

**Cringleford Tennis Club
Full Committee**

Minutes from the meeting of the Cringleford Tennis Club committee held on Wednesday 16th October 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**), Chris Hardwick (**CH**), Jenny Chambers (**JC**), Sally Hardwick (**SH**), 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 (29th August 2024) were approved:

proposed: Jenny Chambers

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. Open Day may have prompted some extra memberships for next year, definitely interest in coaching programmes.

Total 200 (increase of 5)

Adults/Young Adults/Students - 166 (increase of 3)

Juniors under 18 - 34 (increase of 2)

2. Membership fees – inflationary increase (1.7% would be in line with CPI) or no increase in fees was the main discussion. It is thought whilst our membership compared to other local clubs is at the

higher end of the scale existing members benefit from an early payment discount, there are no charges for club sessions and floodlights are free. Taking these benefits into account it is considered that members receive good value for their annual membership fee. It was agreed that fees should increase in line with inflation costs incurred by the club continue to increase.

	Current Fees		2024/25 Proposed Fees	
	Renewal	New Members	Renewal	New Members
Adult (26-64)	£106	£117	£108	£119
Adult (O.65)	£84	£92	£85	£94
Family (1 adult, 4 Juniors)	£126	£140	£128	£142
Family (2 adults, 4 juniors)	£216	£240	£220	£244
Young Adult (18-25)	£66	£72	£67	£73
Junior (11-17)	£27	£30	£27	£31
Junior (10 and under)	£12	£15	£12	£15

A2. Premises & Maintenance

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

Current Topics

1. Clubhouse project – Clubhouse project is progressing quickly. Connecting the drainage to the main sewer is the next step in the process. We are currently on track for completion mid to late November all being well. What is the plan in relation to security? Clubhouse plans have been sent to insurers to check if there are mandatory requirements. There will be a security light and CM is investigating an alarm system. This topic was the subject of considerable discussion regarding the merits of different approaches to security. Once insurers have confirmed any mandatory requirement **CM** to advise committee in order that this issue can be given further consideration. **Action CM**
2. Opening ceremony – Christmas opening event for current members (suggestion was mulled wine and nibbles) and official opening to tie in with recruitment event in spring. Some discussion was had about access, the pay and play system and hours offered. **CM** to report back on the proposed security code system and how it would operate for members/pay and play. **Action CM**
3. New keys are to be ordered and charged at £7.50 for purchase. **Action SH**
4. Signage – Old website address is still on the club signs, which should be updated as we now have a new website. **CM** to investigate. **Action CM**

5. Insurance expired at the end of September but this ties in with LTA venue registration. We can't confirm this at present because the LTA portal is not accessible due to updates ahead of next venue registration cycle.
 6. Net measurers – these need to be checked and replaced as required. **Action CM**
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A3. Teams

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

Current Topics

1. Awards evening – was well attended and most people were able to collect their trophies but **FM** will be delivering to those absent as soon as possible.
 2. City League – is now finished for the season.
 3. Mixed League – there is a mixed summer league in South Norfolk that may be of interest over next summer to revitalize the mixed competitive tennis offering. We would need to express interest by their league AGM in January.
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A4. Tournaments/Events

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

Current Topics

1. S&P Finals Day (15th Sept) – all went well, thank you to all that helped with the event. **CH** will be ordering stands for the plates following a request from a winner. One match still needs to be played. Food provision was sufficient. Mixed ability competition was well received so will continue next year.
2. Celebration Event (5th Oct) – 33 people attended which is an improvement on last year. It was suggested about advertising nominees, rather than winners, to encourage greater attendance. Other awards for next year were discussed – newcomer of the year, social tennis/club playing.
3. Events schedule is as follows:

Saturday 16th November – AGM, 12-2pm at The Pavilion (committee to organise)

Saturday 30th November – Christmas Beetle Drive Fundraiser (**HS** to organise)

Promote all remaining events in next club comms. **Action HS/SH**
4. Beetle Drive – the event will be hosted as a 'furniture and fittings fundraiser' for the clubhouse. £5 for adults, £3 for children, drinks will be available and members will contribute to a bring and share supper. Raffle will also be an additional fundraising event. Comms to go asap. **Action HS**
5. AGM – Agenda to be circulated via ClubSpark by 26th October to allow 21 days' notice to members and remind members that parking may be problematic. **SH** to prepare sausage

rolls. **FM** to circulate constitution amendments proposal to committee to be agreed for publication.

Action FM

6. Mince Pies and Mulled Wine – Club house opening. 14th December, 12noon-2pm.
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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. **KW** has circulated a new format to allow further analyses on different sub-sections of the accounts. **KW** has also included forecasts for the next 2 years to help anticipatory questions at the AGM. Thank you very much for such a comprehensive information.
 2. Tax – we are now able to do a tax return for next year.
 3. Once accounts are checked by Jon Stanley, these will be sent to **CH** for the (password protected) website upload.
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B2. Coaching

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

Current Topics

1. Following investigation ClubSpark would allow the club to book a session on a Friday morning to allow players to pay and play, with a potential loss to the club if members choose not to attend. Members will be able to book and pay (directly to the club) for sessions via Stripe. Ladies attendance has been between 4-8 players so it is considered worth trialing the system to see if attendance at these sessions can be improved. This will be broached at the next coaching meeting.
Action SH/PH/JC
2. Fortnightly meetings with Alex M at NTA are continuing. NTA seem pleased with the progress of coaching development and income is now coming in to the club account which is promising to see. During October half term CTC will be hosting a junior camp. Tom Naylor is to be set up on ClubSpark to book courts for individual coaching. It was suggested to invite Tom to the AGM but communication has been difficult so far. This will be relayed to Alex at the next meeting.

3. Coaching open day went well – 35 people attended. Organisers are hopeful that this will translate into some membership interest.
4. Coaching details need to go on venue registration when this is completed next month.

Action FM & SH

B3. Club Sessions

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

Current Topics

1. Online booking for club sessions for the winter – from October clock change it was agreed to block book 2 courts on Tuesday and 2 courts on Thursday. **Action FM**
 2. Monday club sessions – often have 12 attendees relatively regularly. Thank you to **KW** for coordinating these sessions.
 3. Saturday mornings – **SH** has updated ClubSpark with attendees at these sessions based on the rota.
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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. **AB** has announced she will be stepping down from the committee at the AGM. Thank you to **AB** for all her efforts on the management committee in the last few years – it is greatly appreciated.
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B5. AOB / DATE OF NEXT MEETING

1. St Cyr Kit Update – St Cyr are happy to support a discount price on bulk orders. They can offer 10% discount for 5 or more items ordered in a single transaction. Items can be a mix and match of items and colours. They will put a website plug-in into place next spring to encourage new season purchases, particularly for team players.
2. **CM** has contacted Parish Council about parking congestion on Saturday and Sunday mornings with little response. **CM** will now contact the Chair of the Council to raise club concerns including health and safety.
3. 100 club results – Kate Secker, Kevin Woolrich, Andrew Halsey, Trevor Pruce were this year's winners.
4. 1st November – Bonfire Night at the Playing Fields. Cringleford Scouts are donating to the club for use of the floodlights. Courts need to be blocked out on ClubSpark. **Action FM**
5. Recycloball – have been problematic in terms of sending sacks and arranging collection for charity. **JC** is planning to sell the balls to dogwalkers to raise funds for the club instead.

Meeting closed: 9.07pm

Date of next meeting: Thursday 12th December, 7pm at the Red Lion

SECTION C: CONFIDENTIAL AND RESERVED

There were no confidential and reserved items.
