9. Premises/ Facilities

It was acknowledged that we need to have a more regular group of volunteers to tackle weeding the courts and keeping on top of general maintenance. Comms to go out to all members, to seek volunteers.

Courts remain in good condition, with work/ upkeep undertaken as and when required. This year has seen the replacement of two of three nets, and we now have scoreboards available for use on all three courts.

10. AOB

It was agreed that communication with members could be improved – current existing channels are e-mail (through ClubSpark), website and WhatsApp groups. It was agreed that a regular newsletter would be helpful, to share news, events, project updates etc. A sub-committee to be set up to implement.

Bramford Village Fun Day (1 July) – the Chair to attend representative of the Club.

AGM for 2023/2024 to be scheduled for May 2024.