

Minutes of the Doncaster Lawn Tennis Club Committee

Thursday 13th May, 2021– 7.00 pm – Virtual Meeting via Zoom

Present

Chair – Martin McCarthy (MM)

Helen Devy (HD), Sarah Maxfield (SM), Debbie Turner (DT) and Tracy Wyatt (TW).

1) Annual General Meeting

SM informed the Committee that she had prepared the necessary notices for the Annual General Meeting (AGM) and would send these to Amanda, Club Administrator to circulate and put up on the noticeboard in the Club. The AGM would be held on Thursday, 15 July at 7.00pm.

2) Bank Account Signatories & Amendments

TW reported that she had undertaken a review of all those currently listed on the Club's Bank Accounts and it had been noted that Isabel Hossack, Kevin Beaton and Tony Exley remained listed as signatories. These names needed removing as a matter of urgency, and an additional name adding on in order to ensure there was adequate representation and access to the accounts.

AGREED that Isabel Hossack, Tony Exley and Kevin Beaton be removed as signatories from the accounts as they were no longer Committee Members, and Sarah Maxfield (SM), Club Secretary, be added.

3) Clubhouse Updates

DT provided an update to the Committee with regard to all the work undertaken in the Clubhouse in advance of its re-opening on May 17th. A paper had been circulated to Members of the Committee detailing the work carried out, which include freshening up the interior with painting and extensive cleaning, improvements to the layout and facilities, as well as staffing changes. Volunteers had helped with all the work, making the interior and exterior, brighter and fresher with a clean, modern look to entice people back in to spend money.

Staff members both old and new had completed DBS checks, with only Meghan and Emma awaiting final clearance and the Committee were pleased with the work carried out to date by Amanda Goldspink-Jones (Club Administrator) who was proving to be very efficient, conscientious and capable in her dual position.

Covid arrangements were in place, and a lot of improvements had been made and it was looking positive moving forwards as the new normal beckoned.

A meeting had been held with the brewery who had advised that prices were too low, and there would need to be an increase on the cost of drinks sold which had been missed by the previous administration. The brewery had advised that the Club were currently substantially undercharging, and TW and AGS would look at the pricing and the margins with a view to introducing some gradual price increases to bring this up to where it should be.

AGREED that: -

- 1) The update be noted and was welcomed in advance of the reopening of the Club on 17 May;
- 2) Thanks be conveyed to DT, AGJ and all those who had given up their time to help with the revamp in advance of the re-opening; and
- 3) Prices be reviewed as a matter of urgency with a view to increases being made to move in line with the brewery's recommendations.

4) Christmas Market

MM reported that he had been approached by one of the Members, Brian Butcher (BB) with a view to organising a Christmas Market. It had been proposed that a market could be held in the grounds of the Club on the 1st Sunday in December, with a range of stalls, small attractions and entertainment invited to attend. BB had stated that he would undertake some of the work if supported and would move this forward.

There were some concerns re the use of the tennis courts for this event, and the committee felt it would be better to use the carpark, patios and grassed areas only if possible.

There was some discussions on this proposal and whilst Members of the Committee felt it was positive proposal that would be good for both the Club, its Members and the local community, it was important not to overstretch in terms of expectations. A Fair had been held on two consecutive years previously, and these had been hugely successful, but it was hoped that something could be provided on a slightly larger scale. This was something that the Committee agreed should be pursued moving forward and was something that would look to be facilitated.

AGREED that the proposal to hold a Christmas Event be supported.

5) 21 June – Freedom Day

MM put forward proposal with regard to holding a celebration of the 'end of lockdown' on Friday, 25 June after the easing of final restrictions on Monday 21 June. It was proposed that holding a n event on this evening, tying it end with 'Junior Night' would be a good end to the 18 months of restrictions and a celebration of freedom moving forward.

Discussions were held with the possibility of providing food and refreshments on the night and the addition of entertainment such as bouncy castles and raffles. Queries were raised about the possibility of purchasing a pizza oven for the Club to use, both then, and moving forward and this would be investigated further.

This would be a good way to re-open the Club fully, and welcome Members old and new, giving people a celebration and chance to relax and enjoy the d=facilities.

This would be dependant on the announcements made by Government moving forward but would be an issue for pursual.

AGREED that this be supported, pending further announcements by Government.

6) Club Insurance

TW informed the Committee that the Club insurance was due for renewal and was in need of a revaluation to ensure that it was adequately insured and that they were neither paying too much or too little. TW had sought some quotes for the valuation with the most favourable quote coming in at £460. This needed to be done and TW sought the approval of the Committee to go ahead.

HD suggested that she make contact with Barnsdale's who she had recently used as they had provided a very reasonable quote and may be cheaper.

AGREED that TW seek a quote from Barnsdale's and Portfield, Garrard and Wright prior to going ahead with the valuation and use the cheaper option of these.

7) Cash Register

TW informed the committee that she had discussed the cash register with AGJ and they were looking to update their current system with a more modern register. The cash register currently operated by the Club was outdated and old fashioned and didn't provide any options for meaningful reports on stock, cashflow streams etc.

A brief discussion was held with regard to this, and members were in agreement that this would be a beneficial investment for the future.

AGREED that TW would look into the cost of a new Cash Register system.

8) Court Booking Fees

MM reported that Court Booking Fees would be re-introduced in the coming week as a result of people abusing the system. A minority of members were booking courts at no cost for a period of time and not always turning up, thus restricting other Members using the facility. In order to prevent this happening moving forward it was recommended that fees be reintroduced.

AGREED that Court Booking Fees be re-started moving forward.

9) Tennis Tournaments and the Coaching Offer

The Committee had a brief discussion re the Coaching offer at the Club and how further support could be provide to the Coaches in facilitating their coaching offers. The Club was very lucky to have such good coaches and the Committee were pleased with their work and achievements but it was felt that they needed some support and direction from the Committee now that the role vacated by Mike Robinson was empty. The Committee felt that this needed further discussion and would discuss in more depth at the next meeting.

It was also reported that Jacob Bennet would be organising the Club Tournament for the Summer and more information would be provided on this to Members in due course.

With regard to Presidents Day, a date for this in the Summer would be looked at moving forward, with discussions held with the Club President and Lady President.

AGREED that this issue be considered as agenda items in greater depth at the next Committee Meeting.

10) Any Other Business

TW reported that the CASC had now been signed off and submitted following the amendments to the Constitution, but they were still awaiting final confirmation that everything was in place. She would chase this up as a matter of urgency.

HD reported that she had received a copy of her DBS certificate and Safeguarding Certificate and would submit these to AGJ in her capacity as Safeguarding Officer and moving forward there were a couple of areas she was looking at improving and reviewing.

TW and MM briefly touched on the issue of raising Membership Fees moving forward. MM would raise this with the LTA in order to benchmark the fees across the region.