

Elmwood LTC Committee Meeting Minutes

Date: Tuesday 12th May 2020 – held remotely due to Covid-19 lockdown

Present: Hak (HK), Flavia (FB), Faraz (FS), Richard (RO), Jean (JC), Dirk (DL), Matt (MM), Valerie (VF), Rocky (DH), Rosette (RW),

Apologies: Mindy (MB), Charles (CD), Jackie (JS), Louisa, (LB)

	ITEM	ACTION
1	Uncorrected minutes of April meeting had been circulated in advance– corrections were pointed out and minutes amended accordingly.	
2	<p><u>Matters arising from previous minutes:</u></p> <p>Rusty rackets: finished before shutdown, was well received, but we still need to get feedback and feedback to the LTA and discuss with Jackie on a next phase. Several people wanted another session of 4w and are willing to pay a higher fee in the future. Some are willing to join the club.</p> <p>Junior Tournament Sunday 19th July – Flavia has support lined up. Not sure of status due to lockdown.</p> <p>Windbreak –Jean purchased, not yet collected & to be erected by Faraz.</p> <p>Fencing – two quotes, for the All Saints Rd side from the coaches’ hut to the corner by Buchanan Gardens, are lined up when once out of lockdown</p> <p>Bike Rack – Dirk to research</p>	<p>FS/JC</p> <p>FF</p> <p>FS</p> <p>RO</p> <p>DL</p>
3	<p><u>Safeguarding</u></p> <p>Women’s changing room still out of order.</p> <p>Coaches have agreed to escort juniors to the clubhouse one at a time.</p> <p>Temporary sign is on the door now.</p>	
4	<p><u>Coaches</u></p> <p>Road to Wimbledon</p> <p>Membership were canvased for views on Elmwood hosting the Road to Wimbledon Saturday 11th and Sunday 12th of July. Response was very positive, and it was agreed to go ahead. Full format still in progress and plan is to partner with South Hampstead. Flavia has enrolled in a Referee course and will be helping with that too. Not sure of status due to lockdown.</p> <p>Group Coaching</p> <p>Flavia circulated posters to promote all coaching opportunities, including the new initiatives, rusty rackets and mixed improver session on Wednesdays. These will be added to website and sent to membership when we know the end date of the lockdown.</p> <p>It was confirmed that Flavia would be able to use <u>5 courts</u> on Friday 16:30 – 17:30, and 1 court for Faraz. No courts will be available for members – for only 1-hour/week. The Friday PM junior session is very popular and is to be supported. Hak will update calendar.</p> <p>QUORN TOURNAMENT – Flavia has the pack and will set a date. Not sure of status due to lockdown.</p> <p>Club tournament</p> <p>This was not discussed and to be discussed further at the next meeting. Last meeting the finals day in September had been agreed on and that Faraz would run this with the help of Dirk, Matt and Jean.</p>	<p>FF</p> <p>RO</p> <p>HK</p> <p>FF</p> <p>FS/DL</p> <p>MM/JC</p>

	<p>LB sending a draft email for RO to send to the members and encourage some more to rejoin. Action on hold until we know a restart date and a fee structure.</p> <p>Wimbledon Tickets Wimbledon cancelled for the year. LTA says we should get the same number of tickets issued next year.</p> <p>Treasurer: Hak has negotiated a 6-month loan repayment holiday with the LTA and the mid-year payment of £2,500 has been deferred.</p> <p>Hak has completed the in-line LTA payment relief for £660. Awaiting confirmation, but end May-20 mentioned in the documentation.</p> <p>Hak mentioned that Sport England may have some relief fund we can access. He will investigate.</p> <p>Hak noted there had been no waste collection and will raise with Brent. It is likely to say that as the bins were not put on the street they were not collected.</p> <p>Big thanks to Hak (and Guy) who has mowed the lawn twice!</p> <p>Social Secretary: No social activity.</p> <p>Bar Steward: No activity.</p> <p>Coach Liaison:</p>	<p>HK</p> <p>HK</p>
7	<p>AOB</p> <p>Clothing left in men's changing rooms Several items have been in there for some time. Matt offered to bag these up and take them to local charity shop if not claimed. Carried over to next meeting.</p> <p>Guest Fees Matt & Valerie offered to help with a sign for members to make an online payment of £5.00 for guests. Carried over to next meeting.</p> <p>Court Maintenance Artificial clay delivery & maintenance visit – delayed from 20-April due to lock-down. Carried over to next meeting.</p> <p>Weeding court 1-3 Rosette has nearly finished the task and it will be completed by the end of the week.</p> <p>Opening the Club for Play due to easing of Lockdown The LTA recommendations only became available around 3pm today. Most people had read them.</p> <p>The onus is on the committee to manage the opening of the club in a safe way when all measures are in place. All the topics of the LTA Recommendations – for Venues, Players and Coaches will be considered.</p> <p>It was agreed that a detailed Risk Assessment would be carried out ASAP.</p>	<p>MM</p> <p>MM/VF</p> <p>RO/RW</p>

	<p>A sub-committee of Flavia, Rosette & Dirk was formulated and they agreed to meet at 11am tomorrow (Wed 13-May) and the complete and circulate the Risk Assessment to all Committee Members in time for a special Committee meeting (provisionally) at 8pm on Thurs 14-May.</p> <p>An email to be sent to all the membership explaining the steps that are being taken and this means the club will not open on Wed 13-May.</p> <p>All matters relating to steps necessary to open in a safe way would be considered. Tasks and duties formulated, and a timetable established. Only then can an opening date for play and coaching be agreed.</p> <p style="text-align: center;">Next meeting Tuesday 9th June 7.00pm</p>	<p>FF, RW, DL</p> <p>RO</p> <p>ALL</p>
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