



Welcome to

Bramford Tennis Club

BRAMFORD TENNIS CLUB COMMITTEE MEETING – MINUTES

Date: Tuesday 5th Sept 2023

Time: 20.00

Location: The Bramford Cock

In attendance:

Graham Chappell (chairman)

Sandra Bigley (committee member)

Thirza Dod (welfare officer)

Alison Sparrow (grants officer)

Jo Marshall (social secretary)

Carl Douglas (head coach & comms)

Apologies:

Kirsty Maidment (club secretary)

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. 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 subsidised 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. As a first step we need to arrange a basic handover with Claire Bareham (former treasurer) who is stepping down so that we at least retain access to the club Stripe account plus retain the ability to pay any bills.

ACTIONS

Graham - to contact a friend who may potentially take on the treasurer's role. *Update – this doesn't look likely to happen (closed)*

Ali - to contact a friend who works in accountancy who may be willing to fill the treasurer's role as a paid position. *Update – this doesn't look likely to happen (closed)*

Carl and Graham - to arrange a meeting with Claire to gain access to accounts as temporary mitigation. *Update – meeting date set for Tues 12th Sept 2023 (closed)*

4. PROJECT SMASH UPDATE

Ali confirmed that we are still awaiting transfer of £6000 grant money for Bramford Parish Council but that she is in communication with BPC Clerk and hope to get a resolution on this shortly. We were unfortunately unsuccessful in our SUEZ grant application.

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

The possibility of crowdfunding via Sport England to raise further funds.

Given the complication of having to get multiple quotes for different aspects of the programme, it was agreed that we will break things down into discrete project elements and complete those elements as funding allows one at a time based on the following priority

- 1) Retractable floodlights for court 1 (inc any required fence repairs and electrical work)
- 2) Clubhouse/storage
- 3) LED floodlight upgrade for courts 2&3

ACTIONS

Ali - to chase BPC clerk for update on Parish Council grant payment. *Update – Ali in liaison with BPC clerk, hope to resolve shortly (ongoing)*

Graham and Ali - to update at the next PFMC meeting in September 2023. *Update – next PFMC meeting scheduled for Wed 6th Sept 2023 (ongoing)*

Ali /Graham/Carl – Project Smash sub-committee to reconvene to consider next steps and will make further recommendations to club committee in due course.

Carl – Meet with Carbon8 representatives to discuss floodlight project and obtain costing and lighting design(s)

5. MEMBERSHIP RENEWALS SO FAR:

Carl confirmed 119 members have signed-up to date, with 2 additional “pending” (not paid members). In total we have brought in £4,320 revenue to date (a new club record in terms of annual membership revenue)

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

‘Pay and play’ has been implemented for Court 1 only on Mondays and Thursdays for off peak hours (8am-4pm) and this was also advertised within the local In Touch magazine.

ACTION

Carl - to implement ‘Pay as you go’ on Clubspark. *Update – Pay and Play implemented on limited basis as agreed (closed)*

Carl to go through membership process with Kirsty. *Update – timeslot not yet arranged (ongoing)*

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 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 Autumn/Winter program has begun.

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

9. SOCIAL CALENDAR UPDATE:

Communication options were discussed 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 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 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 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 to reduce ongoing costs that 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.

ACTION

Granham - to look into court treatment options and cost.

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

11. DATE OF NEXT MEETING:

Provisionally:

Date: Tuesday 6th Feb 2024

Time: 8.00pm

Venue: Pavillion