

FROME TENNIS CLUB LIMITED

(Company number 13066527)

Minutes of a Meeting of the Board of Directors held on Thursday 13th January 2022 at 6.30pm by Zoom

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 John and seconded by Arthur 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

During a discussion about coaching services under A.O.B., Arthur declared that his son Callum has had recent discussions with Stephen the Club Coach about working with him. The other three directors declared that they had no conflicts of interest.

4. To approve the minutes of the meetings held on 22nd November 2021.

Approved with a minor correction of dates of future meetings.

5. Pavilion Construction

a. To decide the way ahead in the light of advice from Frome Town Council w.r.t. access across the Mary Baily Field.

A meeting had been held with Chris Stringer and David Krzyzosiak of the town council(and it was also attended by Dave Lucey Contractors - Paul Cornish) to seek permission for accessing the site via a trackway across the Mary Baily Field, and providing turning areas. Chris had fielded some supplementary questions afterwards and a final decision is still awaited from the town council.

Mark stated his concern that he was having to provide “stalling” answers to the residents of 61 – 64 Somerset Road who had been asking about progress. It was agreed that no firm information should be given until the council had made their decision. Mark reported that some of the neighbours had also complained of the lack of screening of the courts now that the conifer hedge has been removed. It was agreed that some of the Heras fencing should be erected and sheeted with plastic to temporarily screen off the site until construction commenced. Mark undertook to implement this work during the coming weekend.

b. To review latest costing and commitment

Mark reported that he had been finalising the material prices for the fitting out stages with quotes from Builders Merchants. The current estimates had been obtained from internet sources.

In response to a question from Arthur, Mark confirmed that the contingency balance from Phase 1 was £5,775 and from Phase 2 was £3,991.

c. To confirm and implement the tasks associated with our role as Client and Principal Contractor to comply with CDM R 2015 Health and Safety.

John reported that he had produced and distributed a draft paper: “Management of Health and Safety Risks During Construction” that defined how the club would discharge its role as Principal Contractor. The paper was based on the Pre-Construction Plan produced by Western Building Consultants and identifies measures necessary to ensure construction safety. Only one contractor

would be on site at any one time, and the basic principle of the paper is to delegate most safety measures to each contractor while they are on site. The paper was approved with minor amendments including the addition of the explanation of each clause. The following actions were agreed:

- (i) John to amend and issue “Management of Health and Safety Risks During Construction”*
- (ii) Mark to obtain method statements from each contractor that confirm compliance with the paper, before they start on site*
- (iii) Mark to obtain evidence of each contractor’s insurance which must carry a minimum liability of £5,000,000 (Howden Requirement)*
- (iv) Mark to update the Howdens Risk Register to identify risks during the pavilion construction*
- (v) Mark to seek advice and supply of site safety signs from WBC*
- (vi) Mark to produce a Fire Strategy*

d. To consider the necessity of insurance cover to cover our role as Principal Contractor.
It was agreed that John would write to Howdens to request confirmation that the insurance would cover the club’s risks as Principal Contractor.

6. To perform an initial review of the 3 tenders for the Community Court Floodlighting

John had distributed initial tender prices before the meeting and these were discussed. Technical analysis will now be carried out.

7. To agree a revised date for the AGM in the light of advice received from our accountant

A provisional date of Thursday 17th February was agreed.

8. A.O.B.

Court Utilisation Fee payments by Stephen Marcelle were discussed. It was broadly agreed that a payment of £250 per month would be appropriate for April to October and £150 per month from November of March.

Arthur reported that possible fraudulent payment via Stripe. After discussion it was realised that this may have been the annual LTA Registration Fee. To be investigated further by Arthur.

John reported that the Licence to Occupy the Community Courts comes to an end on 19th May 2022, and he had requested a price from the club’s solicitor to prepare and agree a new licence.

9. Date of Next Meeting

No further dates fixed.

10. Close

The meeting closed at 7.50pm.