

**Cringleford Tennis Club
Full Committee**

Minutes from the meeting of the Cringleford Tennis Club committee held on Thursday 29th August 2024 at 1900 (*The Red Lion*).

Minutes: Holly Setchell (**HS**)

Apologies: Sally Hardwick (**SH**)

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

STATEMENTS FROM THE CHAIRMAN – Chris Mitchell

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

The minutes of previous meeting (27th June 2024) were approved:

proposed: Chris Hardwick

seconded: Amanda Bailey

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. Numbers were circulated ahead of the meeting. Increases indicate promising progress for the season. The discounted membership has probably helped with this and should be continued next season – thank you **SH** for prompting this.

Total 195 (increase of 18)

Adults/Young Adults/Students - 163 (increase of 13)

Juniors under 18 - 32 (increase of 6)

A2. Premises & Maintenance

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

Current Topics

1. Clubhouse project – Clubhouse update report No 4 which confirmed committee members vote to proceed was circulated ahead of the meeting and questions were invited. How does grant access work? As we spend the money, we need to claim back from South Norfolk Council. Communication will be shared with members asap.

Action CM, HS/SH

South Norfolk are keen for a turf cutting ceremony, but this may be too short notice as the delay in obtaining the planning consent has resulted in a very short lead in time before the project commences. CM to contact local dignitaries to ascertain availability. Massive thank you to **CM** for putting in so much time and effort into the project so far.

Action CM

2. Signage – signs will be repaired by finals day. Old website address is still on the club signs, which should be updated as we now have a new website. CM to investigate.

Action CM

3. Gate mats to be replaced and leaf blower would be helpful for clearing courts. Purchases will be investigated once the clubhouse is available for storage.

4. Net tensioners seem to be slipping during matches on the lower courts. **Action CM**
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A3. Teams

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

Current Topics

1. City League – Mens A have defended Division 1 title. Mens B need to win final fixture for Division 1 promotion. Mens C have a final fixture but unlikely to win promotion. Mens D promoted to Division 3 with one game in hand. Mens E will finish mid-table. Ladies A and B finish mid-table in Division 1 and 2 respectively. Ladies C have finished 3rd and were very close to promotion.
 2. Winter League – we have entered 4 teams for the coming season. 3 captains are in place already, so still need to find someone for D team.
 3. Ladies selection – selection of players has been looked into and the difficulty of allocating matches against player availability noted whilst trying to maintain a squad based approach to team selection. League rules and our internal club stance were discussed at length and to ensure consistency in the future, all captains will meet ahead of next summer to agree parameters.
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A4. Tournaments/Events

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

Current Topics

1. Social serve-off (16th July) – generally poorly attended, but the opportunity was given for members to socialize more widely.
 2. Davis Cup – 24 players were involved and all seemed to enjoy themselves. Teams were well matched and winning team was France.
 3. Events schedule is as follows:
Sunday 15th September – S&P Finals Day (**CH** to organise)
Saturday 5th October – Celebration Event (**FM/HS** to organise)
Saturday 16th November – AGM, 1.30-3.30pm at The Pavilion (committee to organise)
Saturday 30th November – Christmas Beetle Drive Fundraiser (**HS** to organise)
Promote all remaining events in next club comms. **Action HS/SH**
 4. S&P Finals Day – cakes and toppers have been ordered. Prizes have been purchased. Food will be ordered from Sainsbury's with the intention of spending £6/£7 per head. Trophy engraving to be sorted after the event for Celebration evening. Club comms to be sent to publicise food. **Action HS**
 5. AGM – resolutions need to be publicized 21 days notice beforehand. **HS** to circulate AGM minutes for reference although constitution updates were going to be proposed. Constitution updates are to be reviewed for discussion at next meeting. **Action FM**
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A5. Website/PR

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

Current Topics

1. Nothing to report.
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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. **KW** circulated a report before the meeting for discussion. No queries were raised.
2. Tax – **KW** has completed the relevant paperwork to register for us to pay tax and complete tax returns. We are still waiting to hear back.

3. CASC – **KW** and **JC** attended a webinar for information on CASC status but the content wasn't entirely relevant for our purposes. Information was shared about the respective merits and pitfalls of being an incorporated or unincorporated entity.
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B2. Coaching

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

Current Topics

1. Ladies Friday morning – NTA are combining these sessions due to poor attendance. Discussion was had about how to maintain this session to ensure that ladies don't stop playing tennis. A pay and play option isn't feasible with the NTA principles. ClubSpark could potentially manage the session and payments if the club block booked the session – CH to investigate. CM to discuss with SH and NTA about potential options.
Action CM, SH, CH
 2. **SH** shared that Sam will be leaving to return to university. He has been thanked for his work over the summer and members have been notified. The new coach is Tom Naylor and will be joint coaching with Tom Kenney during the handover window. Profile needs updating on the website and the noticeboard.
Action SH
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B3. Club Sessions

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

Current Topics

1. Club night attendance - suggested that WhatsApp group should be utilized more regularly for club night prompting to ensure attendance. Proposed to have one main club night group for all members.
Action JC
 2. Online booking for club sessions for the winter – from October clock change it was agreed to block book 3 courts on Tuesday and 2 courts on Thursday.
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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. Nothing to report.
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B5. AOB / DATE OF NEXT MEETING

1. St Cyr Kit Update – no update on sales figures for this month. St Cyr have requested some feedback on their provision to see if there is anything they can do differently to promote online

sales? Suggested that the club could subsidise playing shirts to encourage purchases. Could we get a discount for bulk ordering shirts?

Action HS

Meeting closed: 8.52pm

Date of next meeting: Wednesday 16th October, 7pm at the Red Lion

SECTION C: CONFIDENTIAL AND RESERVED

There were no confidential and reserved items.
