

**Minutes of Dalkeith Lawn Tennis Club Management Committee Meeting**

**3<sup>rd</sup> October 2019**

<b>Item</b>	<b>Action by</b>
<b>Present</b>	
Gordon (GB), Pam (PF), Grahame (GF) and Elaine (EG), and Lis (LS),	
<b>1 Apologies</b>	
John (JS) , Michael (MR), Mark (MS)	
<b>2 Minutes</b>	
The minutes of the last meeting were approved by members present.	
<b>2b Actions completed from 3<sup>rd</sup> October – 7<sup>th</sup> November (TBA)</b>	
<p><b>SAFEGUARDING</b> GB has completed online safeguarding course. GF has completed LTA Safeguarding course.</p> <p><b>LTA REGISTRATION</b> LTA registration certificate signifies we are insured. Insurance risk assessment completed and action plan instituted.</p> <p><b>ACCOUNTS</b> Glen Waddell has agreed to be the examiner for the accounts.</p> <p><b>CLUB DOCS</b> LTA recommend that all young people under the age of 13 should be accompanied by an adult.</p> <p><b>SOCIAL</b> An “end of playing season” social event has been announced for Friday 29 November. There was no widespread enthusiasm for an “Awards Dinner”.</p> <p><b>CHARITY EVENT</b> Clare, Gail and Eve have been contacted re possibility of an annual women’s invitation tournament.</p> <p><b>CLUB GROUNDS MAINTENANCE</b> Further meeting involving Gerry Goldwyre and Midlothian Council is set up, ahead of contacting tree surgeons to carry out trimming work on the overhanging branches. PAT Testing has been completed, new certificate in clubhouse.</p> <p><b>COACHING</b> Coaching sub-group met 10/10 and GF has submitted a further strategy document for approval. GF having completed all training is now awaiting Tennis Scotland accreditation as a Level 2 Coach.</p> <p><b>WINTER TEAM TRAINING AT MUSSELBURGH</b> GF has approached all men team players and started some trial sessions. Planning to discuss with Sam re brining women’s teams on board.</p> <p><b>FUNDRAISING</b> GF contacted Tesco re Bags of Help and has nominated DLTC. Tesco will get in touch to discuss.</p>	
<b>3 Regular Management Activities</b>	
<b>Strategy, Policy, Guidance and Communication</b>	
a. Newsletter for November - All management members to provide content to Mark for their section by 28 <sup>th</sup> October.	<b>ALL</b>
b. Committee discussed proposal to change voting process at AGM. Agreed that votes will now be written on paper handed in and counted.	
c. Committee discussed and agreed that it would be good practice for all members of the committee to undertake the Safeguarding on line course provided by the LTA (approx. 30 mins) So far completed by Mark S. C/f as some of us had difficulty finding link to free online course. GB will issue links.	<b>ALL</b>
d. Wimbledon Ballot Open, GB has been added as administrator.	

	e. Insurance Document to be displayed on Club Notice board.	GB
	f. PF to forward document to GB re Guidelines for interaction with our neighbours.	PF
	<b>Finance, Funding, Membership, Statistics and Reporting</b>	
	a. Treasurer's Report presented summary below Balance at 30 <sup>th</sup> August was - £11,873.82  Balance at 30 <sup>th</sup> September was £12030.00  Compared with balance @1 <sup>st</sup> October 2018 of 10796 we are in OK financial shape.	
	b. Membership Update – as at 3/10 Adults – 79 Juniors – 36 Intermediate -1 Family -2 Single Guardian -2 2x Guardian - 3 Key requests -8 Yale, 41 mortice Honorary Members - 4	
	d. Gordon has sent out links to funding which he thinks may be useful he has asked committee to look over and suggest where we may be able to apply. Items we are currently looking for funding for are; <ul style="list-style-type: none"> <li>➤ Drainage repairs</li> <li>➤ Hot water solutions for changing rooms and kitchen</li> <li>➤ Upgrade to Electrical circuit board</li> <li>➤ Net &amp; Fence repairs.</li> </ul> Committee discussed further, GB feels there are possible opportunities out there but requested some help with filling in applications. Committee agreed that we should do a shout out to membership in October Newsletter to provide help with this task. One particular opportunity would be the National Lottery with funding up to 1000.00 but needs to be applied for by end of October.	GB
	e. Funding projects in Tesco were discussed. Grahame agreed to Approach a contact he has in Tesco to see if we could be added to the list. c/f to October meeting Grahame has approached Tesco a central form has to be completed. GF will make application.	GF
	f. John S to be asked to renew our charitable status. c/f to October Meeting. Has to be completed after our AGM, c/f	GB/JS
	g. Accounts to be audited before AGM- GB to approach Glen to undertake as Ruth has advised its good policy to have a different auditor after a number of years.	GB
	<b>Social activities, Equalities and Membership Welfare</b>	
	a. Nothing to report from Safeguarding officer.	
	b. Discussion led committee to question if we have an age condition in our code of conduct were parental supervision is required for children. Gordon found that we do not. Do we want to introduce one Discuss at next meeting (Carried forward to November)	
	c. Gordon advised that annual risk assessment due 1/10 2019. (Carried forward) Will be completed as part of LTA registration. Pam & Gordon to work on renewal of LTA registration application.	PF/GB
	d. Annual Awards dinner Survey results and 2 options were presented to committee. Looking at the survey returns there a) seemed no major appetite for an awards dinner and b) no definitive venue was a clear favorite. Cavalier discounted as a minimum of 30 attendees required and club cannot afford to take that financial risk. After discussion committee decided that a formal award dinner would not be held but would consider a lower key end of season social event for close down of courts at the end of November. Club dinner would be relooked at early next season.	
	e. GF informed committee that he is scheduled to attend the LTA Safeguarding Course on 16 <sup>th</sup> October 2019.	GF

	<b>Competitive Teams and Tournament Play</b>	
	a. East Lothian Leagues have now concluded and all competitive play for season has closed down. League outcomes FIRSTS - 4 <sup>th</sup> – Remain in Div 1 SECONDS – Bottom – Remain in Div 2	
	b. All team structures to stay in place for 2020	
	<b>Juniors, Coaching and Player Development.</b>	
	a. Gordon (Coach) has been given a PVG form to apply for Dalkeith Tennis Club specific certification. Grahame has chased c/f to November Meeting. Post meeting Gordon has checked with LTA and they have advised no need to have a separate PVG. Club will ensure compliance by checking the LTA accreditation website on a regular basis.	GF
	b. Womens Charity Event ran by Claire & Gail was a great success, GB to approach Clare & Gail to see if they will consider making an annual event.	GB
	c. Coaching Sub-Group meeting to be held 10/10	GF
	d. Comms group to look at sharing our coaching vision for next year in October Newsletter c/f to December Newsletter.	MS
	e. GF informed committee that he would like to run practice sessions with Team members over the winter at Musselburgh. Committee approved and GF will contact all team players to gauge interest.	GF
	f. Gordon Watson has advised that he would have been keen to continue coaching indoors over the winter, however after looking at venues cost have proved prohibitive.	
	<b>Court Availability, Maintenance and Improvement.</b>	
	a.. Committee discussed making sure that we close the season in plenty of time to allow the necessary pre frost work on courts to be carried out. Likely to be late November.	C/F
	b. Tractor Servicing – complete at end of season with Henderson’s c/f	GB
	c. Clare has approached club to see if we would be keen to run a fitness program over the winter at the club. Although the committee fully supported the idea the courts will be unavailable this year due to planned prewinter ploughing. Perhaps another location? Clare advised accordingly.	
	<b>Grounds/Clubhouse Maintenance and improvement</b>	
	a. Major work carried out on drains this month. Bills received 153.00 and 92.00. Full reparative work will be required to replace damaged drain at season close. GB has asked company for a quote which came back at 450.00. Committee approved the work.	GB
	b. White Testing to be contacted to do annual PAT inspection. Lis will arrange	LS
	c. STS contract GB will ensure a written agreement is in place. Carried forward due to STS availability.	GB
	d. Visit by Council to confirm our netting is compliant with planning was positive and they were happy with the current netting. Tree officer encouraged us to get an assessment by a tree surgeon who will complete the planning application. GB to look at further to see cost involved.	GB
	e. Netting at back of court 2/3 along path needs reattached at bottom. GB to arrange small party to complete .c/f	GB
	f. Some painting around clubhouse and grounds required. Lis has arranged a volunteer party to complete	LS
	g. Some outstanding work with John Gillan still to be addressed free of charge but as he has been ill has not been completed. GB will monitor.	GB
<b>4</b>	<b>AOB</b>	
	AGM Date set for Monday 11 <sup>th</sup> November. PF will try and book churchhall. All paperwork and communication to be ready to go by 28 <sup>th</sup> October. <ul style="list-style-type: none"> <li>- List Committee appointments to be voted on.</li> <li>- Nominations will be taken from the floor on the night only.</li> <li>- Voting will be by Secret Ballot</li> <li>- Agree process for Motions</li> <li>- AGM AGENDA</li> <li>- Financial report</li> </ul>	PF

	- Membership Report	
	<b>Adjournment</b>	
	Gordon thanked everyone for all their work to date and closed the meeting, Next meeting 7pm Thursday 5 <sup>th</sup> November, Clubhouse.	