



Welcome to

Bramford Tennis Club

BRAMFORD TENNIS CLUB COMMITTEE MEETING – MINUTES

Date: Tuesday 6th February 2024

Time: 19:45

Location: Bramford Sports Pavilion

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)

Simon Bareham (committee member, club night co-ordinator)

1. AGREE PREVIOUS MINUTES:

All previous minutes were agreed.

2. MATTERS ARISING FROM PREVIOUS MINUTES:

It was decided that there should be a club night representative on the committee who is able to attend regular meetings.

Graham confirmed that he now has access to the club accounts in the absence of a treasurer. Ali will also shortly have access to the accounts as a second signatory.

Pavilion key access for teams on match days was discussed. It was decided that a key safe will be fitted in the shed/club house. The committee Whatsapp channel will be used to update on Pavilion usage to avoid double booking.

The courts need moss treatment imminently. It will be more cost effective to arrange a group of volunteers to undertake weeding and 'Wet and Forget' application. The pavilion could be used as a base, and food provided.

ACTION

Graham - Discuss club night representation at committee meetings with Simon, Loren and Callum and suggest a club night attendee be nominated to attend future committee meetings.

Graham and Ali - Finalise access to the club bank account. Add Ali Sparrow and remove Claire Bareham and Jo Brown.

Carl and Kirsty - Arrange a time to familiarise Kirsty with the membership process.

Ali - Get key safe organised for Pavilion key access.

Sandra - Include court upkeep in the next newsletter. Ask for volunteers to come forward - Jo's email as a contact.

3. PROJECT SMASH UPDATE:

Sports England and Mid-Suffolk District Council (MSDC) have awarded the club grants towards the project. In order to access these funds, a plan needs to be put in place to determine the order of work and the allocation of funds. The two stages of the project (phase 1) to be undertaken are:

- Retractable flood lights for court 1 (including any fence repairs)
- Clubhouse/storage

ACTION

Ali - Accept MSDC offer.

Carl - Meet with lighting company (Carbon8) for site survey and final quote.

Carl - Meet with Portable Space to discuss clubhut installation and costings.

Sandra - Include brief update on Project Smash in the next newsletter.

4. AGM PLANNING:

Date and location of AGM: Bramford Sports Pavilion, Tuesday 7th May, 7:45pm

ACTION

Carl - Email to be sent out to members advising of AGM date, and advertising available committee positions.

5. PLANNING FOR 2024:

COACHING CALENDAR:

- Play Your Way to Wimbledon - Sunday 17th March
- Easter Team Challenge - Saturday 6th April
- Club Open Day - Saturday 28th April
- French Open Team Challenge - Saturday 25th May
- Summer Slam - Saturday 13th July
- Monster Smash - Saturday 26th October
- Girl, Set, Match - TBC

Proposed introduction of Tennis for Free (subject to funding from Sport England) on Wednesday evenings 6-7:00pm

Introduction of Walking Tennis (subject to funding from Sport England) on Wednesday mornings

SOCIAL CALENDAR:

- Bingo Night - Wednesday 6th March
- Monster Smash Party (following kids tournament) - Pavilion booked from 3:30-7:30pm, Saturday 26th October
- Quiz night - Friday 8th November, 7:00pm

ACTION

Carl - To investigate "closed" club tournaments for ladies, mens and mixed.

Jo - Arrange a date for rounders. Consider fundraising events e.g. Orwell Walking challenge/Hit-a-thon

6. SAFEGUARDING/WELFARE UPDATE:

Thirza has re-written the club policies. These were agreed with Graham and have been published on the website.

A communication channel needs to be created with club night coordinators (Callum, Simon B and Loren) whereby they can be directed to the risk assessment, and any on-court incidents can be reported. This can also be used as a channel to communicate adverse weather conditions. We should encourage one or more of the clubnight co-ordinators to become First Aid trained (club funded) and DBS checked.

ACTION

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

Carl, Graham, Kirsty - Give Thirza DBS number and expiration date for records. Carl to discuss this with Chloe and Jess too.

Thirza - To arrange DBS checks for Tennis leaders as they approach 16 years of age.

Thirza - Email all committee members, signposting them to the new policies which must be read.

Carl - Go through website management with Kirsty.

Thirza - Set up Whatsapp group for communication with club night coordinators.

7. AOB:

Graham has paid the PFMC annual donation and covered the electricity shortfall from May 2023.

Carl pointed out that the club shop is still running, but will shortly be closed by STC Teamwear due to lack of sales. If anyone else wants to investigate the creation of a new clubshop/merchandising arrangement for please let Graham know.

Carl would like to enter 2-3 teams into the Suffolk Youth League, with an entry fee of £20 per team to be paid by the club.

Jo mentioned that Summer league entries are due next month. 1 mens team and 1 ladies team will be entered, to play matches on Wednesday and Thursday evenings respectfully.

As previously decided, a bucket of trainer balls will be issued to club night players on a 6 monthly basis, in October and then again in April.

8. DATE OF NEXT MEETING:

Date: Tuesday 23rd April @ 7.45pm

Venue: Bramford Sports Pavilion