



Welcome to

Bramford Tennis Club

BRAMFORD TENNIS CLUB COMMITTEE MEETING – MINUTES

Date: Tuesday 18th July 2023

Time: 20.00

Location: The Bramford Cock

In attendance:

Graham Chappell (chairman)

Kirsty Maidment (club secretary)

Carl Douglas (head coach & 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)

Loren Ledwidge-Cudby (committee member, club night co-ordinator)

1. AGREE PREVIOUS MINUTES:

Previous minutes were agreed.

2. NEW MEMBERS

The committee welcomed new members, Jo and Kirsty.

Sandra's role/title within the committee was discussed. It was suggested that the position of facilities officer may be a dual role, shared with Graham.

ACTION

Carl - to liaise with Sandra to confirm committee title and role.

3. REVIEW COMMITTEE VACANCIES

The role of treasurer is yet to be filled. It was discussed that it may be necessary to incentivise essential roles - treasurer, secretary, welfare officer - possibly with free club membership. Thirza pointed out that, in this case, there should be a defined job description that each member must adhere to. An alternative would be to make the treasurer's role a paid position.

ACTION

Graham - to contact a friend who may potentially take on the treasurer's role.

Ali - to contact friend who works in accountancy who may be willing to fill the treasurer's role as a paid position.

Carl and Graham - to arrange a meeting with Claire to gain access to accounts as temporary mitigation.

4. PROJECT SMASH UPDATE

Carl checked with Claire if the Bramford Parish Council grant payment had been received. Claire confirmed that the £6000 grant money associated with this grant (expected to be paid in at end of May 2023) has not yet been deposited to the club account.

Ali confirmed completion of the SUEZ grant application. Application outcome is due at the beginning of August.

CIL funding - Window open May-October to apply for another £10,000. On hold for now.

Possibility of crowdfunding via Sport England in order to raise further funds.

ACTION

Ali - to chase BPC clerk for update on Parish Council grant payment.

Graham and Ali - to update at the next PFMC meeting in September 2023.

5. MEMBERSHIP RENEWALS SO FAR:

Carl confirmed 116 members have signed-up to date, with 2 additional "pending" (not paid members). In total we have brought in £4,150 revenue to date (a new club record in terms of annual membership revenue)

The Wimbledon family membership campaign was a success bringing in 5 new families.

The gate lock code has been changed, with the new code being sent out to members via email.

'Pay and play' to be implemented this month as part of the SUEZ bid. This will involve court 1 only, on a Monday and Thursday. This will be advertised in the next In Touch magazine.

ACTION

Carl - to implement 'Pay as you go' on Clubspark.

Carl - to go through membership process with Kirsty

6. WINTER LEAGUE PREPARATION:

Thirza (Winter league ladies captain) to organise ladies winter league matches. Ladies to run 3 teams, with up to 4 in a squad. Graham is no longer the men's winter league captain, but will liaise with mens' teams in order to keep the committee in the loop. Teams to also liaise with Carl when booking court time for matches in order to avoid any unnecessary clashes with coaching programme.

ACTION

Carl - to investigate costs for the use of the courts at Coddensham as possible overflow for winter league matches if needed

7. SAFEGUARDING/WELFARE UPDATE:

Nothing to report.

8. COACHING PROGRAMME UPDATE:

Carl mentioned the huge success of the club and the junior coaching programme having been awarded the LTA Youth Recognised Venue Award. One of only 6 clubs in the country, and the first in Suffolk.

Summer squads have finished for the year, and the summer program has begun.

The club held a stall, run by Graham, at the Bramford Summer Fair

9. SOCIAL CALENDAR UPDATE:

Communication options were discussed in order for Jo to get her social calendar up and running. It was decided that a poll would be sent out to all members via email in order to identify interested parties. A WhatsApp group will then be created for those interested in hearing about social events. Jo will also have a section in the newsletter dedicated to social communications.

Jo suggested the idea of an 'end of season quiz night' to be held on a Friday night in September. There will be a charge for entry, and perhaps a raffle, in order to raise funds for the club.

Carl presented a draft of the BTC newsletter. The committee agreed on the template, and simplicity in which it can be put together each quarter. Key people to send Sandra their contributions before a set deadline in order to be featured.

ACTION

Jo - to create a poll to be emailed out to all members.

Carl - to discuss newsletter with Sandra.

Graham - to liaise with Marilyn regarding availability of the pavilion.

10. AOB:

- It was agreed that up-to-date quotes are needed for 'Project Smash' so we are in a position to act if the money comes in. Ideally, a sole supplier will be identified to take on the whole contract, with sub-contracted elements.
- Court maintenance was discussed, and it was suggested that in order to reduce ongoing costs, it may be undertaken by the club. The club will potentially need to invest in a kit in order to manage maintenance without external help. Carl said that the courts will need moss treatment this year.
- Committee section on website to be updated.

ACTION

Carl - to look into treatment options and cost.

Ali/Jo/Sandra - to forward information for profile on website.

11. DATE OF NEXT MEETING:

Provisionally:

Date: Tuesday 5th September 2023

Time: 8.00pm

Venue: The Bramford Cock