

Elmwood LTC Committee Meeting Minutes

Date 9th May

Present: HK, DH, JS, CL, MB, WG, MM, LB, DP, RO, FS, WJ,

Apologies: RW, TP, DL, DF, JC, AP

	ITEM	ACTION
1	Previous minutes previously circulated were approved.	
2	<p>Matters arising from previous minutes: <i>This was an action item from January meeting: Interest in Padel.</i></p> <p><i>A survey went out in December. Overall those who responded were very positive about exploring options further, however, the actual number of responses received was low, only 86 out of 774 emails sent. It was recognised that the window of time to respond to the survey was only 3 days and December may not have been the best month to do this as many would be busy leading up to Christmas. All agreed it would be good to share this summary of results together with the anonymised responses and then conduct another survey with a longer window to complete.</i></p> <p><i>The survey software to do another survey will be reviewed and then another date will be agreed to conduct a more meaningful survey.</i></p>	
3	<p>Safeguarding: JS: The LTA have launched new safeguarding policies for children and adults at risk and informed welfare officers and venue contacts in April this year. Clubs need to update their policies by end of 2023. They have provided templates to help us adopt these and a helpful video highlighting change. I have started to read through and will amend ours and get them ready to be added to the website.</p> <p>Changing Room Policy I have asked the junior reps for feedback on introducing modesty panels to the gents for the urinals and also about considering advising that the men’s changing rooms be restricted to boys over a certain age (TBC) due to the shower / changing area.</p> <p>Some discussion took place and all agreed to go ahead with the privacy panels and JS will follow up and seek guidance from Middlesex County Safeguarding team. Our current policy is that children under 10 must be accompanied to the toilets by an adult(parent/carer) and they must not be left unattended at any time. This policy was adopted in 2019 and could do with a refresh.</p> <p>Mindful that when we host any junior tournaments the referee for the tournament has to do a risk assessment of the venue they are visiting and part of that would be to check changing facilities and access to toilets. With good clear signage and guidance hopefully, we can update our policy to suit our current situation.</p> <p>All of this is with prevention in mind.</p>	JS

<p>4</p>	<p>Coaches Reports</p> <p>FS - club tournament entries are out online, liaising with Will Jenkins. Welcomed new members to the club and added more ladies to the growing number on Tuesdays ladies intermediate.</p> <p>Numbers on all groups are 8 with a reserve list, opening a new group for beginners and intermediates on Tuesday 7 to 8 for mixed players being run by Will Jenkins. Encouraging the new members to play more and be part of the group and social tennis.</p> <p>DP - vets tournaments started. Draws sent out to players only. Someone asked why men have to be 5 years older than women. Consideration for next year's event.</p> <p>21st May Elmwood's Road to Wimbledon U14 single and U18 double. One day event, format in base of number of. entries. Will offered to do the BBQ from 12 to 3pm Request for bar to be open agreed.</p> <p>Trophy presentation: all agreed to ask Charles Dimpfl our Honorary Club President if we would like to present the trophies. JS will contact Charles. Email was sent out the 8th of May to all juniors Originally the event was only U14, from last year implemented to U18, this year LTA is adding an adult double event. Only entered U14 single and U18 double, looking forward to entering double next year. U8 and U9 team started their summer league. I'm meeting Sangeeta (from Middlesex Tennis) this week to start planning the county Road to Wimbledon Finals U14 at Elmwood July 15-16 will keep you posted. Hoodie and t-shirt I'm in the process of re-organising the ordering of Elmwood Hoodies and T-shirts Keep you updated soon.)</p> <p>WJ - Have sent out the letter for the club tournament. Will liaise with Faraz and Richard and set up the draw randomly with seeded players included. Am helping Daniele for Road to Wimbledon, mainly carrying out BBQ duties.</p>	<p>WJ</p> <p>JS</p>
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5	<p>Clubhouse Updates</p> <p>From the Clubhouse Project Planning Team</p> <p>LB: We have made progress with communication with UKPN through the current pro bono solicitors and have been notified that UKPN, in accordance with the redevelopment obligations in the lease, will be removing the substation and will relocate it to the site agreed with the Club subject to the Club granting UKPN a new lease substantially in the same form as the current lease. A site visit has been booked for the 16th May with the UKPN planning dept and Elmwood Clubhouse planning representatives.</p> <p>A mini update meeting was held with Dirk, Rocky & Hak and new members (Clare, Thomas and Tom Wegg) that was helpful and gave us clarity and direction to take back to the architects.</p> <p>DL: The outcome of this meeting was to abandon a prefab solution for our new clubhouse and focus instead on a custom solution which can better reflect the club's character and will be site specific. We also agreed on a revised budget of £500k or less (excluding padel court/s) instead of the original £750k. I have addressed this new situation with the architects and hope to have a response ready for the next meeting in June.</p> <p>UKPN Rent:</p> <p>LB looked into the likely rent from UKPN and was advised by a solicitor who deals with these things that it would be likely to be around £800 per year. We can also reconsider the rentable value of the bunker whilst we wait for UKPN but it needs a clear out first.</p> <p>CL/TP and TW are actively researching a loan quote and other fundraising ideas including charity banks. Tom has created a spreadsheet and the group are all working together to create a new business plan and strategy.</p> <p>Clubhouse Maintenance and Refurb:</p> <p>Rosette and Louisa collected 30 ex-restaurant chairs for £10 each and have had 12 covered. It would cost another £64 to cover the remaining 18 (approx. £3.50 each). Rosette covered one of the inside benches in green faux leather. To cover the remaining 5 would be just under £170.</p> <p>Lovely positive feedback from members and the committee and the funding to cover the remaining chairs and to cover the benches was approved.</p>	RW/LB
6	<p><u>Committee reports</u></p> <p>Secretary: Nothing to add.</p> <p>Men's captain Next meeting</p> <p>WOMEN'S CAPTAIN Ladies team 1 has not played any matches for Summer season due to their first scheduled match being rained off. Match re-scheduled for May 10th.</p> <p>Mixed & Vets Captain No matches played in the new season for vets' team 1 yet. First match scheduled on 28 May.</p> <p>Membership (RO&WG) The clubspark booking system does not have a Monthly "overview", it's only all courts each day.</p> <p>It is possible for all members to scroll into the future, but booking can only be made up to 4-days ahead for peak members and 2-days for off-peak. Booking administrators (Richard O, Guy, Rocky, Hak & Jean) can book anytime.</p> <p>Membership renewals had a deadline of 14-Feb-23.</p> <p>Only 42 peak members did not renew (70 last year) – that is an astonishingly high renewal rate.</p> <p>The top Waiting List people were then offered places.</p> <p>This is now complete apart from 4.</p> <p>Off-Peak membership possibility was offered to the top 150 remaining on the Waiting List.</p>	

<p>3 outstanding offers have not yet been taken up. If the 4 peak & 3 off-peak outstanding member offers are taken up it will increase the net membership income to £92,178 (+8.5% on last year). The number of peak playing adults will be +3.7% and the off-peak adults will be +5.4%. Quite a few people dropped out of the Waiting List for various reasons – moving mainly. The Waiting List before memberships were offered stood at 315 entries (432 adults). The Waiting List currently stands at 282 (395 Adults) and 22 (35 adults) have joined since 1-April. William is planning a meet & greet around Friday evening social tennis for the new joiners. HK reported that there has been an increase in the donations members have made towards the club which is so far £1105.00. The stripe fee has also gone up.</p> <p>TREASURER Nothing of significance to report. HK suggested that used match balls be made available for members to use. We could use a plastic ball container, it's waterproof, so could be left on court to make it easier for team captains to place balls after match. All agreed this is a great idea and the team captains will be informed.</p> <p>SOCIAL SECRETARY RH: A King's Coronation event took place on Saturday 6th May 2023 which went well considering the wet weather, the attendance and feedback from members and the neighbourhood was overwhelmingly good. Everyone attending was requested to bring a dish. Many young families turned up with young children who were offered to have their faces painted with the union flag by our resident expert Sue Davies. Some of us adults took the opportunity to have our faces done too. I would like to thank Hak, Sue, Louisa for making the event very successful and also special thanks to Will Jenkins and Louisa for doing the BBQ while it was raining. It was a really teamwork effort from all.</p> <p>Bar Steward RH&HK Following the success of King's Coronation event, the bar also benefited by increasing the bar sales. Arrangements are ongoing to recruit a bar manager and staff.</p> <p>Grounds Liaison RW: Courts 1-3 have been cleaned and had a ton of clay put on. Clearing weeds to the front of courts is underway, with help from Fergus. A film student asked to film in the grounds: this took place last week, and she's very grateful</p> <p>Coach Liaison Daniele has recruited 2 assistants to support the junior programme, Mondays and Fridays. This will allow the programme to go ahead and have an additional 6 juniors on each day. They both have LTA accreditation with DBS, Safeguarding and First aid qualifications.</p> <p>Junior Parent Liaison As covered above in safeguarding- canvassed parents and supports making the changing rooms safer for all.</p> <p>Social Media Danielle reported that despite the rain it turned out to be a busy event for the Coronation and thanked Rocky and Louisa for sending photos for posting on Instagram and FB. Now we are heading into busy season with lots of tournaments, events, BBQ's etc Danielle requested to please send any information as far in advance as possible and before it is emailed out to all members. This will help Danielle keep our Facebook and Instagram pages up to date and relevant.</p>	<p>RO</p> <p>HK</p>
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7	<p>AOB</p> <p>Floodlights</p> <p>Request to review the floodlight token system further, specifically the issue of access to tokens, with a view to optimising winter evening play.</p> <p>This was discussed however it was realised more detailed information and time needed for fuller discussion and this will therefore be added to the agenda for next meeting.</p>	
	<p style="text-align: center;">Next Meeting Tuesday 13th June 7.00pm</p>	