

**Cringleford Tennis Club
Full Committee**

Minutes from the meeting of the Cringleford Tennis Club committee held on Thursday 29 February 2024 at 1900 (*The Cellar House* meeting room).

Minutes: Holly Setchell (**HS**)

Apologies: Paul Henery (**PH**)

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

STATEMENTS FROM THE CHAIR: - Chris Mitchell

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

The minutes of previous meeting (4th Jan 2024) were approved:

proposed: Kevin Woolrich

seconded: Fraser MacMillan

Action CH: Upload approved minutes to the website, along with AGM draft minutes.

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. Nothing to report in terms of new members at present.

2. Website doesn't currently reflect the new membership fees alongside the renewal.

Action point CH

3. CH is currently working on membership spreadsheet and form with SH.

Action point SH/CH

A2. Premises & Maintenance

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

Current Topics

1. Clubhouse Project Update – **CM** has followed up the grant decision which we are expecting by mid-March. The planning application has not been submitted yet due to costs and waiting to hear back regarding the grant outcome. We will need to submit a building regulation application as part of the process, which will require surveyor input. Ollie Palmer has contacted **CM** and provided some details which were discussed as a confidential item. It was decided to set up sub-committee to discuss building regs related to the project. Thank you to the following volunteers – **CM, KW, JC**. It was also suggested that **ND** is approached.
2. EGM Arrangements – according to the constitution we don't need to give any specific length of notice, although we are mindful that more people will be able to attend with greater notice. If arrangements are made quickly we may need to have some form of proxy vote for those who may not be able to attend.

CM to examine constitution for feasibility of this.

Action point CM

15th April was an initially proposed date, providing we have the grant outcome by this point. Willow Centre is to be booked. HS to contact and share cost prior to booking.

Action point HS

3. Moss treatment has been delayed by weather conditions. The moss treatment has made courts slippery in the past so would a pressure wash be better? Power washing damages the surface more so than the chemical moss treatment, therefore this has been advised.
4. Fencing remedials – work is to start on Monday 4th March, weather permitting.
5. Signage is to be refixed and coat hooks. Gate mats on the courts are a bit dilapidated so can these be replaced?
6. Pickleball – a member has asked whether the markings can be marked out on the hard courts? Repainting wasn't generally considered feasible at the moment due to clubhouse project plans but some discussion was had in relation to temporary line markings and nets. Pickleball is planned as part of our clubhouse project so depending on the outcome, this will be considered further if needed.

Action point CM

A3. Teams

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

Current Topics

1. Winter League tennis: As of last Sunday, the A-Team currently in Division 2 cannot, with 1 game left to play, be caught in their drive for promotion to Division 1. Congratulations to the team made of the regulars, Amy Fung, Abi Craig, Mandy Bailey, Jack Murray, Daniel Moye and Chris Hardwick. The B-team (also in Div 2) still have a crunch game to play against UEA A, which it would seem will decide which of those two teams get relegated from Div 2. The C-Team still has 3 matches to play and is currently sitting in 2nd place in Div 3, but due to various injuries and unavailability is struggling to raise teams for these final matches. The D-

team (designed to give any of our club players the chance to sample competitive tennis) is sitting comfortably in mid-table in Div 7 (notably only having lost 2 of their 7 games so far this season). Well done to all participating players who have represented the club this winter.

2. There was a call to enter the Veterans tennis league this summer again. At present Cringleford has again entered two teams and the match secretary will be discussing with 2023 Captains, before, where necessary, putting a call out (as per our club policy) for expressions of interest (Eoi) to captain these teams in the near future.
3. At the recent City League AGM (held at Easton College on Feb 20th), trophies were presented to division winners from 2023. As hopefully everyone is aware our A-team (Captain Ollie Palmer, Will foster, Jack Edwards, Louis Armstrong-Brown, Joseph Philpott, Chris Lambert and James Henery) won Division 1 and our ladies A-team captain was on hand to receive the trophy on their behalf.
 - a. **FM** been tasked with entering teams again for the 2024 season and have sent a call out to existing captains regarding whether they are happy to continue and especially this year, to define their home match evening. Once I have these responses, I can follow our club policy and start the process for recruiting new captains, as necessary.
 - b. **FM** highlighted that due to extensive membership criticism of the lack of transparency at the level of team tennis, this is a very important process that we need to be fulfilling, since especially at a personal level **FM** found the criticisms, while unjustified, something that needs addressing, since the match secretary is the public face in receipt of this criticism, while not necessarily actually being involved in any of the processes that cause these concerns. Hence a call for Eoi will be made for any vacant team captaincy roles to avoid these issues going forwards. Most captains are happy to continue but vacancies are for Mens D or E.
FM to speak to David Stephenson about preferences and recommendations for suitable candidates within D/E team that may wish to take on the captaincy role.
Action Point FM
 - c. Team players behaviour was discussed at length at the Norfolk AGM so it is important for us to clarify our captains policy to ensure that this is all transparent.
Action Point FM/PH
4. A verbal report was given at the meeting of the recent Norfolk LTA AGM (held at Easton College on Feb 27th). Paul and Neil Henery received senior colours – congratulations. **FM** is elected to the Norfolk LTA Council as the CTC representative. Para-standing tennis variation is being promoted by Georgia Routledge. She would like to do promotional sessions at various clubs – would we be interested? This was positively received in principle so will be explored when information is distributed.
6. Items for brief discussion by the committee:
 - a. Should we change the evenings of our home City League matches to accommodate possible coaching activities? Men on Monday and Friday, Ladies A/B on Wednesday. Men E and Ladies C on Sunday morning. Happy to continue with this.

- b. Is there any demand for further teams (in light of possible improved coaching infrastructure) or indeed removal of teams? No changes here.
7. Discuss the following resolution:
'Any member wishing to play for a team will be assessed and placed in a squad appropriate to their ability. All squad members to be offered the opportunity to play for their designated team before a member of a different squad is approached to play.'

This was raised due to complaints raised from team squad players about not being approached before players outside the squad are approached. All were in agreement with the resolution.

A4. Tournaments/Events

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

Current Topics

1.The following dates and events were proposed by the sub-committee and agreed (in principle) by the full committee:

- 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 (**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 7th December – Christmas Beetle Drive Fundraiser (**HS** to organise)

HS to contact Parish Council re. proposed dates and pavilion access. Adjustments may need to be sorted in response to this. **Action point HS**

2.Sub-committee also proposed to trial advertising priority booking weekends for the S&P tournament to try and ensure matches are played promptly. It was agreed that 1-5pm will be block booked on the following weekends: 25th/26th May, 29th/30th June, 27th/28th July and 7th/8th Sept. Players will then contact CH regarding bookings and courts will be general released 7 days beforehand for general club bookings. **Action point HS**

3.Sub-committee discussed adding a 'lucky dip' competition to the S&P roster to encourage mixed ability pairings and a more even competition. It was agreed to trial this event and see what the appetite was from members.

4. FM to liaise with football and cricket regarding shared open event in the summer.

Action point FM

A5. Website/PR

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

Current Topics

1. Discuss the proposed club mission statement from the AGM:
“Our mission is to promote and encourage the playing and enjoyment of tennis for all ages, abilities and backgrounds to the population of Cringleford and surrounding areas by offering a vibrant and sustainable tennis club encouraging player development with both competitive and social tennis in an inclusive and friendly environment”.

It was agreed that wording is adequate but will propose at EGM.

2. The Club domain is up for renewal with Wet Inc. The fee is very small to maintain this as a forwarding means to the ClubSpark page. CH has agreed to maintain this for another year for forwarding purposes but this will not be needed after that.
3. The information on the website has been updated in relation to toilet access and the community access form. We don't currently promote the LTA accredited status so this is to be added.

Action point CH

SECTION B: ITEMS FOR REPORT

B1. Finance

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

Current Topics

1. There has been a slight increase in the Club's cash balances since the 30 September year end because of the receipt of outstanding match fees and bank interest.
2. Money has been moved from current account to deposit account to take advantage of more favourable interest rates.
3. Taxation – **KW** research has found that we should be paying tax on interest in the deposit account. **KW** has liaised with LTA for guidance in relation to this and they have advised registering as a community amateur sports club to make us eligible for tax exemption. If CT does become CASC, the committee need to be mindful that we may need to do a tax return on income earned prior to the registration.

KW to investigate registration.

CM to check that CASC status won't impact grant application and send constitution to **KW** for CASC registration.

Action point KW

Action point CM

B2. Coaching

To receive: A written proposal was submitted by the sub-committee for discussion
(SH, PH, AB, JC)

Current Topics

1. Proposal for the coaching agreement has been circulated and queries were invited. Why is there a court fee for coaches for individual coaching? This was considered important because coaching fees go directly to the coach and the club will then earn for the coaches court hire.
 2. 18 ladies have signed up for the free Friday morning session offered by NTA. SH has liaised with Margaret Robbins regarding plans so far and these were well-received. The ladies have been very complimentary of the committees efforts to sort the coaching situation, particularly CM and SH.
 3. The NTA agreement is to be circulated when received, which should be asap. SH is happy to continue from an administrative perspective. All agreed to pursue the NTA coaching arrangement.
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B3. Club Sessions

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

Current Topics

1. When the clocks go forward, we need to start up the organization rota for club nights again. The court reservations are to increase to 4 courts on a Tuesday from the weekend that the clocks go forward. The spreadsheet will be used to track club night numbers and weather conditions for the forth-coming season. **Action point FM/CH**
 2. Monday rota – a few volunteers have come forward to support with this but this has been relatively informally at the moment. Ball management discussion has been had with JC and KW.
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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. Safeguarding documents were circulated prior to the meeting and have been approved by committee. The final versions are to be uploaded to website. **Action point AB/PH/CH**
 2. A new safeguarding video that will be distributed to committee members for viewing as an LTA requirement. **Action point AB/All**
 3. Notice board updates need to include Childline and a safeguarding flow chart. **Action point AB/PH**
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B5. AOB / DATE OF NEXT MEETING

1. St Cyr Kit Update – No sales to report for January or February.
2. Easyfundraising – payments are only issued when we reach £15 threshold.
3. No update on trustee change. **Action point CM**

Meeting closed: 9.52pm

Date of next meeting: Wednesday 3rd April, 7pm at the Cellar House

SECTION C: CONFIDENTIAL AND RESERVED

There was one confidential item discussed.
