

**Cringleford Tennis Club  
Full Committee**

Minutes from the meeting of the Cringleford Tennis Club committee held on Thursday 27<sup>th</sup> June 2024 at 1900 (*The Red Lion*).

**Minutes:** Holly Setchell (**HS**)

**Apologies:** Hon Secretary Fraser MacMillan (**FM**), Sally Hardwick (**SH**)

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

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**STATEMENTS FROM THE CHAIRMAN – Chris Mitchell**

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

The minutes of previous meeting (2<sup>nd</sup> May 2024) were approved:

**proposed: Amanda Bailey**

**seconded: Kevin Woolrich**

**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.

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**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 176 (increase of 7)

Adults/Young Adults/Students 150

Juniors under 18 26

2. Membership discounts – discussion has been had in terms of our strategy regarding discounts over the course of the year. All present are happy with the 20% reduction offered as of 1<sup>st</sup> July. It

was suggested to have 10% reduction offered next season at social events (eg, open days, social events), 20% in July and then 50% reduction in October. All were in agreement.

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## **A2. Premises & Maintenance**

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

### Current Topics

1. Bench on court 4 is very wobbly. **Action CM**
  2. Clubhouse project – planners have extended the planning permission decision to 19<sup>th</sup> July to allow environmental team to consider the arrangements. **CM** is awaiting on a response on building regulation query. Design work is complete and application is with Anglian Water for drainage consideration. Little further progress can be made until responses are received. Quarterly report has been submitted to South Norfolk District Council regarding the grant money, even though we haven't claimed any money yet. If planning and drainage issues can't be resolved and we lose the grant funding, there may be other grant opportunities available.
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## **A3. Teams**

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

### Current Topics

1. A player has withdrawn from one of the teams due to selection process – it was queried as to whether all players from the squad had been approached before inviting a higher squad member to play in accordance with club procedures. Discussion was had about the need for consistency of approach in selection of players and potential discrepancies against the City League rules were raised. **AB, HS & FM** to discuss course of action.

**Action FM, HS, AB**

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## **A4. Tournaments/Events**

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

### Current Topics

1. Social serve-off – went really well with 32 people attending. Top Spin sold 4 rackets.
2. Waitrose Cup – glorious weather and enjoyable afternoon. Waitrose had not been as generous with their strawberries and cream offering so request will need to be more informative as to quantity next year.
3. Events schedule is as follows:

Social Serve-Off – Tuesday 16<sup>th</sup> July (committee to organise)

Sunday 21<sup>st</sup> July – Davis Cup (**CM** to organise)

Sunday 15<sup>th</sup> September – S&P Finals Day (**CH** to organise)

Saturday 5<sup>th</sup> October – Celebration Event (**FM/HS** to organise)

Saturday 16<sup>th</sup> November – AGM (committee to organise)

Saturday 30<sup>th</sup> November – Christmas Beetle Drive Fundraiser (**HS** to organise)

4. S&P – draws have been released and matches are being completed. Cakes and toppers to be ordered. The priority weekends have been utilised by 2 matches so doesn't seem to have been that successful as an initiative. Catering to be arranged. £500 sponsorship money is available.
- Action CH/HS**

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**A5. Website/PR**

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

Current Topics

1. There was discussion as to whether the originator of the website and logo should receive any benefit from the club but advised this had been dealt with by a previous committee.
  2. Committee are impressed with Lea's efforts with social media and hope to thank her at the celebration event.
  3. Events page was used to organized Waitrose Cup – can we use this without sign-ups via the website?
- Action CH**

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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. Discussion was had about CASC status and whether this is a status that is due to be abolished. Hopefully more information will be forthcoming at the volunteers webinar that **KW** and **JC** are signed up for.
2. **KW** has written to HMRC regarding our tax status but not heard anything back yet and has tried calling.
3. **KW** updated those present with the financial state of accounts.

4. Easyfundraising payment has been received.
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**B2. Coaching**

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

Current Topics

1. The two Friday morning sessions are currently not evenly distributed in terms of numbers. Request has been made to make the later session a mixed group, rather than exclusively ladies, to broaden the coaching offering to male members during the daytime. Agreed to trial this change to attract new members. **Action sub-committee**
  2. The club have received their first coaching payment from NTA.
  3. Coaching sub-committee are meeting regularly with Alex at NTA but it was raised that we don't have a particularly clear view of what has been going on from Sam's perspective. Agreed to arrange a meeting with Sam to discuss club progress.
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**B3. Club Sessions**

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

Current Topics

1. Attendance continues to be monitored and has been variable.
  2. Sub-committee to recruit non-committee member to review.
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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. A member has fallen during a Monday morning session. Process was clarified in terms of logging accidents. The form is to be sent to the member via the website. **Action KW**
  2. Ice packs to be ordered for general use. **Action HS**
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**B5. AOB / DATE OF NEXT MEETING**

1. St Cyr Kit Update – no update on sales figures for this month. Advertise in next club comms.

**Action SH/HS**

Meeting closed: 8.40pm

Date of next meeting: Thursday 29<sup>th</sup> August, 7pm at the Red Lion

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**SECTION C: CONFIDENTIAL AND RESERVED**

There were no confidential and reserved items.

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