

Elmwood LTC Committee Meeting Minutes

Date 14th March 2023

Present: LB, HK, RH, RW, JS, DP, CG, TP, WJ, DF

Apologies: RO, JC, MB, AP, WG

	ITEM	ACTION
1	Previous minutes previously circulated were approved.	
2	<p>Matters arising from previous minutes:</p> <p>January Minutes: Communication sent to members re ways to buy tokens. Motion sensitive light: solar powered option in research.</p> <p>February Minutes Unexpectedly we only had 3 elected members present and to make a quorum we arranged a short dial in in with Richard to agree membership renewal fees so that renewal communications could go out in a timely manner. The decision regarding new fees was made taking into consideration all input previously received. Simply it was to hold concessions/country and junior/ cadet fees, as they can be most vulnerable, and to increase the others by 5%. As always membership team can use discretion if any member has difficulties. It was also agreed was to contact contractor Trevor May re when he is available for jet washing. This has been actioned</p>	JS
3	<p>Safeguarding: Jackie attended the Zoom Middlesex Welfare Officer Forum on Tuesday 28th February. Immediate action is to inform coaches that there is no grace period for a DBS lapse. Coaches cannot coach without it and the club would fall down on safeguarding standards if this happened which could result in LTA removing the club's insurance and benefits. Question in advance of meeting was how long DBS lasts for coaches. It is every 3 years as long as yearly renewal of accreditation is done. Below is an extract from LTA website 2023: <i>For coaches, a DBS must be used within 12 months of issue if you wish to join LTA Coach Accreditation. Once you are Accredited, your DBS lifespan is extended to three years providing you renew your Accreditation on time every year. This is due to the fact that being a member of Coach Accreditation requires coaches to complete a self-declaration each year. The self-declaration obliges coaches to note any relevant changes on their criminal records to the LTA. Coaches who are not a member of Coach Accreditation do not complete this self-declaration and for this reason 12 months is the maximum lifespan to join. This policy aims to strike a balance between safeguarding best practise and flexibility for coaches wishing to join</i></p>	JS

LTA Coach Accreditation.

Please note that if you are a Coach, you will need to ensure that you renew your Accreditation or Accreditation+ before the grace period ends for your DBS check to remain valid for three years from its date of issue. If your DBS check will be more than three years old when your Accreditation or Accreditation+ is due to expire, you will need to obtain a new DBS check to renew your Accreditation or Accreditation+.

For Welfare Officers, a DBS check is valid for three years.

Committee Training

Welfare Officers will be resent the video to make sure that all committee members are up to date. Full notes and resources from Tuesday's forum are due to be sent out to Jackie by Middlesex on Monday 6th March.

New for Welfare Officers:

The LTA and The University of Kent, supported with funding by Sport England and the National Lottery, have partnered to launch a safeguarding simulation called 'Issy's Story: a safeguarding concern in tennis'.

The simulation, which was designed for Welfare Officers and County Safeguarding Officers, offers a new form of training to help address safeguarding issues.

The simulation explores a case of grooming happening over a period of time at a tennis club – something not easily achieved via traditional methods of training which are constrained by written scenarios or short videos. Acting as a form of learning, the simulation brings across a more accurate depiction of the grooming process and the nuanced aspects which can be overlooked, including cultural and attitudinal issues within a club, volunteers being isolated and not supported by committees, the risks around the use of social media, and the role of parents, children and others in the club.

Participating in the simulation will count towards safeguarding training requirements for Welfare Officer and County Safeguarding Officers. The project, which is the result of the LTA securing funding from Sport England to develop the project alongside the University of Kent, forms part of our safeguarding strategy and forms part of our work to continue to be at the forefront of safeguarding in sport. Anonymised data from the simulation will be fed back to the University of Kent and LTA, that will help reveal insight and trends for focus on in future training.

YOUNG PERSON'S WELFARE AMBASSADOR

The LTA are launching a 1-year pilot of a Young Person's Welfare Ambassador role and are recruiting volunteers aged – 11-25yrs. Details sent to coaches to see if we have anyone that might be interested.

	<p>The brief seemed pretty big and time consuming for a young person and when discussed it was agreed best to wait for outcome of pilot.</p> <p>Junior Parent Liaison: JS suggested email to members from the new junior parent liaison representative introducing themselves as point of contact for parents.</p>	
4	<p>Coaches Reports</p> <p>FS - adult program working well for with members competing in several league competitions events. First team are one match away from possible going up. With the season change we hope to continue high attendance to all groups and continue development of adult tennis.</p> <p>A discussion ongoing in regards to adult group coaching on adjacent clay courts during winter league matches for next year winter league. Some members can't play on hard courts but I am happy to run groups on hard during winter league matches.</p> <p>DP -</p> <p>A few juniors have joined the Junior Programme are now all members.</p> <p>U9 team season just ended with 2 wins, 2 losses and 1 draw.</p> <p>Sunday the 12th March I took 9 of our kids 2015 (or later) to a team event at Islington tennis centre for all of them except one it was their first tennis competition experience. Feedback from juniors and parents was fantastic!</p> <p>Summer LEAGUE</p> <p>Have entered 1 red and 1 orange team for summer league, this year not able to get 6 committed kids-family to enter an U10.</p> <p>Junior Programme is at full capacity, all new enquiries are entered in a waiting list in a chronological order and organized by year of birth Since January all Groups moved up (in the order, blue -red-orange-green) following LTA age group guideline for Jan – December 2023. Elmwood website has been updated to reflect our weekly Programme.</p> <p>Vets tournament in spring: Proposed 60 for men and 55 for ladies. All agreed this would be great and thanked Daniele for organising.</p> <p>Planning to attend Marina LTA Leaders course at Brondesbury on the 25th of the month</p> <p>WJ -</p> <p>The JP programme is going very well, excellent attendance throughout the term. Also joined Oli for the half-term camp which I thought was a real success.</p> <p>The cleaning of the hard courts has made a real difference, they are far safer now.</p> <p>SUMMER LEAGUES</p> <p>A concern has been raised by member regarding the increased teams entered for summer leagues and cups, and the impact on</p>	LB

	<p>court space on weekends. Many members, all levels, can only play at weekends Competitions entered are currently two vets' teams, one national club league mixed which consists of singles and doubles. One mixed cup which is played on weekends and possibly men's first team national club league which is also singles and doubles. As neither Jean nor Magda were present the immediate follow up action was to get all involved together to agree what could be accommodated to support the enthusiasm. The suggestion had been put that as courts are generally quieter after 4/5.00pm at the weekends if matches could be scheduled at this time then there shouldn't be much of a problem. Junior matches are also at weekends and input from Daniele also required.</p>	
5	<p>Clubhouse Updates Correspondence ongoing with UKPN regarding the eviction notice they have been given to vacate their current site on Elmwood land with offer following the site visit by UKPN to relocate within the grounds. We are still awaiting their response as they were under the false impression that the expense was on Elmwood to move their working substation from its current position to a new location (Bunker). All present agreed that stronger legal communication now required and thanked Louisa for collating all the documentation and communications so far as it has been a lot of work. Wedo have access to ½ hour free legal advice from the LTA and worth using this wisely when we have the right questions to ask.</p> <p>CLUBHOUSE PROJECT TEAM Clubhouse project team meeting took place with the three architects plus Dirk, Rocky and Hak on Monday 27/02/23.</p> <p>Summary of what was discussed and resulting next steps: <i>Aiming for an overall budget of £750k, based on an average cost of £3k per square metre build cost. This figure would also include the creation of a Padel court</i> <i>The funding will come from a mix of sources: money we have banked £150k, LTA co/funding, LTA grants, other grants, club internal fundraising.</i> <i>We have begun to form a fundraising (sub)committee</i> <i>Next step:</i> <i>Develop a masterplan for the site to see how a club house and Padel court/s would fit on our premises.</i> <i>Architects agreed to get together and workshop the ideas and are meeting 15/3/2023</i> <i>We need to continue our conversation with UK Power and make them aware of the urgency of our situation.</i> <i>Will speak to another Padel court provider/contractor to get updated prices</i> <i>We need to write to our members that we are looking for at least three or four people with the right skill set, experience to beef up our</i></p>	<p>LB</p> <p>RH/LB</p>

	<p><i>newly created fundraising committee.</i></p> <ul style="list-style-type: none"> • Clubhouse refurbishment. <p>At the time of the meeting the clubhouse had an electrical fault. In light of this it was agreed to prioritise any work to the current clubhouse in the following order:</p> <ol style="list-style-type: none"> 1: Electrics 2: Roof 3: Decking 4: Chairs <p>Clare has recommended a contractor and will contact re the electrics and roof.</p> <p>Louisa will follow with quotes for decking.</p> <p>Chairs: all agreed although recognised highly desirable to improve / replace current seating options we should focus on making clubhouse safe. The outdoor space has the most appeal for our members and repairing the decking prepares us for the legendary outdoor events on Friday nights - BBQs and Pizza socials.</p>	<p>CG</p> <p>LB</p>
6	<p><u>Committee reports</u></p> <ul style="list-style-type: none"> • Secretary: <p>Contacted Brent Foodbank on behalf of club to see what they currently need in terms of donations with aim to hold some small social tournaments on weekends, collect tins and donate entry fee to local worthwhile cause.</p> <ul style="list-style-type: none"> • Men's captain <p>Two points:</p> <p>Middlesex Summer League: the fixtures list of all three men's teams have been finalised, and club and captains have been kept informed about progress. The court booking is in process, with thanks to Rocky for his help on this matter.</p> <p>Middlesex Winter League: with one match to play, the respective positions of the four men's teams are as follows:</p> <p>Elmwood I: NE Div. 2: 2/8 Elmwood II: NE Div. 3: 7/8 Elmwood III: NE Div. 4: 2/7 Elmwood IV: NE Div. 5: 3/8</p> <p>Thus, we are looking at a double promotion this season, and if Elmwood I confirms its position we will have a men's team playing in the first division for the first time for a long time.</p> <p>I would like to congratulate Dirk and his teammates (Elmwood I) and Jack and his teammates (Elmwood III) for their outstanding season.</p> <ul style="list-style-type: none"> • WOMEN'S CAPTAIN <p>Ladies II summer fixtures have been finalised by Rosette and courts have been booked.</p> <ul style="list-style-type: none"> • Membership <p>The membership renewal email went out on 4-March-23 and lots of people are signing up & a few declining. Several have also made donations.</p>	

The waiting list top 100 have been emailed + SMS if not responded with a 14-April deadline. Quite a few have declined (moved, etc.). It will be the April meeting that we can make a statement about numbers not re-joining and income generated.

- **TREASURER**

A new fundraising account has been opened to keep all funds raised separate and ring fenced.

Spent quite some time with British Gas on the phone trying to negotiate the energy bill relief scheme unfortunately we are not eligible. We are on a very favourable fixed rate tariff that is below the level to be eligible.

Invitations for the ball machine membership have gone out and maybe we can email the wider membership. Battery replaced in remote and new balls ordered for machine; all costs will be paid for from ball machine account. Ball Machine can only be used on the hard courts. Not to be used when courts are wet and not to be used by children.

Power Outage/ Leak

As discussed earlier this needs to be addressed urgently.

Jet washing and floodlight key repair bills have been paid. Laura's event was well attended and raised some revenue and was the first decent bar take of the year. Unfortunately, we do not have enough support or volunteers to stage a St Patricks event on Friday. The charges we pay for taking membership fees online are increasing in April. Membership fees have started to come through together with some donations.

- **SOCIAL SECRETARY**

1) 50th Birthday party requested for Sunday 22/04/23, 2-6pm clubhouse/Grounds

2) Easter BH tennis camp request by Oliver Silva from 03 - 06 April & 11-14 April 2023(Approved)

3) Will Jenkins, contributed towards the last camp and will plan to have regular involvement from now on.

- **Bar Steward**

Laura music event took place 10/03/2023 which was well attended and this helped the bar takings

Busy night behind the bar which was managed with help of Sue, Hak and Simone

Brent council have now updated the premises license to include Hakeem Khalil & Rocky Hirani

- **Grounds Liaison**

Courts 4-6 have been jet washed. Louisa's son, Fergus, is being paid to help with gardening maintenance. So far, he's cut back almost all the perimeter hedge, and will start on clearing the trench around courts of weeds as the weather warms. We also plan to lower - and hopefully thicken - the hedges at the back of the courts, and nail netting to the wooden boards to minimise balls escaping.

	<p>Small shed - needs replacing. It has been vandalised and can no longer be locked. It is used to store the club's tools, lawn mower and tennis balls waiting to be recycled (which we get paid for).</p> <ul style="list-style-type: none"> • Coach Liaison Nothing to report - all good • Junior Parent Liaison Clare and Thomas enjoying being part of the committee and will work together to compose a little introductory message to our members. • Social Media Creative content needs to be gathered whenever possible from all aspects of Elmwood club life and activities. Coach Daniele continues to provide great news content on Juniors. 	CG/TP
7	<p>AOB Hak will arrange a Bank Holiday tournament at Easter</p> <p>NEXT MEETING APRIL 11TH 2023 IN THE CLUBHOUSE – IF IT IS STILL STANDING</p>	

