

**Cringleford Tennis Club
Full Committee**

Minutes from the meeting of the Cringleford Tennis Club committee held on Thursday 04 January 2024 at 1900 (*The Cellar House* meeting room).

Minutes: Holly Setchell (**HS**)

Apologies: None

In Attendance: Hon. Chairman Chris Mitchell (**CM**), Hon Secretary Fraser MacMillan (**FM**), Hon Treasurer Kevin Woolrich (**KW**), Holly Setchell (**HS**), Amanda Bailey (**AB**), Paul Henery (**PH**), 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 (26th Oct 2023) were approved:

proposed: Paul Henery

seconded: Fraser MacMillan

Action CH: Upload approved minutes to the website.

Action Point CH

Matters Arising:

1. These were reviewed and documented in separate document.

Statements

Welcome to Kevin Woolrich for his first committee meeting in position – it is great to have him join us.

SECTION A: ITEMS FOR DISCUSSION AND ACTION

A1. Membership

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

Current Topics

- 1.No new members to report.

2. Stripe payments via ClubSpark for subscriptions have been mentioned previously. After some initial investigations, this may not be financially beneficial to use and **SH** is happy to continue managing membership in the same way for the forthcoming season. It was agreed that the club continue with existing arrangements.

A2. Premises & Maintenance

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

Current Topics

1. Lots of moss has been noted on Court 2. **CM** proposing to get in touch with the moss treatment company to get this rectified.

Action CM: Contact moss treatment company.

Action Point CM

2. Grass Courts Project Update – we have potential access to grant funding from South Norfolk Council but we need to apply for this by the end of January. **PH** and **CM** have been working on the grant application and it will be emailed to committee for feedback and contributions to the content. Three contractor quotes need to be obtained on a like for like basis by 31st January.

Gate entry system is something to be considered. With single access point, we would be able to remove the need for keys and potentially have a more automated system. Would access impact the insurance of the building? It is unknown at this stage.

Could we have a solid path from the pavilion to the new gate entry? This would potentially be an expensive addition. To be considered further and, as an alternative, creating a new entrance off the access road in to the 'Oakfields Rd facing' side of the site as this would be a much shorter length of access and is fairly level.

Contractors have suggested that court 1 & 2 won't need to be replaced in 3 years, as currently modelled in the long term financial plan, this could be delayed by a number of years as the courts are in such good condition. Contractors have advised that completing the whole grass court project together (phase 1 and phases 2/3 simultaneously) would save a considerable amount of money, potentially up to or maybe even more than £20,000.

A representative from South Norfolk District Council has indicated it may be possible to get access to grant funding for a multi-stage project. There are no guarantees that any grant application will be approved however SNDC seem supportive which is a good start. Two grants may be available (one approved by April and one approved by June). Disabled access and inclusivity are priorities for grant application, therefore pay and play access could be an important contributor to creating a community facility. Would pay and play need to be available for all the courts? Possibly but this is unknown at the moment.

Are we aware of any other Cringleford projects that may be seeking grant allocation too? Not that we're aware of but there may be.

Does the clubhouse need to go on the grass courts? Alternative locations near the storage units are unlikely to be supported by the Council and moving elsewhere would potentially lose the unifying nature of the project.

Discussed feasibility of having the clubhouse on the court nearest Oakfield Road to provide better view and easier access from the car park. **CM** explained that the grass courts are not square nor are they a right angled rectangle as the length of the grass court including the run off areas is 2.3 m longer on the Oakfields Rd side (at 11.9m) than on the side nearest the park (at 9.6m). The minimum total run back recommended by the LTA is 10.98m some 1.38m more than the minimum dimension of the grass court area. This does not leave enough space for a full-sized hard court and run back areas on the land nearest the playing field to meet the LTA minimum standard *(please see post meeting footnote below). Would an alternative surface (eg. artificial clay) court be an

option that doesn't require as much space behind the court? Recommended court run off dimensions are the same for all surfaces.

Do we need Cringleford Parish Council support for the grant applications? Possibly and so far they have not raised any objections to the ideas presented however they will be discussing at their forthcoming meetings.

How do the grass courts maintenance costs compare to those anticipated as a result of any new development? The club paid the Parish Council £2687.45 in maintenance costs in the last financial year, this includes grass court maintenance, pavilion usage and sweeping the top all weather courts. Accordingly, the majority of this would be saved if the entire project was carried out with a smaller saving if only phase 1/2. It is not possible to quantify the exact savings that might be made.

As a comparison it is understood that Cromer spend £6000-£7000 per year per court.

Action: Obtain 3 quotes for the project to go alongside grant application to be submitted at the end of January. **Action Point CM**

Action PH: Send grant proposal for checking and updating. **Action Point All**

A3. Teams

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

Current Topics

1. Committee discussed potential differences in summer league and winter league match fees and whether £3 flat increase is fair and will support covering costs. Committee unanimously agreed £2.50 match fee for the summer league and £3 match fee for winter league to support covering the costs for respective leagues.

2. Captains Guide to be reviewed following introduction last season.

Action: Review the captains guide.

Action Point FM/PH

A4. Tournaments/Events

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

Current Topics

1. Sub-committee to meet to decide programme for 2024.

Action: Sub-committee to meet to discuss events programme for 2024. **Action Point HS, CH, AB**

A5. Website/PR

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

Current Topics

1. SH has been experimenting with using ClubSpark to send club communications. This seems a much more effective system to manage communications as messages can be sent centrally to all

members by any administrators. Committee agreed that all future communications should be sent via ClubSpark.

Action: Update administrators on ClubSpark.

Action Point SH

2. It was considered that it would be helpful to circulate a synopsis of the feedback from the grass court project questionnaire with the membership.

Action: Provide summary data for next club communication.

Action Point CH

Action: Send updated communication to members.

Action Point HS

3. The old website is now forwarding to the ClubSpark website. There have been no complaints or issues raised by members so far.

Action: Contact Wet Inc to inform them of the change in process.

Action Point CH

4. With Malcolm Clarke stepping down, it was felt he should be contacted regarding the membership list and club communications to ensure we are complying with GDPR legislation.

Action: Contact **MC** to ensure current club mailing list is returned to **SH** and delete all other committee relevant information.

Action Point CM

SECTION B: ITEMS FOR REPORT

B1. Finance

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

Current Topics

1. **KW/CM/FM** have completed paperwork to get **KW** banking access and are still waiting for this to be actioned from HSBC. There has been a delay in the process due to HSBC asking for additional evidence of the treasurer's appointment. This evidence has been signed during the meeting.

Action: Send additional paperwork requested by HSBC.

Action Point KW

2. **KW** has reviewed the 40-year plan and amended this into a 30-year plan factoring in the proposals for the grass court projects. **CM** highlighted that he is making various updates to the long-term plan and will need to run through these and the assumptions behind them with **KW** before circulating to the committee.

Action: Update financial projections pending the most up-to-date contractor quotes.

Action Point CM/KW

3. Easyfundraising transactions will be paid to the club every 6 months to allow for figures to be verified. This will be through BACS. £123.47 potentially raised so far from 17 supporters.

4. Can winter league registration fees be paid in October to help make clear any potential confusion with the accounts, as this was raised at the AGM? Payment in October would not be possible due to the timeline from the league.

5. Would it be sensible to move additional funds into the deposit account to take advantage of interest rates? This would be a good idea if we can do this ahead of **KW** having full access on the account.

Action: Arrange movement of this money asap.

Action Point CM/KW

B2. Coaching

To receive: A written report from the club coach is usually expected.

A verbal report from **PH/AB** was shared during the meeting.

Current Topics

1. Katie Brooks has resigned as coach at the tennis club. She has provided wording to be shared with members and it was agreed that this should be supported with a statement from the committee thanking her for her service.

Action: Notification to be sent to members in next club communication.

Action Point HS

2. Coaching sub-committee (**SH, PH, AB, JC**) are exploring alternative coaching options for the forthcoming summer season. National Tennis Association have been approached as they bring coaches together who would be able to manage a varied coaching programme. This is being embraced as an opportunity to set up a new coaching system which may benefit the club.

Action: Explore alternative options and feedback as required.

Action Point SH, PH, AB, JC

B3. Club Sessions

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

Current Topics

1. No court bookings for club sessions are currently scheduled for 2024, other than Saturday and Monday morning. The committee agreed to keep Tuesday club night sessions at 2 courts for the new year and remove Thursday club night sessions until the end of March, when these will be reinstated in line with the clocks changing. Saturday, Monday and Friday sessions to stay as normal.

Action: Update ClubSpark with court bookings as indicated.

Action Point FM

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** has contacted Parish Council about labelling the changing rooms as male and female in the pavilion. This has been implemented.

2. The pavilion access code is due to be changed in mid-January.

B5. AOB / DATE OF NEXT MEETING

1. St Cyr Kit Update – No sales to report for October, November or December.

2. Certificate of insurance on the noticeboard expired in September and requires replacing and there is dirty signage and net tapes on the courts.

Action: Arrange cleaning of relevant materials.

Action Point JC

Action: Update insurance certificate.

Action Point FM

Meeting closed: 9.30pm

Date of next meeting: Thursday 29th February 2024

SECTION C: CONFIDENTIAL AND RESERVED

There are no confidential and reserved items.

* The Code of Practice for the Construction and Maintenance of Tennis Courts has been produced in consultation with the Lawn Tennis Association (LTA) and is recognised and supported by the LTA for the construction of tennis courts in the UK.

This code of practice states that:

For tournament play the ITF and LTA have established recommended and minimum run-offs. For a single court the recommended run-offs are 6.40m at each end and 3.66m on either side. This gives a total court area of 36.57m x 18.29m.

Not all sites are large enough to accommodate the recommended court sizes, so the LTA has also established minimum club court sizes that allow for shorter run-backs and side-runs. These dimensions are 5.49m at both ends and 3.05m on each side – giving an overall court of 34.75m x 17.07m (some further reduction in overall dimensions may be permitted in public parks).