

Minutes of the DLTC Committee Meeting

Monday 3rd September, 2019 – 6.30pm

Present

Chair – Martin McCarthy (MM)

Dave Cole (DC), Sarah Maxfield (SM), Mike Robinson (MR), Gill Ross (GR), Ged Salisbury (GS), Julie Smith (JS), Kev Waller (KW) and Tracy Wyatt (TW).

Apologies

An apology was received from Helen Devy (HD)

1) Minutes of the Last Meeting – 22 July, 2019

The Committee went through the minutes of the last meeting .

AGREED that the minutes of the last meeting be noted.

2) Matters Arising

- The Constitution currently on the website was the old version and needed replacing with the current version (KW)
- Work on the Courts – residents who had raised concerns were now happy. DC had contacted a contractor to arrange for the soil to be moved from the back of their garden. Additionally, the soil at the side of the courts would be seeded. (DC)
- Court Etiquette Poster – the Committee approved the poster for circulation and display, subject to the addition 'No chewing gum allowed on court'.
- Emails – everyone to note that any emails sent out to Club Members should be BCC'd
- Noticeboard – HD had done a good job of updating the noticeboards with some help from Junior Members and had resulted in a much more effective use of the space.
- Club Tournament – Jake Prime and Jacob Bennett had organised the Club tournament with details on the noticeboards and finals day to be held on Sunday, 13th October.
- Presidents Day – MM reported that this had gone well and had been an enjoyable day, with everyone young and old integrating well. The Lady President, Maureen Marsh had been very pleased with the day, and MM felt it had been a success.

3) Treasurers Report / Financial Reporting

TW provided an update with regard to the current financial situation and it was noted that currency the accounts were positive, with £56k currently on the balance. TW had done

comparisons against the previous year's accounts, but the income /expenditure had not differed greatly.

As she was new to the role of treasurer, she commented that she would get a better picture of the accounts as the year panned out, but to date, there were no concerns.

MM proposed that at the end of the first year in their tenure the Committee would look to put a proposed budget together for the coming year, so that they could present it at the AGM with a clear overview of the previous year and what was forecast in the coming year. This would be broken down into different areas of spend, and what each area was allocated. For example, it was proposed that the coaching team be allocated a budget which they were to manage themselves and they would be asked to deliver against it, managing income and expenditure.

GR requested that more financial information be provided with an update on income and expenditure on a bi-monthly basis in order to give more clarity to the accounts rather than just the knowledge of what balance was currently in the account. TW to provide the Committee with a paper outlining what income and expenditure had taken place, and outlining any regular income, invoices and additionally anything unaccounted for. This would provide more information of where the finances were and what was available in Reserves for any emergency or ad-hoc spends.

A brief update was given with regard to activity over the past 6 weeks, with queries on invoices discussed, and updates provided.

An update was provided on the Courts and how close this was to being resolved, and a query raised with regard to Coaching fees and how these were billed. TW to check and update.

AGREED that a paper considered bi-monthly with a greater breakdown of the budget position detailing in brief income and expenditure. (TW)

4) Staffing Matters

- Carl Wyatt had been appointed as the new groundsman and everything was continuing to run smoothly with a good transition having taken place since Russ had left.
- With regard to the day-to-day administration and office work, a post would be advertised shortly for a part time role to undertake this. A role profile was being created and it was envisaged that it would require approximately 8-10 hours work per week.
- The Committee noted that the Team was growing which would only drive the Club further forward in the future, with more staff providing better access, support and security.

5) Club Secretary / Office Administration

With regard to the Club Secretary position, MM informed the Committee, this was as statutory position and it was outlined in the Constitution that one must be appointed to the Committee.

It was proposed by MM that SM be appointed to this position, seconded by DC.

AGREED that SM be appointed as DLTC Club Secretary.

6) **Bonfire Night**

A discussion was held regarding Bonfire Night with Saturday 2 November proposed as the preferred date. A number of points were discussed surrounding this following a number of issues that had arisen last year.

With regard to the insurance, the Club was already covered for Bonfire Night, but MM would check. Jeanette Moglia would assist Luke Moglia regarding the bar and catering and ensure that there was adequate stock and staffing levels sufficient.

The date would need advertising with immediate effect, and where possible, advance ticketing was encouraged to ensure that there was an indication of numbers expected.

AGREED that:-

1. Bonfire night be held Saturday 2 November, 2019;
2. KW to organise a meeting of the Bonfire Night Sub-Committee;
3. The Banner be displayed (CW) and the date advertised within the Club and on Social Media, and tickets produced for sale;
4. An email be circulated asking for volunteers to assist on the night;
5. The neighbouring properties whose houses back on to the Club be notified of the event;
6. DC to look into the purchase of two gazebos for use at the event; and
7. A risk assessment be produced (MM).

7) **Any Other Business**

- Headshots to be taken of the who's who at the Club for display (JS)
- Signatories on the Club Account –TW to enquire re additional signatories with a view to adding SM/DC for better access
- Office clear-out – MM to organise the clear out of the office to make more efficient use of the space by both Coaches and Cttee Members
- Mencap Disability Tennis – the Committee commended the work of Steve Prime and everyone who assisted with this initiative. A special mention was given with regard to Junior Member, Danny Turner who had produced a video montage of all the participants that had been published on Facebook and played throughout the presentation. A goody bag would be presented to the junior members who had assisted as a conveyance of thanks.

Action Plan

A brief discussion was held with regard to the Action Plan produced by MR for the Committee's consideration. Whilst this was of priority had needed to be looked at in more detail by the Committee, it was felt that this would be better done once a number of other actions had been taken and there was more time to focus on this. Once the administration

was working more effectively and a number of small organisation issues had been ironed out, the Committee could then dedicate a session to looking at this and focus on two or three themes within the Plan. Issues that had arisen that required further attention included the following:-

- Kitchen refurbishment – DC to look into this
- Extra television for information purposes
- Tennis for Kids – a new round of this was being promoted following the success of the first course and six new Junior Members had entered the squad system.
- LTA Membership – there needed to be a drive to get as many people as possible to join before the February deadline for the Wimbledon ballot.
- There needed to be more focus on promoting the Club's facilities with awareness raising of room hire or different activities on offer such as the Walking Netball.
- Social Events – more emphasis on arrangement of social events to bring money and people into the club.

Future President of DLTC

It was proposed that Steve Prime be asked to take on the position of Club President in respect of all the hard work and fundraising he had done over the years. Members agreed the work that he did in aid of charities both to aid the Club and external to it, was humbling and the bestowing of this honour aimed to convey thanks to him for everything. This would be officially recognised at the AGM.

AGREED that Steve Prime be nominated as President of Doncaster Lawn Tennis Club

8) Date of Next Meeting

AGREED that the next meeting be held on Monday, 7th October at 6.15pm.