

**Cringleford Tennis Club
Full Committee**

Minutes from the meeting of the Cringleford Tennis Club committee held on Thursday 26 October 2023 at 1900 (*The Red Lion* meeting room).

Minutes: Holly Setchell (**HS**)

Apologies: Katie Brooks (**KB**), Nathan Dickinson (**ND**)

In Attendance: Holly Setchell (**HS**), Fraser MacMillan (**FM**), Paul Henery (**PH**), Amanda Bailey (**AB**), Sally Hardwick (**SH**), Chris Hardwick (**CH**), Rob Hall (**RH**), Chris Mitchell (**CM**), Malcolm Clark (**MC**), Jenny Chambers (**JC**).

STATEMENTS FROM THE CHAIR: - Chris Mitchell

The chair welcomed the committee to final meeting of the year and covered the following.

The minutes of previous meeting (7th Sept 2023) were approved:

proposed: Jenny Chambers

seconded: Chris Hardwick

Action CH: Upload approved minutes to the website.

Action Point CH

Matters Arising:

1. These were reviewed and documented in separate document.

Statements

Kevin Woolrich has agreed to stand for election to the committee at the AGM.

Does everyone who is part of the committee stand for re-election at the AGM? They can be re-elected en-masse. RH is the only member standing down formally.

CTC is in a very fortunate position that they have a large committee to help manage and run the club. It was felt that some roles may need to be streamlined. It was suggested that KB may no longer be a formal committee member as she has a vested interest in decisions that may not align with CTC goals. It was also suggested that ND may be happy to be co-opted to a facilities sub-committee, rather than being a formal committee member in light of his commitments. Kevin Woolrich is to be elected to the committee at the AGM.

Action: FM is to invite nominations to the committee at the AGM in line with the club constitution, section 8.2.

Action Point FM

8.2 The Honorary Secretary shall send to the Members each year a nomination form for the election of members of the Management Committee in the place of those retiring. Those persons proposed to be

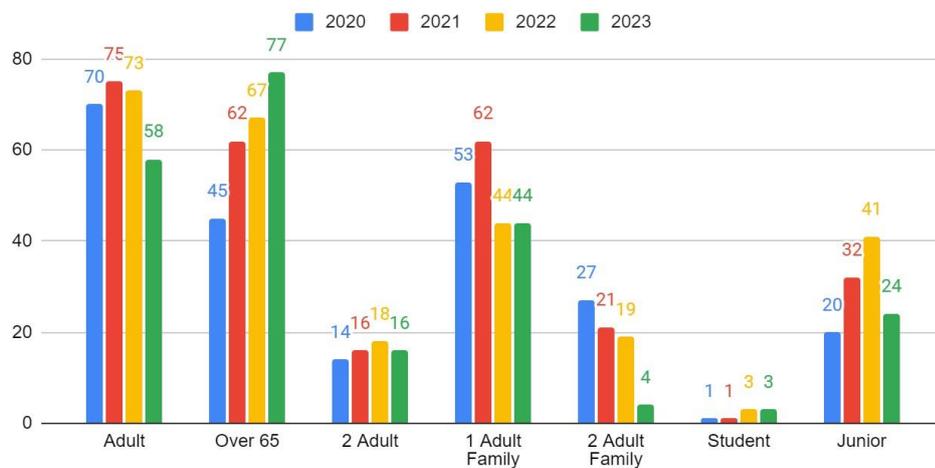
nominated as members of the Management Committee to fill any vacancies that have arisen must be nominated by any two Full Members on the form prescribed by the Management Committee and must be submitted to the Honorary Secretary by such date as the Management Committee shall prescribe each year and must be signed by those Members. No Member may nominate more than one candidate for any one vacancy.

SECTION A: ITEMS FOR DISCUSSION AND ACTION

A1. Membership

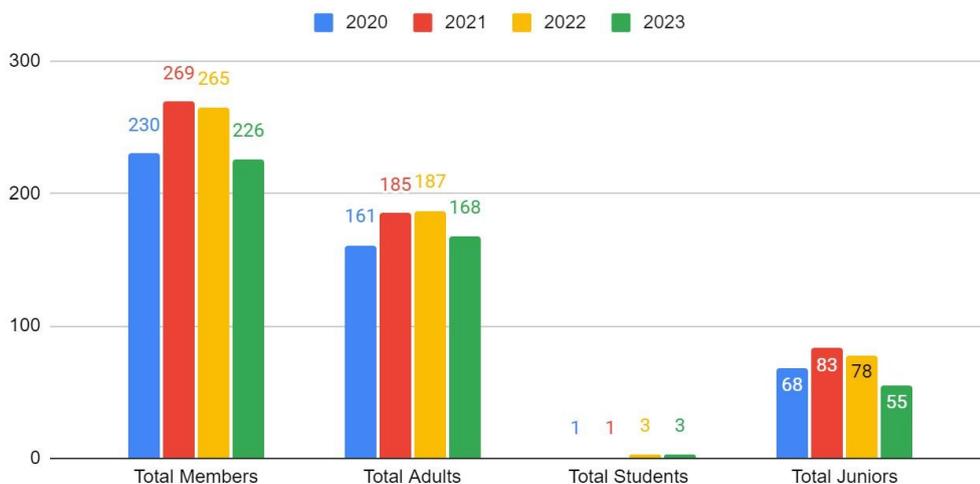
To receive: A report from the Hon. Membership Secretary (**Sally Hardwick**)
 SH distributed the following information about current membership numbers.

Membership Totals



NB. Numbers represent individual people included in the category, rather than the membership category totals.

Membership Totals



NB. Total adults includes all adults (including 65+)

Have any adults left this year due to membership fees? Not that we're aware of, although this information isn't always forthcoming when people leave the club.

Current Topics

- 1. Action:** Form a sub-committee (**SH, FM, CH, AB**) to meet and discuss membership ahead of AGM
SH, FM, CH, AB Complete

The sub-committee discussed a number of issues that are outlined in the separate meeting notes. Those pertinent to full committee discussion have been summarised below:

Current and proposed membership categories and fee levels are summarised below:

Category	2023 Price	2024 Ideas (renewal)
Adult 26-64 (inc)	£106	£117 (106)
Adult O.65	£84	£92 (84)
2 adults (same address)	£200	Remove
Family (1 adult, 4 juniors/students)	£127	£140 (126)
Family (2 adults, 4 juniors/students)	£227	£240 (216)
Young Adult 18-25/Full time education	£66	£72 (66)
Junior 11-17 (inc)		£30 (27)
Junior U. 11		£15 (12)

NB. Numbers in brackets are the renewal rate for members.

Sub-committee have proposed membership fees increase in line with a 10% inflation increase. All agreed that membership fees will be proposed for approval at the AGM.

Action: **MC** to send out proposed fees to membership alongside the agenda for AGM.

Action Point CM, FM & MC

The sub-committee discussed the further following topics:

1. The coach coaches many junior members but few are paid up members of the club.
 - a. KB charges non-members higher fees, does the club receive these extra fees or do these non-members pay court fees each time they use our courts?
 - b. Is the correct incentive set so juniors would join the club, is the course cost difference greater or less than membership rates?

- c. Is coach use of court time for non-members permitted? Several members have raised this topic. It seems her contract initially permitted coaching of non-members but was to be reviewed 6 monthly after an initial period. Has this taken place? Is it overdue?
2. Do we need to incentivise junior/young people memberships? Are the demographics of our club “too” old? It was felt a ‘young adult’ category would be a welcome addition to our membership offering.
3. When we set rates, we should look to similar clubs nearby and consider the Norwich parks offerings. Key is the drop in numbers this year, and whether this is the start of a trend? The proposed adult rate will be the highest in our locality (excluding LTR and DL which can’t really be compared), but then we are also the only Club (bar Hingham, Taverham & Beccles) to offer a Seniors or Over 65 rate which is a positive. We also include free floodlights, social events and club events that are open to all members which is an advantage of membership.

Action: discuss suggestions of coaching membership within the coaching sub-committee (AB, CM, SH). KB to be invited to this discussion.

Action Point AB, CM, SH

A2. Premises & Maintenance

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

Current Topics

1. **FM** has received correspondence from Steve Wright with a proposal about erecting a club house, a hard court and a training wall on the location of the grass courts. It includes 32 member signatures in support of the idea. Four courses of action were suggested to Steve but his preference was for the committee to discuss the proposal and feedback.

As a membership priority seems to be a clubhouse, **CM** has conducted some financial investigations about the feasibility of the project with the intention of raising this as a discussion item for the AGM. He has assumed that the clubhouse would be phase 1 of a potentially larger project, with the intention of moving into further phases that may include an additional court or practice wall once finances can be reviewed. He does also acknowledge that there may be challenges in terms of planning permission, design and building logistics.

MC is supportive of the project itself due to the benefits of encouraging social elements of the club and supporting with storage.

JC is concerned that we don’t have a lump sum of money that is ready to be spent and our current finances may not provide a sufficient quality solution to the problem raised.

CM feels that a clubhouse project could potentially be affordable and sustainable, given his preliminary investigations so far. Solar panels are potentially the best option for powering the facility both economically and environmentally. **CM** and **ND** are happy to work on this project further. If the committee are in agreement then it could be opened for discussion at the AGM.

SH is supportive of the project, especially due to the nature of the social benefits. She is unclear as to why members have a problem with using the pavilion toilets, especially based on the quality and management of these facilities from the Parish Council.

What exactly are members signing for on Steve's proposal? It seems the members have signed for the possibility of a club house, ahead of the other elements of the project proposed (loss of grass courts, hard courts, training wall).

Does the long-term financial planning adjustment mean this is feasible? If the clubhouse project remains at £40,000 then current financial planning would suggest that this is a feasible option, without requiring extensive additional fundraising.

FM is supportive of a clubhouse but his main concern would be around ensuring the costings allow us to maintain the quality of the current courts.

PH suggested that an alternative solution may be for CTC to offer further rent to the Parish Council for greater use of the pavilion in terms of storage. This has been asked previously and Parish Council have refused.

Committee are happy for the clubhouse project to be tabled at the AGM.

Action: CM to include information about the clubhouse project in chairman's report for discussion at the AGM.

Action Point CM

2. Do the committee wish to further invest in the winter improvement work on the grass courts as this is required in the next few weeks?

SH raised concerns that the grass courts are only going to be as good as the groundsman who maintains them. Are we throwing good money after bad?

RH was initially keen on the improvement of the grass courts but recognises that he has not played on the courts so is putting more money into the improvements worth it?

FM highlighted that the quality of the grass has definitely improved over this summer and we knew that any improvements were going to be slow and steady.

CM stated that £1100 is arguably a small investment in improving the surface further, especially as the clubhouse project is only an idea at the moment. By spending the money, it is unlikely to have any impact on the feasibility of the clubhouse project.

Following discussion, the committee were in agreement that winter improvements in the grass courts will continue following discussion.

Action: CM to contact Cromer groundsman to begin winter improvement work.

Action Point CM

A3. Teams

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

Current Topics

1. 2023 Team Player of the Year was voted at during the Awards Evening. The winner was Lea Denley.

2. Team captains have been asked for match fees and match reports ahead of the AGM.

JC suggested that match fees should possibly raise due to increasing costs in terms of balls.

Committee were in agreement of a £3 increase to next year's match fees.

Action: FM to update captains' information about the increasing match fees ready for next summer.

Action Point FM

3. Winter league season has started.

A4. Tournaments/Events

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

Current Topics

1. Finals Day (10th Sept) – thank you to **CH** for coordinating finals day (and the wider S&P Tournament). The mitigating changes due to extreme weather were well received by players and spectators. **CH** is happy to continue running the tournament next year. Entry requirement is that players are available on finals day and this will continue next year. It was agreed that those partnerships who have played a match must withdraw should one partner become unavailable/injured. The pop-up gazebo was discovered to be missing on Finals Day, and no-one has located this yet.

Action: MC to include an appeal to someone who may have borrowed it in the next club communication.

Action Point MC

2. Challenge Cup (24th Sept) – 14 players entered the cup, despite challenges with recruiting for the competition. Dan M and Abi C were the winners of the day. Feedback received was that giving ladies a 15-0 'headstart' was considered a bit condescending, rather than chivalrous, therefore should not be included for future events. Due to difficulties in recruiting players, the date is to be reviewed by events sub-committee when collating 2024 events proposal.

3. Awards Event (30th Sept) – around 30 members attended. Junior numbers were low so their prizes will be shared at a junior specific coaching event. Thank you to **FM** for coordinating the event. It was considered successful so will be continued next year but may need to review date next year to ensure more can attend.

4. Beetle Drive (18th Nov) – There are only 6 players signed up so far.

Action: MC to do one more advertising push with intention of deciding whether it's feasible on 10th November.

Action Point MC

5. AGM (18th Nov) – as the meeting will be over lunchtime can we order cheese straws and sausage rolls to be provided by the Red Lion?

Action: HS to order cheese straws and sausage rolls.

Action Point HS

A5. Website/PR

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

Current Topics

1. Photographs of recent events have been sent to **CH** to upload to the website.

2. **MC** suggested getting a banner on the fence to advertise the tennis club.

Promotion of the tennis club is something that needs to be more widely considered to help recruit memberships in future therefore this may be something we look at more earnestly in 2024.

3. **FM** will be contacting committee members soon about details for the venue registration with the LTA. Court bookings have not been checked religiously over the summer. A recent check has found some members who have not been uploading the correct names and **KB** has had legacy bookings that don't seem to be removed if not used. This may be something that needs to be more carefully monitored in future therefore strategy needs to be considered in 2024.

4. AGM agenda – the standard agenda will be published.

Following member request at last year's AGM, do we have any thoughts on guest fees for U10s and whether these should be free? **SH** has posted the query on a forum to see what other clubs do and most said they do charge, but very nominal fees. Current fees are £2.50 for junior guests. It was acknowledged that payment of these is very difficult to police.

Committee agreed that guest fees should be dropped to £1.25 for U10s.

Action: **CM** to share agenda and wording for publication asap.

Action Point CM & MC

SECTION B: ITEMS FOR REPORT

B1. Finance

To receive: A written report from the Hon. Treasurer (**Rob Hall**)

Current Topics

1. Auditor is currently reviewing the accounts ahead of the AGM. Jon Stanley is happy to be reappointed as auditor at the AGM. Committee are in agreement.

2. All 100 club winners have been paid.

3. Vote of thanks was given to **RH** for his contributions as treasurer over the past years as he is stepping down at the AGM

B2. Coaching

To receive: A written report from the club coach (**Katie Brooks**)

A written report was circulated prior to the meeting: Available to members on request.

Highlights are indicated below:

1. During the first half of this term, there have been 9 Junior Courses taking place and they have all been fully booked (75 children) with waiting lists.
2. KB has lost the Wednesday afternoon booking of the Cringleford Primary School Sports Hall. For the remainder of this term, these courses will no longer be taking place due to attendees other commitments of different days of the week and I hope to resume them again in the Spring 2024.
3. KB has organised a 'LTA Team Challenge - Monster Smash' (Halloween) event for the Junior Members, during October half term week on Monday 23rd October at 2pm - 3.30pm.
4. KB is planning the coaching programme for after half term and there will be either 5 or 6 Junior Courses taking place.
5. The Ladies Morning sessions have not resumed yet, as I have still been traveling to Oxford most Fridays for treatment at The John Radcliffe Hospital. KB has suggested organising a new 'Ladies Morning' session, possibly on Wednesday mornings from November onwards, which the ladies are keen for.
6. KB would like to organise some 'Ladies C Team Training' sessions, possibly on Wednesday evenings, but again this needs to be discussed in more detail ie court availability, fees etc.
7. KB is attending the 'Norfolk Coaches Forum' at Easton Tennis Centre during October.

Action: discuss suggestions ladies morning move and ladies C team training within the coaching sub-committee (AB, CM, SH). KB to be invited to this discussion. **Action Point AB, CM, SH**

B3. Club sessions

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

Current Topics

1. Tuesday and Thursday evenings – numbers are low (see 'Matter's Arising October 26th, section B3).
 2. Saturday mornings – **FM** has received a complaint about wet tennis balls during club morning and concerns about used balls leading to tennis elbow. **JC** has addressed the issue by checking and drying tennis balls and reminding club night leaders of the protocol for this. The complaining member did recognise that this was a unique situation and members are reminded that team players receive new balls using the costs of their match fees.
 3. Court bookings are not permitted on 3rd Nov between 6-9pm due to the firework display. **CM** has disabled ClubSpark bookings for this window.
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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. LTA safeguarding policy is being updated which will need to be considered when CTC policies are reviewed.

2. **FM** proposed to reimburse DBS checking fees, especially for those committee members who require this to fulfil their role. Committee were in agreement that this should be reimbursed.

Action: **AB/PH** to send invoice to treasurer for DBS fees.

Action Point AB, PH, RH

B5. AOB / DATE OF NEXT MEETING

1. St Cyr Kit Update – No sales to report for August or September.

2. Ladies singles plate – As we have a new plate, what should **CH** do with the old plate that has no space for further engraving? It was deemed sensible to keep hold of it for now.

Meeting closed: 9.45pm

Date of next meeting: Thursday January 18th 2023

SECTION C: CONFIDENTIAL AND RESERVED

There are no confidential and reserved items.
