

**Cringleford Tennis Club
Full Committee**

Minutes from the meeting of the Cringleford Tennis Club committee held on Thursday 12th December 2024 at 1900 (*The Red Lion*).

Minutes: Holly Setchell (**HS**)

Apologies: Hon Treasurer Kevin Woolrich

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

STATEMENTS FROM THE CHAIRMAN – Chris Mitchell

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

The minutes of previous meeting (16th October 2024) were approved:

proposed: Sally Hardwick

seconded: Jenny Chambers

Action CH: Upload approved minutes to the website.

Action Point CH

Matters Arising:

1. These were reviewed and documented in separate document.

Statements

In accordance with the minute of the committee meeting of the 13th July 2023 the former trustees have now formally stepped down and the new trustees (**CM, CH, FM**) appointed as recorded in the document 'Deed of retirement and appointment' dated 18th November 2024 which has been placed on file.

Action CH: Update website with role of trustees.

Action Point CH

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.

Total 204 (increase of 4)

Adults/Young Adults/Students - 169 (increase of 3)

Juniors under 18 - 35 (increase of 1)

2. Do we have a plan regarding attracting more junior members? The incentive for junior members to join isn't particularly noticeable so this may be something that is broached with NTA ahead of the new summer season.

A2. Premises & Maintenance

To receive: A verbal report was presented by the Premises and Maintenance lead (**CM**)

Current Topics

1. Clubhouse project – The only stipulation from the insurer was about a fire extinguisher which has been installed. There is no pre-requirement for an alarm and an alarm may indicate valuables are within the clubhouse. Sub-committee have decided this will not be needed for the time being. Pay & Play emergency exit reset devices have been positioned in the club house and token box. It has been recommended that an additional magnet be added to the entrance gate to court 1 & 2 to reinforce the gate access. This would cost around £400 to add and the committee deemed this a suitable expenditure. The Grant Officer has visited the site recently and is very pleased with the outcome so far. The clubhouse project should be fully completed by Christmas. The final costing figure should be available by the next meeting. Sub-committee for running the clubhouse will be **DS, KW, JC** and Martin Hendry.
2. Opening ceremony – a members event on a Saturday in the new year has been suggested to welcome members to the completed clubhouse – 4th Jan, 12-2pm. A more formal opening ceremony with local dignitaries will be arranged at the next meeting in the new year.
3. Pay & Play – ClubSpark have said that once we are registered then this automatically makes us an option on the advertising materials on the LTA website. Schedule and pricing needs to be decided before launch. Sub-committee to address this will be **SH, CH** and **FM**.

Action SH/CH/FM

A3. Teams

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

Current Topics

1. South Norfolk Mixed League AGM – this will involve 2/3 home matches and 2/3 away matches. Committee are happy to enter a team. **Action FM**
2. Winter League – lots of call offs due to weather conditions so far.
3. Captains Responsibility – the committee are supportive of captains' decisions in terms of selection, as outlined in the team tennis policy.

A4. Tournaments/Events

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

Current Topics

1. AGM (16th Nov) – Welcome to **DS** to the committee – he will be assuming the role of Club Development. Recommended constitution updates were approved, **CH** to investigate how to make the required changes on the document. **Action CH**
 2. Beetle Drive (30th Nov) – we had 21 players and raised £160 towards club funds. It was an enjoyable evening for all in attendance.
 3. Events schedule is to be put together for next meeting (**HS**) – Clubhouse opening event/Season Opener Social-Serve Off – 1st April evening. **Action HS**
 4. Quiz & Chips – **PH** is happy to organize this with Neil Henery. **Action PH**
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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 – there has been relatively little ‘regular’ activity on the accounts over the last 2 months. In relation to the Clubhouse Project, we have received the remainder of the grant money and paid for the Clubhouse itself. The remaining payments are expected to be made before Christmas upon completion of the work.
 2. **KW** has set the club up with Stripe in anticipation for the Friday Ladies morning session payments.
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B2. Coaching

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

Current Topics

1. Next NTA meeting will broach Friday morning coaching session. £45 per week is required to cover the coaching cost and the plan is to start after February half term. This will be trialed

on the proviso that it does not run at a loss to the club. Members will be able to book and pay (directly to the club) for sessions via Stripe. **Action SH/PH/JC**

2. Fortnightly meetings with Alex M at NTA are continuing. 7 non-member juniors receiving coaching, 4 non-member adults receiving coaching and 7 adult members receiving coaching. Numbers seem to have dropped over the winter months but NTA are not concerned by this. This has generated around £800 of income for the club which is a great improvement on previous years.
3. Coaching level – some concerns have been raised about the fact that Level 2 coaches are not permitted to run our coaching programme. It may be that we need a Level 3 coach as a minimum. The LTA need to be approached about the nature of the NTA structure – **PH** to contact Mandy Driver at the LTA for clarification. Concerns are to be raised to NTA via the coaching sub-committee. **Action PH/SH/JC**
4. **PH** is planning to speak to Tom Naylor in a Welfare capacity to check-in and see how he is getting on.
5. It has been noticed that Tom Naylor is not listing the names of members he is coaching on private lesson bookings on ClubSpark. This has been raised before but **SH** will revisit this. **Action SH**
6. A member has requested using a performance coach on club courts. NTA have an exclusivity arrangement and non-NTA coaches need their authorization. Committee are agreed that if NTA can't provide a performance coach then an alternative should be able to use the courts and provide the coaching. Parameters are outlined on the website but these are considered to be quite restrictive at the moment. The website wording is to be updated. **Action CH**

B3. Club Sessions

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

Current Topics

1. Nothing to report.
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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** is to review the new LTA updates on the role of gender. **Action PH**
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B5. AOB / DATE OF NEXT MEETING

1. St Cyr Kit Update – 3 items were sold in September.
2. Box Leagues – member has raised the view that box league arrangements are becoming a challenge. What are others thoughts? If players don't want to arrange them then they will withdraw. As long as players still enter then it seems a sensible event to continue running.

Meeting closed: 8.42pm

Date of next meeting: Thursday 13th February at the Clubhouse.

SECTION C: CONFIDENTIAL AND RESERVED

There were no confidential and reserved items.
