



Welcome to

Bramford Tennis Club

BRAMFORD TENNIS CLUB COMMITTEE MEETING – MINUTES

Date: Tuesday 23rd April 2024

Time: 19:45

Location: Bramford Sports Pavilion Portacabin

In attendance:

Graham Chappell (chairman)

Kirsty Maidment (club secretary)

Carl Douglas (head coach and comms)

Thirza Dod (welfare officer)

Alison Sparrow (grants officer)

Jo Marshall (social secretary)

Apologies:

Sandra Bigley (committee member)

1. AGREE PREVIOUS MINUTES:

All previous minutes were agreed.

2. MATTERS ARISING FROM PREVIOUS MINUTES:

There has been discussion with club night members to put forward a representative to be on the committee. To date, there is no interest.

Graham is still waiting for the club bank account handover to be finalised. Santander need more information on the committee members who will have access. This can be minuted at the AGM and forwarded to Santander.

Carl to go through membership process with Kirsty in the next week or two, as packages are due to be created ready for membership renewal.

Graham has a key safe for the Pavilion key. This is currently in the shed, awaiting the arrival of the club house, where it will be fitted.

Jo said there is some interest in a mixed doubles tournament. This will be run by Carl as a Summertime Slam on a Sunday morning. Date to be confirmed.

ACTION

Graham - Forward committee information to Santander following AGM to finalise bank account transfer and Ali as second signatory.

Carl - Arrange mixed doubles tournament on a Sunday morning, ideally to coincide with the opening of our new clubhut

Jo - Liaise with Simon Bareham to arrange a date for rounders.

Thirza - Put together an induction pack to be issued with new membership.

Thirza - Email all committee members, signposting them to any new policies

3. AGM PLANNING:

Graham is currently preparing a report of the end of year accounts.

Graham proposed the following membership fees, with an approximate 10% increase on last year to take account of rising costs and the need to outsource court maintenance due to the lack of volunteers. The committee decided on a single rate for each membership category.

Adult	£72
Senior	£60
Couple	£96
Family	£115
Junior	£22
Committee member (key roles only*)	£36
*Chair, Treasurer, Secretary and Welfare Officer	

There will be a limited time offer introduced on the Club Open Day, where new families can join for £66. This will be valid for 7 days from the 28th April.

Key officer roles within the committee will be incentivised with a reduced adult member rate of £36. The roles that will receive discounted membership are the chair, secretary, treasurer and welfare officer.

4. PROJECT SMASH UPDATE

Work to install court 1 floodlights will begin the week commencing 27th May. During this week, all courts will be closed. Work is expected to take up to 5 days.

The club house was originally expected to be installed towards the end of June but we have since had confirmation of a delay and new delivery date of 8th August 2024

Ali and Graham attended an EGM involving the Bramford Parish Council and PFMC. At the meeting, the Parish Council stated they have no plans to take over the Pavilion and that it should be used equally between the three clubs (Tennis, Bowls, Football).

ACTION

Graham - Chase Cadent report.

5. COACHING UPDATE AND OPEN DAY PREPARATION

The club open day will take place on the 28th April. This is coincidentally the same date as the opening of the pump track. Carl will arrange a series of activity stations on court 2 and 3. Court 1 will be also be available for general play.

Graham, Ali and Kirsty to help on the day.

6. SAFEGUARDING/WELFARE UPDATE:

The first aid kit needs replenishing - ice packs and antiseptic wipes.

Carl regularly checks the contents of the first aid box, however it may be worthwhile considering a first aid officer to monitor this.

ACTION

Thirza - Liaise with Graham to arrange bulk order of ice packs and wipes.

7. FACILITIES UPDATE:

Ali's friend Nick will be able to undertake basic maintenance of the courts for £30 per hour.

Nick will also build the base for the clubhouse, and undertake landscaping once in place.

8. AOB:

Court handover etiquette was discussed following feedback from members. Thirza proposed that club night start from 7:45pm to allow for a smoother handover following paid-for sessions. This will be communicated to club night members.

A general email will also go out to all members regarding court etiquette. Reminding members to allow the previous session to finish before entering the courts.

With regards to disability tennis, access will need to be improved before this can be considered. Access improvement is a potential project for Phase 2 of Project Smash.

Carl will arrange Tennis for Free sessions (free to new players but funded by the club as per conditions set out in Sport England grant). Proposal is to run these on Wednesday evenings after the May half term.

ACTION

Graham - Communicate change of start time with club night.

Graham - General communication around court etiquette to be sent out to all members.

9. DATE OF NEXT MEETING:

AGM

Date: Tuesday 7th May

Time: 7:45pm

Venue: Bramford Sports Pavilion Portacabin