## **Elmwood LTC Committee Meeting Minutes**

# Date: Tuesday 12<sup>th</sup> 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 | Matters arising from previous minutes: 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.                                   | FS/JC                |
|   | Junior Tournament Sunday 19 <sup>th</sup> July – Flavia has support lined up. Not sure of status due to lockdown.  Windbreak –Jean purchased, not yet collected & to be erected by Faraz.  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  Bike Rack – Dirk to research | FF<br>FS<br>RO<br>DL |
| 3 | Safeguarding Women's changing room still out of order. Coaches have agreed to escort juniors to the clubhouse one at a time. Temporary sign is on the door now.   |                      |
| 4 | Coaches Road to Wimbledon   |                      |
|   | 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.   | FF                   |
|   | Group Coaching 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.   | RO                   |
|   | It was confirmed that Flavia would be able to use $\underline{5}$ courts on Friday $\underline{16:30-17:30}$ , and $\underline{1}$ 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.  | нк                   |
|   | QUORN TOURNAMENT – Flavia has the pack and will set a date. Not sure of status due to lockdown.   | FF                   |
|   | Club tournament 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.   | FS/DL<br>MM/JC       |

#### 5 Clubhouse

### **Clubhouse Internal Refresh Project:**

Painted inside of club house & gents is complete. All things taken off the walls (e.g.) Honours board need to be put back up when we come out of lockdown.

Martyn will be changing the cupboard doors in the kitchen.

Insurance company need to inspect. Temporary canvass in place making water tight, but not waterproof when it rains. Waiting for 3 quotes, but must wait for the lockdown to end.

Valerie and Clare liaising with Hak for all expenditure and they are all exploring option of buying new fabric to covering existing furniture.

VF

#### **New Clubhouse Project**

Louisa previously reported back that fresh survey is next step.

Jackie said she would send contact details and costings of the company who did this previously and Louisa would forward to the clubhouse sub-committee. No actions taken due to lockdown.

JS

### 6 **Committee reports**

### Secretary:

Jackie previously reported we had been approached by a telecoms mast provider [Waldon Telecom acting for Cornerstone Telecommunications Infrastructure (Vodafone & O2)] to gain access to the club to carry out a survey with a view to erecting a mast.

They stated that they had a statuary right to do this due to 2017 legislation. Jackie has asked the LTA for advice.

We may not be able to stop the survey but any mast would be subject to normal planning process and we can object and raise opinion against it.

The survey can take up to 3-months after lockdown ends, so there is time to consider all options.

JC

### Men's Captain:

All summer matches have been abandoned.

Fees rolled over to next season.

### Women's Captain:

All summer matches have been abandoned.

Fees rolled over to next season.

### **Membership Team Report**

A trickle of members re-joining has happened since mid-April, but awaiting latest bank statement from Hak. Promised by 16-May.

Last month 109 members have rejoined for the 2020/21 season bringing in £11,366.

Two members asked for a total refund due to the lockdown. The others who have asked either don't want a refund or want a partial refund to cover the downtime.

A discussion on 202/21 fees ensued.

There would be no refund of any 2019/20 fees — as only 1-week of the year was affected by the lock-down on 23-March.

We will keep 1-April-20 as the membership year start.

We will ask that people pay the full fee if they can afford it, but we will offer a membership rate that is proportional to the time the club was closed (when known). This will be offered as a refund to those who have paid and offered to those still to join.

RO

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. **Wimbledon Tickets** Wimbledon cancelled for the year. LTA says we should get the same number of tickets issued next year. Treasurer: Hak has negotiated a 6-month loan repayment holiday with the LTA and the midyear payment of £2,500 has been deferred. Hak has completed the in-line LTA payment relief for £660. Awaiting confirmation, but end May-20 mentioned in the documentation. НК Hak mentioned that Sport England may have some relief fund we can access. He will investigate. НК 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. Big thanks to Hak (and Guy) who has mowed the lawn twice! **Social Secretary:** No social activity. Bar Steward: No activity. Coach Liaison: **AOB** 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. MM Carried over to next meeting. **Guest Fees** Matt & Valerie offered to help with a sign for members to make an online MM/VF payment of £5.00 for guests. Carried over to next meeting. **Court Maintenance** Artificial clay delivery & maintenance visit - delayed from 20-April due to lock-RO/RW down. Carried over to next meeting. Weeding court 1-3 Rosette has nearly finished the task and it will be completed by the end of the week. Opening the Club for Play due to easing of Lockdown The LTA recommendations only became available around 3pm today. Most people had read them. The onus is on the committee to manage the opening of the club in a safe way when all measures are in place.

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be considered.

All the topics of the LTA Recommendations – for Venues, Players and Coaches will

It was agreed that a detailed Risk Assessment would be carried out ASAP.

| Tuesday 9 <sup>th</sup> June 7.00pm  |            |
|--|------------|
| Next meeting   |            |
| Only then can an opening date for play and coaching be agreed.   |            |
| All matters relating to steps necessary to open in a safe way would be considered.  Tasks and duties formulated, and a timetable established.  | ALL        |
| 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.   | RO         |
| 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. | FF, RW, DL |