

## **FROM TENNIS CLUB LIMITED**

(Company number 13066527)

### **Minutes of a Meeting of the Board of Directors held on Monday 21<sup>st</sup> August 2023 at 5.30pm in the Club Pavilion**

#### **Members of the Board Present at the Meeting**

Mark Brierley  
Arthur Close  
Marc Higgins  
John Price

#### **1. To elect the Chairman for the meeting**

It was proposed by Arthur and seconded by John that Mark should be elected as Chairman of the meeting. This was agreed unanimously and he took the chair.

#### **2. To agree appropriate notice has been given and a quorum exists**

It was agreed that the appropriate notice had been given and the meeting was quorate.

#### **3. Declarations of Interest**

None

#### **4. To approve the minutes of the meeting held on 9<sup>th</sup> January 2023**

Approved and signed by John who chaired the previous meeting.

#### **5. To consider action on maintenance and health and safety issues:**

##### **a. Need for step or ramp at main entrance**

It was agreed that a concrete ramp should be provided at the main entrance to the club.

##### **b. Replacement of drainage gulley at top of drive**

It was agreed that the broken gulley should be replaced and encased in concrete. Also digger to be hired to enable buddleia to be grubbed out to improve drainage ditch by wall. Mark to task Mile Elloway with both of these tasks.

#### **6. To approve the Memorandum of Understanding on the Utilisation of the Community Courts**

The document was discussed. It was agreed that the "Background and Introduction" should be expanded to reflect the role that the club had in raising the funds for the cost of construction and also its role in the maintenance of the courts. Otherwise the document was accepted. John to produce a revised draft for approval by the Board.

#### **7. To review Membership Revenue and Community Courts Revenue**

Arthur presented that membership revenue is up by 15%, but pay and play down by 40%. The club will be able to contribute £9K to the sinking fund this year (this includes the payment for Community Court repainting), a little short of the calculated annual £12K target.

#### **8. To review Club House Usage**

The club house is regularly used by club members on an informal basis, Stephen and for social food evenings.

#### **9. To review SSE Contract**

Arthur reported that the club is locked in to the current contract until January 2025.

#### **10. To review progress on Communications and Social Media**

It was agreed that since Amelia had taken this on, the club's communications had improved enormously. John emphasised that Amelia could only post if material was provided to her. Arthur queried whether Instagram was being used. Marc felt that some coaching elements were not being publicised. John will speak to Amelia to check that Instagram was being used and request her to regularly poll Stephen for

coaching news.

**11. To advise the board on recent grant applications made and initiatives being considered:**

**a. National Grid Community Matters Fund (Helping diabetics & pre-diabetics improve their health through tennis £5,132) – Application made.**

John briefed the Board on the main principles of the scheme and noted that a decision was expected by 1<sup>st</sup> September.

**b. LTA Foundation (Extension to Reaching Out Scheme £51,696) – Application made.**

John briefed the Board on the main principles of the scheme and noted that our submission would be reviewed after 10<sup>th</sup> September.

**c. Sport England Active Together Fund (Energy Economy Measures) – A Crowdfunding Scheme**

John explained that this scheme could provide up to £10,000 of matching funding for funds the club derived from crowdfunding. First we need a project needs to be to defined and costed. Mark agreed to contact the Frome Renewable Energy Company to seek advice.

**d. Defibrillator (Funding sources under investigation)**

John explained that he had submitted an Expression of Interest to the DHSC Community Defibrillator Fund

**12. Review of pavilion (and old clubhouse) post construction snagging and unfinished items.**

**Outstanding items:**

**a. Fitting two security cameras (Mark was going to establish contact with security installer)**

Unanimous decision not to proceed.

**b. Production of Operators Manual - Health & Safety Requirement (Mark)**

Mark to action.

**c. Building Regs Certification for Alarms and Emergency Lighting outstanding (Mark to progress so that Building Reg Approval can be granted)**

Mark to action.

**13. To review the practice of members booking multiple courts in parallel in the evenings and associated email correspondence with Tom Jones-Marquez.**

It was agreed that this problem reflected the increased use of the courts, and the TJ-M booked up to 4 courts on Mondays as there was little opportunity to book on other weekday nights. WhatsApp groups had proved a very effective method for groups to meet up, and it was suggested by Marc that the demand for Club Evenings had decreased. The meeting noted that ClubSpark could (if proved necessary) be utilised to limit the number of bookings by one individual in any one day. The following was agreed:

- Marc to speak to TJ-M to see if he will voluntarily accept the need to restrict his booking of club courts to two at any one time, and utilise community courts for up to two further bookings (always leaving one for the public).
- Marc to speak to Stephen about the importance of cancelling block-booked courts that are not required for coaching
- Directors to informally visit club evenings to gauge the demand
- From this information, prepare a poll designed to sound members out on changes, that could be agreed at a General Meeting

**14. Succession planning for retirement of Directors and Committee Members**

All directors stated that they were willing to stand again next year, but Mark, Marc and John did not wish to be committee members. This would require a change to the Club Rules. John agreed to heavily publicise the need for a Club Chairman.

**15. A.O.B.**

The need for signs was discussed and the following was decided. Two signs to be provided warmly welcoming visitors to the club. One to be placed at the club entrance gate accessed by the track and the other to be placed at the Mary Baily club entrance gate. Information on accessing the club web site to be provided by a QR Code. A third sign is required emphasising that if members are playing with guests they are required to play on the community courts. This sign to be placed by the Club Court central entrance gate.

Mark agreed to prepare draft signs. John advised that signs that have been proved to be very vandal-proof and suitable for park and public environments are obtainable from Mirage Signs of Warminster.

It was proposed that additional stackable chairs should be procured to replace Stephen's chairs. This was unanimously agreed and Mark to action.

**16. Date of Next Meeting**

Not decided

**17. Close**

The meeting closed at 7.50pm.