

ELTC Committee Meeting Minutes 5th February 2019

Present: Jackie (JS), Rosette (RW), Hak (HK), Charles (CD), Valerie (VF), Mindy (MB), Louisa (LB)

Apologies: Rocky (DH) Richard (RO) Mindy (MB), Jean (JC),

	ITEM	ACTION
1	<p>Minutes of previous meeting The minutes of the previous meeting held on 15th January approved.</p>	
2	<p>Matters arising from previous meeting New Clubhouse Door: delivery date has been postponed due to bad weather. New date 12th February. Rosette will be on site. ASL Hire: dates have been added to calendar. Jackie has raised invoice = £950.00 Quorn Tournament: Organisers pack has arrived. Jackie has it at home and will deliver to club for Faraz. Member Complaint GDPR: Louisa will address with Peter before next meeting. Membership secretaries aware and aim is always to respect members choice regarding communication from club. Floodlight Funding by Club: Hak has evaluated and agreed to fund floodlights as follows: Monday Women's session 2 courts 1.5hrs Wednesday Men's session 3 courts 1.5 hrs Thursday Women's team 1 session 1.5hrs Friday evening Mixed session 3 courts Floodlights: Valerie & Jean are now liaising directly with contractor Lee from Floodlighting and lights are working. Mini nets: club provides the equipment for coaches and members and will look to fund replacing the non - wheeled nets in Spring with the proviso that they are put away when not in use to keep them in good condition. Replacement wheels were ordered and delivered last year and seem to have been misplaced. Clubhouse and cupboard will be checked before ordering more. Court 6 drop: it was suggested we ask local architect member for suggestions Jackie will contact. In the meantime more rubber matting will be added. Coaches: Louisa arranging meeting with coaches mid- February. Rubbish on courts: email has gone out to team captains and coaches from Valerie and Jean.</p>	<p>RW JS LB VF/RW LB</p>
3	<p>Secretary's report: Security: recent intruders in grounds only gained access during a Wednesday night session as gate was left open. The intruders were challenged when they couldn't get out! No damage done. Intruders would not wait to be let out via the gate when challenged and chose to climb out. Members and coaches to be reminded to close gate when they come in and out. It is recognised that a security light by the gate will help. There was one before but the connecting wire was cut. Mindy will re-install. This will help members to key in the code when exiting when it is dark and also act as deterrent. Those who use the club most are now used to keypadding in and out with no problems. The lock has taken a bit of a bashing from less regular members and non-members and latch is now sticking a bit and is harder to close properly. Mindy and Hak have looked at the lock and think adding either WD04 or silicone will improve this. Rosette & Louisa suggested contacting contractor and will wait for update from Mindy. Safeguarding: Jackie had circulated recent communication from LTA to welfare officers: See submitted Agenda Items</p>	<p>MB</p>
4	<p>Men's Captain's report: The Winter league has been quiet so far and only a few games have been taking place.</p>	

5	Women's Captain's report: Nothing new to report.	
6	Membership Secretary's report: Getting ready to remind members to opt in. Richard will be looking further into the LTA clubspark tool for website. This available to LTA venue registered clubs.	
7	Fixtures Secretary's report Jean has continued to consult with the captains and the other clubs, and some divisions are nearly ready ahead of the scheduled fixtures meeting at the Cumberland. League cup entry will be done before deadline.	JC
8	Treasurer's report: Club is working within planned budget and managing to continue to overfund sinking fund to support court renovation. Defibrillator: this was discussed and agreed to be put on hold for now as there are other funding priorities and the best place to put it would need to be further assessed with input from coaches too.	
9	Social Secretary's report: Next meeting	
10	Bar Steward's report: Fridays slowly getting a little busier with the introduction of the new mixed coaching and the vinyl nights.	
	<p>Submitted Agenda Items:</p> <p>LTA safeguarding: Events, Activities and Competitions. LTA wrote to club welfare officers to let them know that they had issued a media statement following the publication of the Independent Review into the events at Wrexham tennis Centre. Jackie circulated this in advance of the meeting for discussion. The report is 128 pages long. One of the recommendations from the report is that all registered venues should adopt the LTA's Safeguarding at Events, Activities and Competitions 2018 as policy immediately. The only external tournaments that are held at our club are the Middlesex Tennis ones and our contact there is John Love. It was recognised that we will need to make some changes to be able to support these. Jackie will seek further guidance from Middlesex Tennis to support our coaches and the committee. Jackie suggested we offer our club as a venue to host a Forum around the new safeguarding guidelines and invite other local clubs.</p> <p>Coaching Non-members: Children In light of this report plus the new gate code entry/ exit safety it was unanimously agreed that this is good time to make it a requirement that all children must be members. Junior and Cadet membership fees have purposely been kept low to make tennis affordable for all. Louisa will discuss this with coaches. The rationale behind introducing this is clear and committee know that coaches and parents alike will understand and expect the club to comply with LTA safeguarding requirements. The LTA have made it crystal clear that they expect to inspect 80% of registered clubs and that safeguarding is an essential part of this.</p> <p><u>Safeguarding Committee</u> To help support safeguarding it was proposed by Louisa that we have a safeguarding committee. It was suggested and accepted that a junior parent would be sought to join this. Charles, Rosette and Jackie (welfare officer) were proposed and accepted the role. All agreed parent input vital. Jackie will contact LTA/Middlesex to let them know about actions that the club has taken in response to their recent communication.</p>	<p>VF/JC</p> <p>RW</p> <p>VF/RW/JC</p>

	<p>AOB</p> <p>Hole in grass. Rosette will fill.</p> <p>Junior Finals: Peter will let committee know when the date has been set and has asked that email goes out to membership to come and support.</p> <p>Honours Board: Rocky to be asked to contact last year's lettering supplier. Peter has requested that the full first names are included on the Junior Boards. This was unanimously agreed.</p> <p>Netting to the left of the coach's hut will be removed and used to repair and refresh existing court nets as required.</p> <p>Tennis Ball Recycling Container: review other more waterproof options by Spring.</p> <p style="text-align: center;">Next Meeting: Tuesday 5th March 7.00pm</p>	<p>LB</p> <p>VF/JC</p> <p>VF/JC</p> <p>All</p>
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