

Elmwood LTC Committee Meeting Minutes  
Date 19<sup>th</sup> July 2022

Present: LB, HK, DH, RW, DL, VF, JS, DP

Apologies: MM, RO, FF, FS, DF, JC

	ITEM	ACTION
1	Previous minutes previously circulated were approved.	
2	Matters arising from previous minutes: None	
3	<b>Safeguarding:</b> Nothing new to report.	
4	<p><b>Coaches Reports</b></p> <p>Daniele reported that there were 2 weeks left of summer term which will end on 22<sup>nd</sup> July. Autumn term will start on Monday 5<sup>th</sup> September at 4:30pm (this was on stand-by last 2 months with most of the kids attending instead a very popular cricket training session on same day/time). Will Jenkins has been attending some classes will keep going the next 2 weeks to get familiar with the job. Daniele is really looking forward to start being a full-time coach at Elmwood.</p> <p>First Aid kits: Daniele confirmed there is one in the container and agreed to liaise with the other coaches to check the stock of the clubhouse first aid boxes and let committee know when anything needs re-stocking.</p>	Coaches
5	<p><b>Clubhouse Update</b></p> <p>Report from Louisa:</p> <p>I have been in contact with UK Power Networks about relocating the substation. I have given notice in writing that this is what we would like to do, and our lease stipulates “and it is hereby agreed that if the Lessors shall at any time during the said term hereby granted require the said parcel of ground hereby demised for the purpose of development of their estate for building and shall give to the Lessees six calendar months’ notice in writing to that effect the Lessees will at the expiration of such notice demolish the said buildings and surrender to the Lessors the said parcel of ground and the term hereby granted shall thenceforth cease and Lessors will thereupon grant to the Lessees if required so to do a lease of another parcel of ground situate approximately in the centre of the plot of land bounded by Holland Road Buchanan Gardens and All Souls Avenue for a term of ninety nine years from the twenty-fifth day of March One thousand nine hundred and twenty six and at the same rent and on the same terms as are hereby reserved”</p> <p>This does stall the clubhouse redevelopment plans however the project management team including architects think a worthwhile stall to as the release of this space would make a great difference.</p> <p><b>Clubhouse Refurbishment</b></p> <p>This is back on track and Valerie will send final costings to Hak for the new furniture and then arrange order.</p>	<p>LB</p> <p>VF/HK</p>

6	<p><b>Committee reports</b></p> <p><b>Secretary:</b> 2 references now received for Will.</p> <p><b>Mast:</b> Trustees have received from Osborne Clarke LLP a Statutory Notice pursuant to paragraph 26(3) of schedule 3A to the Communications Act 2003 as amended by Schedule 1 to the Digital Economy Act 2017 (“the code”). we need to respond within 28 days of letter which was dated 30th June. Jackie wrote to Waldon on behalf of the Committee and Trustees as below:</p> <p><b>14.7.2022</b> Dear Peter The trustees have been sent a 35-page document. One of the trustees is out of the country and due to return this week. The July committee meeting was scheduled for 12th July and had to be postponed due to Covid. I was also out of the country when the documents were sent and returned on 3rd July and was then unfortunately very sick with Covid. I can provide you records of this if required. As previously said we are volunteers at a community club and the relentless pressure and lengthy documents to read feels quite frightening for all of us at a time when our local community are finally coming back out together to use our oasis of a safe space for their families, children and friends. Our position as trustees and committee is to protect the space and every inch of it is important to all of us. It is not just a tennis club it is an important community space. The next committee meeting has been rescheduled for Tuesday 19th July and we will discuss then. I’d be grateful if you could let Osborne know and we can aim to have a response within the 28 days of when the notice was sent. Please note I received 4 copies of the 35-page documents.</p> <p>Jackie reported that the original solicitors contacted although helpful have now given us details of another solicitor group as their fees were going to be too high. The new one that they recommend are a smaller firm with specific expertise in our field and will be cheaper. JS has been following this up and has been including trustees. All agreed that we should now consider agreeing to access and JS will update Waldon accordingly.</p> <p><b>Men’s captain</b> Next meeting</p> <p><b>Women’s Captain</b> Team 1 not doing great, last in the division Team 2 7th place in the division. Incredibly difficult to find players due to lack of commitment. Can’t play away, can’t play on certain surfaces. Next year second team may not be. Membership Report. Since last month a couple of juniors &amp; off-peak have joined.</p> <p><b>MEMBERSHIP</b> Membership stands at 705 members (377 playing adults &amp; 462 including Off-Peak) and £82,447 membership fees. Total for 2021/22 689 members (364 playing adults &amp; 551 including Off-Peak) and £68,688. 2020/21 414 members (300 playing adults) and £57,204. 2019/20 313 members (231 playing adults) and £38,550.</p> <p>The Waiting List stands at 251 entries (representing 343 adults). The Waiting List increased by 8 entries (12 Adults) since 10-June-22.</p>	JS
---	--	----

<p><b>TREASURER</b>  <b>Hak reported:</b>  Income from memberships has more or less stopped, after hitting a new record, Bar takings have been boosted by a few events already mentioned in detail, A lot of work, help and effort has been put in by the committee and volunteers You know who are a big thank you from me and the club, Louisa in particular has put in a lot of work to re -ignite the Friday night socials. All present agreed it has been great to see so many members and local families enjoying Elmwood on a Friday again.  We may have cost implications with our bank account and VAT considerations, there are certain things we can do to avoid them legally without evading any of our liabilities which I will look into.</p> <p><b>SOCIAL SECRETARY / Bar Steward</b>  Rocky sent message thanking everyone for their help with the bar and events that took place whilst he was away, especially Hak. He is happy to carry on with both the social Secretary and the bar steward responsibilities till the end of our financial year and then decide if it's doable in both positions.  Rocky will look into obtaining a food licence.  Social Feedback  From Louisa:  Our Friday nights have taken off again with the help of Laura and others providing fantastic food, a growing team of bar staff helping serve drinks, and Danielle and our social media team getting the message out there. Laura's Lounge on 24th was fantastic and Flavia's party a huge success and enormous fun.  We also hosted Play Your Way to Wimbledon (previously Road to Wimbledon) this (9th/10th) weekend and Flavia organised food and drinks both days, with Will Jenkins and his girlfriend Louisa running a BBQ on Sunday and Wimbledon showing on the big screen both days. It was all a huge success.  It became clear that Laura would be unable to sustain the Friday catering as a weekly commitment, so an email went out to the members that has elicited an extremely positive response - member Oliver Sasse was the first to respond and has offered to provide for this coming Friday (15th).  Valerie has also offered to help out and there were other exciting offers from local businesses that will all be followed up too. All really encouraging.  All agreed we will learn and have new ideas of what works and what doesn't by trial and error which everyone will understand. The communications re the Fridays have had positive feedback and is hopefully clear to membership that we are trialling a few things and inviting them to be involved too.</p> <p><b>Bar Steward</b>  LB – With Rocky being away and Mindy resigning Hak has stepped in and organised EVERYTHING!! Big thank-you to Hak.  Due to the regular high attendance on Friday nights and other events, we have taken on Lucy, who is a friend local members' daughter, as paid bar staff. While there was a surge in volunteers to help, we were struggling to get enough commitment, and need all the help we can get.</p> <p><b>Grounds Liaison</b>  Courts 4-6 cleared of weeds prior to Wimbledon weekend. Slow progress on courts 1-3 as ground too hard &amp; dry. Also rubbed down &amp; undercoated clubhouse facade before Flavia's party.  Wrote to firm dealing with Knotweed: no reply, will chase up.</p> <p><b>Coach Liaison</b>  LB - Flavia, Rosette, Guy and myself conducted an informal interview with Will Jenkins and offered him the position of part time coach and assistant to the junior program with the proviso that he needs to provide 2 references and to agree to the terms in our coaching agreement.</p>	<p>RH</p> <p>RW</p>
---	---------------------

	<p><b>Junior Parent Liaison</b> – nothing to report.</p> <p><b>Social Media Secretary</b> Our SM presence is still building and progressing as planned and as per the last meeting update. Danielle will update more in September.</p>	
7	<p><b>AOB</b></p> <p>Ball Machine The group will be reminded of the need to lock the hut</p> <p>JS The Club Premises Certificate needs to be updated now that Mindy has resigned. It was agreed that Hak as Treasurer would be the one to replace Mindy on the certificate and this will be followed up with Brent council and should be straightforward.</p> <p>HK The large red bin needs to be emptied more often now that Fridays are so busy. There is a cost to do this and all agreed worth doing at least until September.</p> <p style="text-align: center;"><b>NEXT MEETING SEPTEMBER 13<sup>TH</sup> 7:30 PM in the Clubhouse</b></p>	<p>DL/HK</p> <p>JS/HK/RH</p> <p>HK</p>

