



CWMBRAN TENNIS CLUB 2023 AGM – 15.06.2023

MINUTES of MEETING & ACTIONS V1.0

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| Committee Attendees: | Ian Harris (IH) – Chair | Sharon Horseman (SH) – Treasurer |
| | Sara Tennant (ST) – Membership Secretary | Alex Matthews (AM) – Sponsorship & Grant Funding Officer |
| | Dave Parfitt (DP) – Ground Maintenance Officer | Simon Davies (SD) – Committee Member |
| | Pat Wilson (PW) – Head Coach (ex-officiate) | |
| Membership Attendees: | Carol Preece, Dave Gullick, John Oliver, Hazel Rudland, Anne Lurvey, Beth Morgan, Kath Dennehy, Amelia Davies, Leon Davies | |
| Other Attendees: | <None> | |
| | | |
| Date of Next Meeting: | June 2024 | |

| Item | Comments | Action | Target Date / Status |
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| 1.0 | Introduction | | |
| 1.1 | IH welcomed attendees to AGM. and confirmed number of attendees | n/a | n/a |
| 1.2 | Quorum check – member attendees total = 16. IH confirmed quorum valid as compliant with clause 13.2 of Club constitution. (Total Adult membership where status Active = 103, 1/10 th being 10). | n/a | n/a |



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| 2.0 | Apologies | | |
| 2.1 | Committee apologies: Helen Desmond (Club Secretary), Nicola Rowlands (Welfare Officer), Phil Hathway (Social Media & Marketing Officer) | n/a | n/a |
| 2.2 | Member apologies: Elaine Weightman, Mary Smith, Susan Cullingford, Nigel Matthews, Anne Bayliss | n/a | n/a |
| 3.0 | Minutes of previous AGM | | |
| 3.1 | IH confirmed minutes from the 2022 AGM were unanimously accepted. | n/a | n/a |
| 4.0 | Chair's Address | | |
| 4.1 | Provided by interim Chair Ian Harris (IH). (Address included as separate doc to be read in conjunction with these minutes). – click here | n/a | n/a |
| 4.2 | Club Constitution 2023: Dave Gullick raised a comment re clause 9.1 / 'The Management Committee'; He suggested only specify the minimum requirement of roles to comply with LTA rules. In this way, the club is not overly constrained to appoint committee members. However, the club still has the flexibility to create committee members as required. Chair's reply: IH thanked DG for his comment but didn't feel there was an issue including the full list of management committee roles within the constitution as the list is accurate on the day of publication plus moving forward will be reviewed and updated on an annual basis. | n/a | n/a |
| 4.2 | Community Amateur Sports Club (CASC): IH confirmed the Club is registered as a CASC with HMRC and continues to be compliant. Action: LTA legal entity; IH to check the Club is recorded as a CASC under LTA venue registration. LTA response: "...you would be 'Unincorporated Association' ... as CASC is a tax status and not a legal entity". | IH to check LTA legal entity. | Complete |
| 4.3 | Environmental Sustainability: In 2022 the LTA published its Environmental Sustainability Plan. | IH to create | Complete |



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| | <p>Action: IH confirmed the Club require a strategy of it's own based on the LTA's statement template.</p> <p>IH (30/06): CTC Environmental Statement doc & CTC Sustainability Action Plan xls – draft versions created.</p> <p>IH (04/07): V0.1 created reflecting Club setup and irrelevant items removed. Sent to AM for review. Need to plan strategy intro to committee meets and assign environmental officer.</p> <p>IH (06/07): Created pdf, added to website under About Us page.</p> | strategy doc. | |
| 4.4 | <p>Club Facilities: (Court Brushing Machine)</p> <p>IH confirmed both sets of courts have been brushed on a monthly basis by PW & IH since machines arrival.</p> <p>Action: Member volunteers now required to be trained & support this task, a new maintenance schedule also.</p> <p>IH (27/06): Alex Matthews confirmed plus A.N.Other. IH to organise training & new schedule.</p> <p>IH (08/08) minute added as agenda item at next Committee Meeting (CM), ie. Thursday 10th August 2023.</p> | IH & PW to organise | Closed (CM) |
| 4.5 | <p>Club Facilities: (Courts 1 to 3)</p> <p>Action: Net post score cards now available and ready to be installed, same as courts 4 to 6.</p> <p>IH (27/06): Delivered score cards located in hut. IH to enlarge card holes before installation.</p> <p>IH (08/08) minute added as agenda item at next Committee Meeting (CM), ie. Thursday 10th August 2023.</p> | PW to sort. | Closed (CM) |
| 4.6 | <p>Club Facilities: (Courts 4 to 6)</p> <p>Tiles surrounding the courts – it was noted that quite a few tiles have become unstuck and look unsightly and possibly could be a tripping hazard. JO advised the meeting that the Contractor who re-laid the courts has been engaged to fix the loose tiles around the edge of the court.</p> <p>Action: JO to follow up with the contractor and obtain a fix date.</p> <p>IH (27/06): WhatsApp msg to JO. Contractor planning fix date asap, JO to advise.</p> <p>IH (29/06): Contractor on site today, started refixing tiles, completion planned Monday 3rd July.</p> <p>IH (03/07): Whatsapp to JO, requesting estimated completion date.</p> <p>IH (04/08): Postpone tile fitting until new floodlights in place!!!</p> <p>IH (08/08) minute added as agenda item at next Committee Meeting (CM), ie. Thursday 10th August 2023.</p> | IH to liaise with JO. | Closed (CM) |



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| 4.7 | <p>Club Facilities: (Clubhouse) Collectively agreed the clubhouse requires re-painting before onset of Winter.</p> <p>Action: Member volunteers required to support. IH (08/08) minute added as agenda item at next Committee Meeting (CM), ie. Thursday 10th August 2023.</p> | DP/IH to organise | Closed (CM) |
| 4.8 | <p>Club Facilities: (Pathlight PIR) IH confirmed new PIR had been installed but there's an issue.</p> <p>Action: new PIR to be purchased and installed asap. IH (08/08) minute added as agenda item at next Committee Meeting (CM), ie. Thursday 10th August 2023.</p> | IH & DP to sort. | Closed (CM) |
| 4.9 | <p>Club Facilities: (Noticeboard) IH confirmed new noticeboard had been installed top of path near car park.</p> <p>Action: 2022-23 Management Committee contact list to be replaced with 2023-24 version. HD 03/07: 2023-24 version inserted.</p> | HD to sort. | Complete |
| 4.10 | <p>Club Facilities: (Car Park) Recent incidents discussed re member vehicles contacting railway sleepers. IH confirmed with Nicola at Green Meadow Golf Club (GMGC), the concrete sleepers can be painted white & GMGC will also realign free of charge.</p> <p>Action: IH to contact Nicola to arrange supply of masonry paint. GMGC response (23/06): Nicola confirmed paint on order, will confirm when available. IH (27/06): Had chat with Nicola, couldn't confirm paint delivery date, said we'd purchase & sort ourselves. IH (03/07): Paint purchased, WhatsApp msg posted for Wed 05/07 completion. IH (05/07): All sleepers painted, big thanks to IH and DP.</p> | IH to purchase masonry paint. | Complete |
| 4.11 | <p>Club's Coaching Programme: IH provided an update confirming as from 1st January 2023, the Club's coaching programme (adults and juniors) and all coaching activities is being provided as a service by Patrick Wilson Tennis Coaching (PWTC).</p> | IH to clarify asap. | Closed (CM) |



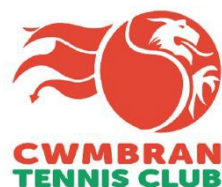
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| | <p>Details of the service are documented under the Coaching Services Consultancy Agreement between the Club and PWTC. The service agreement will be reviewed annually by Pat and the Club's management committee.</p> <p>Action: IH to clarify 'liability clause 9.3' and arrange for agreement to be signed and dated. IH (14/07): will review Club's Howden insurance policies & contact Howden's. IH (31/07): contacted GMGC (Golf shop – Nigel) to clarify golfers insurance, is this mandatory for golf club members/users? IH (08/08) minute added as agenda item at next Committee Meeting (CM), ie. Thursday 10th August 2023.</p> | | |
| 5.0 | Treasurers Report | | |
| 5.1 | <p>Provided by Club Treasurer Sharon Horseman (SH). (Report included as separate doc to be read in conjunction with these minutes).</p> | n/a | n/a |
| 5.2 | <p>SH clarified 2022-23 balance sheet, summary below:</p> <ul style="list-style-type: none"> • Opening Current Account Balance: £9,044.46 • Total Income: £33,035.79 • Total Expenditure: £34,090.33 • Closing Current Account Balance: £7,989.92 • Sinking Fund Account Balance: £10,041.24 • Total Amount in Accounts: £18,031.16 | n/a | n/a |
| 5.3 | <p>SH clarified bank balances as of 15th June 2023, summary below:</p> <ul style="list-style-type: none"> • Current Account Balance: £10,632.56 • Sinking Fund Account Balance: £10,063.89 • Total Amount in Accounts: £20,696.45 | n/a | n/a |
| 5.4 | <p>Income summary – Match Fees Men: It was noted that the men's match fees were short. Simon Davies (SD) confirmed he hadn't paid fees into the Clubs bank account for the 2022-23 Winter league.</p> | SD to pay | Complete |



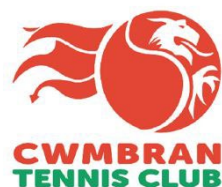
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| | <p>Action: SD to collect and pay in match fees to the Club asap. IH (03/07): sent WhatsApp reminder to Simon – confirmed fees paid into Club account.</p> | match fees. | |
| 5.5 | <p>Income – Match Fees: Collection of match fees by captains was discussed. We know how many home matches there are and therefore the total amount expected. It was agreed, captains should keep a record of payments and record the balance against the expected total and confirm at the end of each season that the two numbers match. If they do not, they need to explain why.</p> <p>Action: Send reminder to captains to perform following:</p> <ul style="list-style-type: none"> • Match fees – collect at every HOME match. • Payment record – keep a record of who has / hasn't paid. • Club bank account – pay fees into the account at the end of league season. • GMGC – keep a record of total post-match food numbers. <p>IH (27/06): Reminder msg sent via Captains Whatsapp group.</p> | IH to create reminder. | Complete |
| 5.6 | <p>GMGC – outstanding invoice(s): It was confirmed the Club haven't received an invoice for some time from GMGC for providing post-match food for home matches. We were expecting GMGC to provide invoices for payment on a monthly basis. It was also unclear as to what cost had been agreed for GMGC to provide post-match food.</p> <p>Action: Contact Nicola at GMGC and clarify following:</p> <ul style="list-style-type: none"> • Invoices – when last paid and how many outstanding? • Agreed cost per head – 2022-23, what's the amount for 2023-24? • Invoice submission – request monthly and send to Club Treasurer's email address, ie. finance@cwmbrentennis.co.uk. | IH to contact GMGC. | Closed (CM) |



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| | <p>IH (27/06): Contacted Nicola, email sent requesting details of post-match food cost, clarity on charging, ie. price per person, outstanding invoices, future monthly billing etc.. Sharon cc'd in.</p> <p>IH (10/07): Email reminder sent to GMGC (Nicola) – Nicola responded, “will have a look this week”.</p> <p>IH (08/08): reminder email sent to Nicola.</p> <p>GMGC (08/08): email reply received confirming pricing etc...</p> <p>IH (08/08) minute added as agenda item at next Committee Meeting (CM), ie. Thursday 10th August 2023.</p> | | |
| 6.0 | Membership Report | | |
| 6.1 | <p>Provided by Membership Secretary Sara Tennant (ST).</p> <p>(Report included as separate doc to be read in conjunction with these minutes).</p> | n/a | n/a |
| 6.2 | <p>Sara clarified membership figures for 2022-23 year against each of the Club’s membership packages. Junior packages - it was assumed that all juniors linked to the Club’s coaching programme that were enrolled on one of Pat’s coaching courses should also be associated with a relevant Club junior membership package. After further discussion, this assumption requires clarity.</p> <p>Action: Perform the following for 2023-24 to date:</p> <ul style="list-style-type: none"> • Club’s junior membership packages - extract details, ie. Junior On Coaching & Mini Child. • Pat’s coaching courses - extract details. • Reconcile – compare membership details against coaching details and identify discrepancies. • Junior & Young Adult - clarify members linked to these packages are not linked to coaching programme. <p>(Suggest a group meet to discuss)</p> <p>IH (10/07): IH exported JoC & Mini Child details from ClubSpark.</p> <p>IH (13/07): queries captured on XLS emailed to PW for review.</p> <p>IH (14/07): PW reply received & XLS updated. PW started following up unpaid memberships with parents.</p> <p>IH (31/07): Updated XLS sent to Pat for review, still a few unpaid OR on wrong membership package.</p> <p>PW (04/08): Email reply received, IH to update XLS, Pat has messaged the no payers. Layla Marston – IH to investigate.</p> <p>IH (08/08) minute added as agenda item at next Committee Meeting (CM), ie. Thursday 10th August 2023.</p> | <p>IH & PW to extract details from ClubSpark.</p> <p>IH to arrange group meet.</p> | Closed (CM) |
| 7.0 | Election of Management Committee | | |
| 7.1 | The following members were elected to the 2023-24 committee: | n/a | n/a |



| | Position | Name | Proposed by | Seconded by | | | |
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| | Chair | Ian Harris | John Oliver | Dave Gullick | | | |
| | Vice Chair | Alex Matthews | Ian Harris | John Oliver | | | |
| | Club Secretary | Sara Tennant | Alex Matthews | Dave Parfitt | | | |
| | Club Treasurer | Sharon Horseman | Ian Harris | Sara Tennant | | | |
| | Welfare Officer | Simon Davies | Pat Wilson | Ian Harris | | | |
| | Membership Secretary | Helen Desmond | Sharon Horseman | Carol Preece | | | |
| | Social Media & Marketing Officer | Phil Hathway | Pat Wilson | Anne Lurvey | | | |
| | Grounds Maintenance Officer | Dave Parfitt | Ian Harris | Dave Gullick | | | |
| | Sponsorship & Grant Funding Officer | Alex Matthews | Sara Tennant | Leon Davies | | | |
| | Junior Representative | (No applicant) | n/a | n/a | | | |
| | Parent Representative | Leon Davies | Ian Harris | Alex Matthews | | | |
| | Additional Committee Members | (None) | n/a | | | | |
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| | Head Coach (confirmed ex-officiate) | Pat Wilson | n/a | | | | |
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| 7.2 | <p>HMRC's 'fit and proper person' declaration: In accordance with clause 9.5, each elected member must complete, sign and date a declaration form.</p> <p>Action: IH to create a PDF version and distribute to the management committee. Completed forms will be scanned and securely stored for future reference, hard copies will be securely filed.</p> <p>IH (26/06): PDF created and shared with via Committee WhatsApp group – Completed - IH, AM).</p> <p>IH 31/07: Print off copies in prep of next committee meeting, ie. Thurs 10th Aug.</p> <p>IH (08/08) minute added as agenda item at next Committee Meeting (CM), ie. Thursday 10th August 2023.</p> | | | | | IH to create PDF, scan & store. | Closed (CM) |
| 7.3 | <p>Welfare Officer role: LTA Venue Registration – Team Details Added Simon and linked to WO role - 'Requirements Missing' validation error.</p> | | | | | IH to follow up. | Closed (CM) |



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| | <p>Action: Simon to complete LTA DBS/PVA registration online (if poss link to teacher DBA cert) & complete Safeguarding Course (certificate).</p> <p>IH (26/06): contacted Si via Whatsapp, sent LTA links.</p> <p>IH (10/07): Si confirmed update number received & sent DBS review to LTA.</p> <p>IH (11/07): LTA accepted external DBS cert but require verification & id check – form saved, IH to sort when Si back from hols.</p> <p>IH (31/07): Status Check form – completed and submitted to LTA (Case: 5274718).</p> <p>IH (04/08): Resent to LTA as original not received.</p> <p>IH (07/08): LTA email received confirming DBS added to Simon’s profile.</p> <p>IH (08/08): Welfare Officer role under LTA Venue Registration still not updated – email sent to LTA.</p> <p>LTA (09/08): email response received, fwd to Simon for review / reply – Si has duplicate records, Submit Enquiry to fix.</p> <p>IH (08/08) minute added as agenda item at next Committee Meeting (CM), ie. Thursday 10th August 2023.</p> | | |
| 8.0 | Resolutions | | |
| 8.1 | <p>Club Constitution 2023 V1.1: In accordance with clause 16, resolution approved by majority of at least 1 quarter of the members present in the meeting – unanimously approved.</p> <p>Action: IH to create PDF version and make available to committee and members.</p> <p>IH (27/06): PDF created, plan to publish as new sub-page under <About Us> and available to Members only. (Whatsapp Committee for thoughts).</p> <p>IH (29/06): Published on website About Us/Constitutions, access to Members Only.</p> | IH to create PDF & store. | Closed |
| 9.0 | Update on Key Issues | | |
| 9.1 | <p>Lease: John Oliver (JO) provided an update on lease situation. Following the death of our landlord Peter Richardson there have been delays in sorting grant of probate and hence delay in establishing our new landlord. This situation has prevented us from ultimately agreeing the amount of rent the Club pays (bearing in mind the last recorded rent payment was made on 23.06.2021). Things have recently improved however and JO is hoping to clarify the following very shortly:</p> | IH to extract details from ClubSpa rk | Closed (CM) |



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| | <ul style="list-style-type: none"> • Method of calculating rent – JO asked the committee to provide total membership income and membership numbers for 2021-22 and 2022-23 in order for him to create a suitable proposal. • Solicitors fee - JO explained that we haven't received a final bill from the solicitors yet but emphasised that he has limited costs by providing the firm with completed documents that simply need formalising and delivering so costs should be limited. • Original lease - The Solicitor has confirmed that the original lease is still effective for the purposes originally agreed. <p>Action: Extract membership details for 2021-22 and 2022-23 from ClubSpark and send to JO when required. IH (31/07): still awaiting confirmation from JO/solicitors re Peter's estate and who our landlord is. IH (04/08): Membership details (number & income) extracted from ClubSpark for 21/22 & 22/23, emailed to JO. IH (08/08) minute added as agenda item at next Committee Meeting (CM), ie. Thursday 10th August 2023.</p> | | |
| 9.2 | <p>Floodlighting (courts 4-6): Alex Matthews (AM) provided the following update:</p> <ul style="list-style-type: none"> • Issue with planning permission: concern re. over spill of light (in excess of 50 lux) affecting ecology to the south of the site. • AM has contacted the supplier and asked for a re-design to include cowls to shield the area of concern. A new lux contour map can then be generated and provided to the Council. • AM explained that we have an 80% grant in principle but need to accept within 28days of the offer. The offer is dependent on having planning permission. AM will therefore request an extension as it is unlikely to be granted within the timescales. <p>Action: AM to follow up new re-design and generation of new lux contour map with contractor Floodlighting & Electrical (Martin Drewitt). Contractor Response (23/06): Updated Lux contour map provided based on Phillips floodlights, overspill light dramatically reduced (1 Lux).</p> | AM to follow up. | Closed (CM) |



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| | <p>AM 25/06: Updated details sent to Jo Draper (Mon Council Planning dept) / Ecologist requires further clarification / Alex replied brief summary – discussions / emails ongoing....</p> <p>AM 30/06: Confirmation received from Monmouthshire, planning application approved.</p> <p>AM (12/07): Sports Wales require confirmation of non-sport funding, ie. £8500.00 & lease – emails to Sharon & JO.</p> <p>IH (14/07): bank account screenshot and copy of lease agreement received, details fwd to AM.</p> <p>IH (13/07): copy of incumbent Lease Agreement (pdf) received.</p> <p>AM (14/07): details emailed to Sport Wales (Beverley).</p> <p>SpW (18/07): reply received requesting current lease details.</p> <p>IH (18/07): email fwd to JO requesting update and summary.</p> <p>JO (25/07): letter from our solicitor received enclosing lease summary / AM (25/07) – fwd to Sport Wales (Beverley).</p> <p>AM/IH (04/08): confirmation from Sport Wales (Beverley), unable to release funds until lease in place. JO informed, he will inform our solicitor and contact Sam/Nicola at GMGC to discuss.</p> <p>IH (04/08): met Contractor on site to discuss plan for ground works, start date etc....</p> <p>IH (08/08) minute added as agenda item at next Committee Meeting (CM), ie. Thursday 10th August 2023.</p> | | |
| 9.3 | <p>Coaching Programme:</p> <p>Pat Wilson (PW) provided a summary of the Club’s coaching programme.</p> <p>He confirmed there’s a 50% membership take up on the back of his Youth Start initiatives.</p> | n/a | n/a |
| 10 | Questions from the floor | | |
| 10. 1 | <p>League Court Bookings:</p> <p>Question - Leon Davies (LD) asked if members engaged in a home league fixtures have priority over those playing social tennis. For example, if as a result of any number of emergent issues, a match needed to use a court already in use for social/public tennis – could the team take over the court?</p> <p>Could there be small print added to Club Spark bookings, which warns those booking that league fixtures take priority in the event of a clash.</p> <p>Response - The members recognised the issue but did not approve the addition of small print to the booking. The recommendation is that a local negotiation would have to attempt to resolve the emergent issue. If resolution is not</p> | n/a | n/a |



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| | possible, the rules of the league would have to be enforced and the club could forfeit games or sets depending on how long it takes to resolve. | | |
| 10.2 | <p>Court 3 net winding mechanism:</p> <p>Action: raised to check and if possible, fix the winding mechanism on court 3. IH / AM (23/06): checked mechanism court 3, defo needs replacing, temp solution installed. IH (25/06): x2 new mechanisms ordered online. IH (29/06): Court 3 net winding mechanism and bottom of net clip replaced.</p> | DP & PW in sort. | Closed |
| 10.3 | <p>LTA Advantage:</p> <p>Question - Anne Lurvey asked if Cwmbran LTC members are automatically members of the LTA?</p> <p>Response - It was explained that there are different tiers of LTA membership, but the first level is free. It does however, require each individual to register on the LTA website and create a profile.</p> | n/a | n/a |
| 10.4 | <p>Wimbledon tickets:</p> <p>Question - Carol Preece (CP) asked why the club didn't receive any Wimbledon tickets this year.</p> <p>Response - It transpired through discussion in the meeting that the responsibility for organising tickets had not been handed over from the previous Chair a situation exacerbated by the recent churn of staff. This will be resolved next year – Refer comments below.</p> <p>Action: IH to clarify with LTA the process for ticket allocation and Club point of contact in prep of next year. IH (27/06): The way Wimbledon tickets are allocated has changed. Instead of Clubs receiving an allocation, Club members who are linked to an appropriate LTA Advantage membership and have selected to Opt In to the ballot, if successful will receive tickets directly – refer LTA screenshot below: IH (27/06) – sent email to Carol via CS clarifying above.</p> | IH to clarify. | Closed |



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| | <p>LTA Advantage Wimbledon Ballot</p> <p>The LTA Advantage Wimbledon ballot is a centralised ballot for our Fan+, Play+ and Co members over the age of 13, offering them the chance to attend The Championships.</p> <p>In order to access the LTA Advantage Wimbledon Ballot, you must hold one of the above memberships and opt in to the ballot through your online Advantage area. You can only opt in window. More information around the 2023 opt in will be available soon.</p> <p>Sign in to Advantage</p> | | |
| 10.5 | <p>CK Summer League (Ladies):</p> <p>Comment - Carol Preece was disappointed that a ladies team had not been entered into the Cymru Kitchens Summer League.</p> <p>Response - It was explained that at the time of entry there were simply not enough female players to enter a team. With numbers growing hopefully in the future a team can be entered.</p> | n/a | n/a |
| 11 | Any Other Business (AOB) | | |
| 11.1 | None | | |



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| 12 | Distribution |
| 12. | Minutes - to be reviewed by committee then distributed to all attendees. |
| 1 | Website – final version of minutes to be posted on Club website together with Chair’s report. |
| 13 | Documentation |
| 13. | Minutes documented by - Ian Harris |
| 1 | Date V0.1 created – 20.06.2023 Date V0.2 created – 21.06.2023 Date V1.0 created – 09.08.2023 |