

**Cringleford Tennis Club
Full Committee**

Minutes from the meeting of the Cringleford Tennis Club committee held on Wednesday 3rd April 2024 at 1900 (*Sally's House*).

Minutes: Holly Setchell (**HS**)

Apologies: Amanda Bailey (**AB**)

In Attendance: Hon. Chairman Chris Mitchell (**CM**), Hon Secretary Fraser MacMillan (**FM**), Hon Treasurer Kevin Woolrich (**KW**), Holly Setchell (**HS**), Sally Hardwick (**SH**), Chris Hardwick (**CH**), Jenny Chambers (**JC**), Paul Henery (**PH**).

STATEMENTS FROM THE TREASURER (due to delayed arrival of CHAIR): - Fraser MacMillan

The chair welcomed the committee to the meeting and covered the following.

The minutes of previous meeting (29th Feb 2024) were approved:

proposed: Jenny Chambers

seconded: Sally Hardwick

Action CH: Upload approved minutes to the website.

Action Point CH

Matters Arising:

1. These were reviewed and documented in separate document.

Statements

None were shared.

SECTION A: ITEMS FOR DISCUSSION AND ACTION

A1. Membership

To receive: A report from the Hon. Membership Secretary (**SH**).

Current Topics

1. **SH** distributed numbers of membership break down so far. 60 members aren't renewing, which is uncharacteristically large. A large portion of these seem to be juniors who have moved to Wymondham, potentially with KB moving there to coach. Other reasons cited for non-renewal include injuries, players moving away, having growing commitments elsewhere and not arranging the coaching promptly in January. 8 members may renew later in the year. No-one has cited membership fees as a reason for not renewing. We do have 5 new

members at the moment and a few others in the pipeline. Comparatively we lost 31 members and gained 16 members during the same window last year. Lower Membership numbers at the current level, with no other savings means that we won't be able to maintain our financial obligations for the club's long-term planning as per the Feasibility Study. Based on current Membership numbers alone, we're currently 29 members away from our financial targets. Can none members be playing in box leagues if they aren't rejoining? Typically there is a 'grace period' although this is officially undefined. Do we need to revisit financial proposal for the EGM with these updated figures? This has been preliminarily done – see confidential section.

2. Recruitment – **SH** has requested advertising in the May edition of 'Just Regional' which is a magazine that services Eaton and Cringleford covering 4,900 homes. 600 houses receive the Parish magazine and this currently also has advertising for the club. **SH** has also sent information to the Cringleford classifieds. Social media presence would be helpful, although this may be time sensitive (ie. In the window before membership renewals). Do we have anyone at the club who has expertise in social media? A member was mentioned and has been spoken to informally but may be willing to help. The N&N is another location that may have a group of individuals who are potential members as they play regularly at Easton College. The benefits of our membership (eg. Free floodlights and club nights) are not particularly well advertised.

Action: Advertise to membership for PR expertise in next newsletter.

Action SH/HS

Action: Contact Parish Council for poster campaign on the noticeboards and community facilities eg. libraries.

Action SH

A2. Premises & Maintenance

To receive: A report from the Premises and Maintenance lead (**CM**)

Current Topics

1. Coat hooks need to be repaired. **Action Point CM**
2. Gate to court 3 & 4 is struggling to be closed. **Action Point CM**
3. In light of recent drop in membership numbers, risks related to the clubhouse project have increased. Are the committee still in agreement that the clubhouse project is a viable proposal for the EGM? There are potentially many benefits to the club if we do go ahead with the project. All were in agreement, providing there is an active membership campaign to recruit sufficient members. Does the clubhouse scheme rejuvenate the club and help with this anyway?

A3. Teams

To receive: A report from the Hon. Match Secretary (**FM**)

Current Topics

1. D team Winter league captain (Mark Dumbleton) has not collected match fees for the club and is not renewing membership. These will need to be chased. **Action Point SH/FM**
 2. Men's captains are now fully in place.
 3. Fixtures for summer league have been released.
 4. Club team tennis policy has been shared with committee and edits have been suggested. Policy is not on the website yet but this can be added once the mission statement is approved at the EGM. **Action Point CH**
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A4. Tournaments/Events

To receive: A report from the events coordination sub-committee (**HS**)

Current Topics

1. First event is due to be next Tuesday (9th April) – do we have a contingency for bad weather? Forecast is looking good at the moment but event will be advertised in club comms. If it's rained off, we will reschedule for the following Tuesday.
Action Point SH/HS
 2. Concerns have been raised about how club nights and Saturday mornings are run and managed. Do we need a sub-committee to consider how best to manage club play?
Action: Form a sub-committee for social tennis review. **Action CM/SH/JC**
 3. Events schedule is as follows:
Tuesday 9th April – Season Opening Serve-Off (committee to organise)
Friday 19th April – Quiz and Chips Fundraiser (**PH/NH** to organise)
Sunday 19th May – Challenge Cup (**AB** to organise)
Sunday 23rd June – Waitrose Cup - No pavilion available at present (**HS** to organise)
Sunday 21st July – Davis Cup (**CM** to organise)
Sunday 15th September – S&P Finals Day (**CH** to organise)
Saturday 5th October – Celebration Event (**FM/HS** to organise)
Saturday 16th November – AGM (committee to organise)
Saturday 30th November (date amended due to Pavilion availability) – Christmas Beetle Drive Fundraiser (**HS** to organise)
Action: Contact cricket club to query shared pavilion access on 23rd June. **Action KW**
 4. Contact TopSpin Tennis about their roadshow dates. **Action HS**
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A5. Website/PR

To receive: A report from the website/PR representatives (**CH**)

Current Topics

1. **KW** has budgeted £500 for website moving forward. Do we know if this will be ongoing? **CH** does not have specific costs but speculated that once we give up the domain, we won't be charged any costs. This is to be confirmed. **Action CH**
 2. Parish Council website currently has incorrect website address. **CM** to contact Parish Council to update details. **Action CM**
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SECTION B: ITEMS FOR REPORT

B1. Finance

To receive: A verbal/written report from the Hon. Treasurer (**KW**)

Current Topics

1. Written report was circulated prior to the meeting. Some members have overpaid and kindly made this figure a 'donation' to the club.
 2. CASC update – **KW** is meeting with Treasurer at Stanmore TC as they are also registered as a CASC to get some information about the process.
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B2. Coaching

To receive: A verbal report from sub-committee (**SH, PH, AB, JC**)

Current Topics

1. NTA Updated – 11 adults and 2 juniors have signed up to coaching programmes. Cringleford School have confirmed an assembly and after-school coaching starting in May. Eaton Primary have been contacted but making arrangements has been a slower process at the moment. Alex M has suggested the following would help to promote the new set-up:
 - a. Make the coaching offer visible
 - b. Promote a 2 week free trial
 - c. Pursue contacts with local schools
 - d. Social media
 - e. Host an open day
2. Some potential members have reported not being able to make payment on the NTA website when signing up for coaching courses. **SH** to contact NTA to address this. **Action SH**
3. Team captains are currently negotiating pre-season team coaching. This potentially needs to be communicated via Alex at NTA once confirmed. **Action JC**
4. Coaching sub-committee will be dissolved.

B3. Club Sessions

To receive: A verbal/written report from session coordinators (JC)

Current Topics

1. Nothing to report, other than really poor weather every session which has been disappointing.
 2. Club night rota – new organisation link has been set up. **CH** to circulate. **Action CH**
 3. Advertise club nights on next communication. **Action SH/HS**
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B4. Risk and Compliance - Health & Safety/Safeguarding/Disciplinary/Data Protection

To receive: A verbal/written report from the safeguarding officers (PH/AB)

Current Topics

1. **PH** and **AB** have attended a welfare forum.
 2. **PH** has completed the latest LTA safeguarding training.
 3. The updated safeguarding policy is now on the website.
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B5. AOB / DATE OF NEXT MEETING

1. EGM – **SH** has a register for arrival and voting slips for each resolution. Refreshments to be arranged by **SH, NM, PH** and **AB**. **HS** to provide writing implements. 2 voting boxes will be prepared, one for those who leave early and one for votes at the time of each resolution vote. Previously submitted Q&As will be publicised on the website.
2. St Cyr Kit Update – no update on sales figures for this month. This will be further advertised in the May newsletter. **Action HS/SH**

Meeting closed: 9.55pm

Date of next meeting: Thursday 2nd May, 7pm at the Red Lion

SECTION C: CONFIDENTIAL AND RESERVED

Confidential items were discussed.
