

**Cringleford Tennis Club
Full Committee**

Minutes from the meeting of the Cringleford Tennis Club committee held on Thursday 2nd May 2024 at 1900 (*The Red Lion*).

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**), Sally Hardwick (**SH**), 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 (3rd April 2024) were approved:

proposed: Fraser MacMillan

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.

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 169

Adults/Young Adults/Students 145

Juniors under 18 24

Categories

Adult 18-25	5
Adult 26-64	53
Adult >65	71
1 Adult Family	29 (10A 19J)
2 Adult Family	8 (4A 2YA 2J)
Junior 11-17	3
Junior <11	0

Members renewed 155

Pending	1
Awaiting decision	2
Not renewed	69 (38A 31J)
New Members	14 (11A 3J)

2. Membership drive – poster campaign has been arranged and a flyer drop is happening soon.

A2. Premises & Maintenance

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

Current Topics

1. Fencing is complete. Moss treatment will hopefully get done soon, providing the weather holds. Queries were made over the slipperiness of courts after the treatment last time. This will be discussed with the company who are providing the service. **Action CM**
2. Clubhouse Project – There have been feedback/objections on the planning application (which included converting the second grass court to all weather, pickleball and a practice wall) from local residents and Sports England. Full details of responses received are on the South Norfolk Planning Website (ref 2024/0919, Erection of timber clubhouse, with paved area, gate access, footpath, replace existing grass court to all weather surface & all weather Pickle Ball court | Tennis Courts At The Recreation Ground Oakfields Road Cringleford Norfolk). Planning consultation closes today and **CM** will discuss this with the planning officer once all community feedback is received. **Action CM**
3. Pickleball – based on complaints from the community in response to the clubhouse project, there are concerns about whether introducing this would jeopardise the project based on noise. Research about noise levels was shared. It is uncertain as to whether we will need planning application to play pickleball at the courts. We need to seek advice from the planning officer. Concerns were also raised about run-off space on the tennis courts being too small for pickleball, although this may only be relevant if the pickleball courts were set up at 90 degrees to the tennis courts.
4. Grass courts – Parish Council have done one cut of the grass but nothing else at this stage. What do we want to do in terms of preparation for the season? Recommendation to not spend money on maintaining the current grass court as the building work would make them unplayable once this starts. All were in agreement. **Action CM**

A3. Teams

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

Current Topics

1. City League matches start this weekend. All courts are booked for fixtures and all teams/players are registered.
 2. Vets B Team captain has been sorted – thank you **SH**.
 3. There has been a request to arrange Vets fixtures on Monday and Friday evenings, alongside City League fixtures if needed. This would be 4 fixtures across the whole summer so was not considered a problem to offer as an alternative match day (if needed).
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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, including 5 non-members. Agreed that monthly serve-offs would be beneficial to attract new members.
2. Quiz – thank you to Paul and Neil for organising, it was very enjoyable evening. £340 was raised for the club funds.
3. Events schedule is as follows:
 - Sunday 19th May – Challenge Cup (**AB** to organise)
 - Tuesday 21st May – Social Serve-Off (**AB/PH** to organise)
 - Thursday 13th June – Social Serve-Off (with Top-Spin)
 - Sunday 23rd June – Waitrose Cup - No pavilion available at present (**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 30th November – Christmas Beetle Drive Fundraiser (**HS** to organise)
4. Open Day – **HS** has been liaising with Alex and Sam regarding a suitable date for a coaching open day, 26th May 2-5pm has been agreed. The aim is to provide sessions for family time, mini tennis (5-10yrs), adult coaching, junior tennis (11-15yrs) and open/free play. **HS** to ask about banner and gazebo. **HS, AB** and **SH** available to help on the day. **HS** to put info on social media. Committee agreed to advertise 10% discounted membership to anyone who comes along and then joins the club. **SH** to advertise 'Meet the coach' day to members.

Action HS, AB & SH

5. S&P – every tournament has more participants this year than last year. Draws will be released in the next few days.

A5. Website/PR

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

Current Topics

1. The domain name can be covered with £54 (+vat) per year if we choose to continue it. £50 (+vat) will be charged for the shutting down of the domain name. The 'year' would run from February to January. Agreed to shut the 'old website' down in January 2025.
Action: Notify website company to cancel the domain name in January 2025.

Action CH

SECTION B: ITEMS FOR REPORT

B1. Finance

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

Current Topics

1. Most subscriptions are in this year so the bank account is looking healthy. We are still due to pay the usual regular bigger bills (eg. Electricity, Parish Council fees, court cleaning), which will bring the balance down. Can we afford to put some more money in the savings account? This would depend on when payments would be due for the clubhouse project. Summer match fees should be about £1,080.
2. Tax – Government Gateway registration has been completed to allow us to get set up for online filing with HMRC. **KW** needs to write to HMRC to formally register for filing Corporation Tax Returns. HMRC will then issue us with a UTR (Unique Taxpayer Reference) code to allow us to file a return. We can then file a return in due course (after the year end) but the amount of any tax liability will depend on any available capital allowances. **KW** will also contact the LTA to get some advice on this. **Action CM** – query capital allowances on LTA forum. **Action KW**
3. CASC – If we don't become a CASC we will need to do regular tax returns and pay tax providing we earn interest on bank funds. We would be exempt as a CASC but becoming a CASC would require a change in constitution, which would need to be broached at the AGM. There is an online seminar about Club Corporate Governance and Structure being hosted in July, which would be helpful for someone to attend. **SH** to monitor detail release.
Action: Form a sub-committee to explore this **Action KW, CM, JC & AH**
4. Clubhouse Project Payments - **KW** proposed **CM** completing certificates for payments over £5,000 which get referred to an independent committee member to then authorise payment. This would be done as part of the finance sub-committee responsibility. **KW** also

proposed having an overall project summary which will be reported to committee members on a monthly basis. **CH** suggested putting this as a sharable spreadsheet for easy access. This was agreed once **CM** has reviewed the format of the spreadsheets. **Action Point CM/KW/CH**

B2. Coaching

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

Current Topics

1. The following update was received from Alex at NTA relating to the coaching sessions:
Wednesdays Yellow 11+ 5.30 - 6.30pm - 2 players
Wednesdays Adult Beginner 6.30 - 7.30pm - 2 players
Wednesdays Adult Intermediate 7.30 - 8.30pm - 4 players
Fridays, Adult Intermediate 9.30 - 10.30am - 4 players
Fridays, Adult Intermediate 10.30 - 11.30am - 1 player
 2. Coaching sub-committee will meet every other Friday to discuss coaching progress with Alex at NTA.
 3. Some bookings are being logged with a single name so this needs to be monitored – club comms to include reminders about all participants and guest fees. **Action SH**
 4. Feedback has been received from Friday morning ladies due to more formalised coaching structure and their requirement to pay for coaching sessions. Would participants be able to share the £30 fee for shared attendance? This will be raised in the coaching feedback with NTA.
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B3. Club Sessions

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

Current Topics

1. Send club night rota link to captains to encourage signing up as organiser. **Action FM**
 2. Attendance has been low, possibly due to weather, departing members and team coaching sessions. We need to try and keep these going because it is an important introduction to the club. Sub-committee to meet to discuss. **Action CM, JC & SH**
 3. Club night balls – suggested to use match balls once at club night after initial use to improve the quality of balls at these events. This will be referred to the social sessions sub-committee to consider once we have the feedback from the social tennis survey.
 4. Warren Sawyer needs to be re-added to the venue registration as a coach.
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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 & AB** attended safeguarding meeting. Have NTA got risk assessments set up? Are NTA on our venue registration? Both to be raised at the coaching meeting. **Action AB**

B5. AOB / DATE OF NEXT MEETING

1. St Cyr Kit Update – no update on sales figures for this month.
2. WhatsApp communication – can we be mindful of communication timings for those who are working full time and may not be able to respond?
3. Dog fouling by the courts has been raised. **CM** in liaising with Parish Council.
4. Easyfundraising should issue a payment in May.

Meeting closed: 9.20pm

Date of next meeting: Thursday 27th June, 7pm at the Red Lion

SECTION C: CONFIDENTIAL AND RESERVED

There were no confidential and reserved items.
