

# DONCASTER LAWN TENNIS CLUB

## Draft Committee meeting minutes Part A

### Wednesday 5th September 2018 6.30pm

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**Attendees:** Tony Exley (Chair), Michaela Pinchard (Secretary), Kevin Beaton (Treasurer), Mike Robinson, Kev Waller, Gill Ross, Ged Salisbury.

**In Attendance:** Dave Allen Men's President

**ITEM 1: Apologies for Absence**

James Milligan.

**ITEM 2: Minutes from last committee meeting 18<sup>th</sup> July 2018**

Agreed as a true reflection.

**ITEM 3: Action points from previous meeting**

Disposal of tree trunk behind court 6 - TE has completed.

Quality dispensing - to be discussed as part of item 7.

Project re courts 1,2&3 - TE discussed with CB now awaiting a quote.

Policy Log - No update from JM. Deferred to next meeting

Safeguarding compliance with standards - H&S risk assessment completed by external provider. Code of conduct sign up -looking to have something in place by October for new members and notification to go out with letter in December for renewals. GR to action. Everything else sorted except DBS checks for some of the coaching team. GR to advise KB of who needs a DBS check. KB will verify details once individuals have made an application.

Committee positions - KW & GR confirmed they are not interested in Vice Chair position. JM has not yet responded. MP to follow up with JM and commence 'soft' recruitment campaign via email to members & notification in club house of up-coming positions. Membership secretary role discussed. TE to speak to IH about someone to shadow her. Also discussed taking the opportunity to look at electronic process for membership applications using Clubspark. TE to speak to Paul Sheard about which clubs are using Clubspark for membership.

Internal controls – No update from JM. Deferred to next meeting

Overgrown conifers – Plans for cutting back in hand. Just need to agree a date with supplier.

Chewing gum on court – An email was sent to members following the last meeting. Further instances reported. Committee agreed that there should be a sign on the main gate stating that chewing gum is not permitted on the courts. In addition, MP to speak to coaches about getting the message across through junior squads & other coaching.

Hard courts and the hot weather - TE has spoken to Platts. Courts to be checked at the end of the season and Platts contacted to undertake any remedial work. KB asked about when the main gate will be repaired. TE advised that he is doing what he can to resolve.

Building and Bar Management - Groundsman has been advised to raise any issues with TE directly. Supervision of staff was discussed and is undertaken routinely. Groundsman annual review has been completed.

AGM minutes approved – Agreed that verbatim minutes are not required for future meetings.

Ball machine – No update from JM. Deferred to next meeting.

Honorary membership - This was not actioned due to an issue raised by committee member directly after the last meeting. To be discussed under matters arising.

**Action:** MP to update action log accordingly.

#### **Item 4 Matters arising** **Honorary Membership**

Following the discussion at the last meeting and the subsequent email which indicated a different view from what was agreed in principle, committee members were asked to give thought to other options for discussion at this meeting.

TE opened the discussion by asking if members agree that there were three options:

1. To agree the original proposal of awarding honorary membership to two people who have served the club for a long period and who were thought to have gone above and beyond the call of duty. One who was an employee and one who was a long serving committee member
2. To propose something different to the above
3. To do nothing

Following a lengthy discussion, the committee voted on whether something should be done by way of reward or whether nothing should be done. All except one committee member present voted in favour of doing something.

Following further discussion MR suggested that a good way of honouring long service would be to name a tournament or a cup after the person/s concerned. All committee members agreed with this. A trophy for a junior achiever and one for the club's annual tournament were suggested. Exact titles to be discussed and agreed.

All except one committee member agreed that in addition there should be a kind of 'token' gift which could either be time limited 'free' membership e.g. one year or a gift to the value of £100. It was therefore agreed that there would be a way of honouring the contribution made by the two people concerned and give a token gift.

## **Action/s**

TE asked MP & GR to give some thought as to the nature of the gift.

TE will liaise with the two people concerned.

In order to ensure a level of consistency and transparency the committee agreed some basic criteria for 'honouring' staff and members in the future. This is to act as a guide for decisions of this nature, whilst recognising the need to allow some discretion by the committee on a case by case basis. The basic criteria agreed is as follows.

10 plus years staff service or service in a voluntary position and is considered by the committee to have gone above and beyond the call of duty to make a significant contribution for the good of the club,

or

A playing member who has achieved a level of excellence i.e. is a Player on Tour,

or

A playing member who has made a significant and tangible contribution for the good of the club,

or

A long-standing (10+ years) regular playing very senior member.

## **Internal Controls**

MR sought clarification on the proposed arrangements and in particular on the professional advice JM was seeking. TE advised that the advice ensure he was confident about the amount of time needed complete the VAT return and internal audit. MP suggested that once there was an update from JM the proposal and implications should be set out more clearly for the committee to consider.

## **Committee positions**

Already discussed as part of update on action log.

## **Head coach recruitment.**

Formally recorded that the successful candidates were Jake Prime and Tobi Mettam. A meeting is planned with Richard Marklow, recommended by the LTA, to help them draw up an action plan. KB will then monitor this and be the liaison between the head coaches and the committee. KB advised that they want to be more involved with the committee which was welcomed. There will also be some oversight by the LTA.

## **5. Safeguarding Update**

Update already provided as part of the updates on the action log. In response to a query by GR, TE clarified arrangements for how the LTA might audit the club.

#### **6. Club action plan**

Deferred to next meeting due to apologies from JM

#### **7. Treasurer report.** See attached as appendix 2.

KB highlighted that expenditure at this point is higher than last year largely as a result of wage increases arising from the introduction of the national living wage. Also, it is still unclear whether the LTA intends to claw back any monies from the court development project.

There was a discussion about the information circulated about drinks supplier but this is to be deferred until the next meeting due to more information being needed.

#### **8. Coach report**

TE advised that there is no report this time due to change over of staff.

#### **9. Grounds and Courts**

DA advised that the groundsman, had cleared the area behind courts 1,2&3 and will continue cutting conifers back around Court 1. Netted fencing around the courts will be repaired where it is ragged. There has been no response from the occupants of the house on Eller's Road regarding the cracked tree that is a danger to the club. MP suggested contacting the council to see if they could do anything. TE advised that mechanism for adjusting the net on court 4 was broken.

#### **Action/s**

DA to contact the council about regarding the tree

DA to arrange for the net on court 4 to be fixed

#### **10. Club House and Staff**

GS advised that Mel has put her notice in. Will Scott has been set on and Ellie Carter is being trained up.

#### **11. Admin**

MP advised that the membership stats were down on this time last year. See attached as appendix 3.

MP requested that all committee minutes be on the club website. KW advised that they are but due to Drop Box being used they are in random order. TE thought that we didn't need to use Drop Box any more. KW will check.

MP advised that she and GR had had some discussion about the secretary roles and options for manging the administration of the club and that the discussion about the membership

provides a good opportunity to look at this in the round. MP suggested that she and GR work up a proposal.

MP advised that British Tennis Venue Registration for 2018-19 opens on the 1 October and closes on the 30 November.

**Action/s**

KW to check if Drop Box still has to be used

TE & MP to look at what needs to be done for venue registration

MP/GR to develop a proposal re aclub dmin

**12. AOB**

TE advised of speculative plans for a facility in Bawtry that we would want to keep track of.

**Next Meeting: Monday 15<sup>th</sup> October 6.30pm - 8.30pm**