

FROME TENNIS CLUB LIMITED

(Company number 13066527)

Minutes of a Meeting of the Board of Directors held on Thursday 24th June 2022 at 5.30pm in the New Pavilion

Members of the Board Present at the Meeting

Mark Brierley

Arthur Close

John Price

Apologies were received from Marc Higgins

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

4. To approve the minutes of the meetings held on 13th January 2022.

Approved and signed.

5. To decide on priorities in the light of expenditure still required to complete the pavilion, store complex and ancillary items (please refer to spreadsheet attached to the covering email which attempts to illustrate this)

John had issued a spreadsheet with the agenda. This was reviewed to decide which activities should be undertaken now and which should be considered later. The result of this review is contained in the attached Annex. Mark noted that the cost of activities involving Mike Kelloway had probably been over-estimated.

6. To move forward the recruitment of a cleaning service

John reported that Kerry Moyle provides cleaning services (62 Somerset Road). It was agreed that Bryan White and John would speak to her about taking the cleaning on at £16 per hour, and also investigate whether she could take on some admin work associated with hiring out the pavilion.

7. To decide on usage policy for pavilion:

- **Who will have responsibility for opening and closing**

This was discussed and it was agreed that committee members and some club night reps should be authorised.

- **Preparation of a leaflet guide for building usage**

Mark agreed to undertake some induction sessions and produce a leaflet as an aide memoire to be given out and displayed in the pavilion.

- **Assembly of an Operators Manual**

Mark agreed to assemble an Operators Manual

8. To report progress on the opening event on July 23rd.

John reported that things were in hand. Currently 61 attendees would receive lunches. Stephen has requested that the central area of the store would be used for food prep. John would provide a gazebo.

9. To report progress on the floodlighting of the community courts

John reported that the following is necessary for the project to proceed:

- Town Council's RFO confirming that the town council can place the order
- They agree the MoA
- A satisfactory licence / lease is in place (although I feel that this is not an essential from our viewpoint, but Sport England wish to see a minimum of a 6 year agreement.)

- Town Council place the order

We have selected Exclusive Leisure to do the work as they were the lowest compliant tender.

The council are keen for the work to be done before the wet weather arrives to minimise the damage to the Mary Baily Field. So; we have requested that Exclusive Leisure plan in the groundwork and column installation in late August with installation of the lamps in September when available from Phillips. This requires an order from the council by around Friday 15th July, and I believe that this is now unlikely to be achieved.

Chris Stringer is on holiday next week and he is leaving at the end of August!

Sport England are concerned at delays. The programme comes to an end at the end of December, and no money can be drawn down after that.

It was agreed that John should write to Chris Stringer, copy to RFO to obtain confirmation that the council can place an order.

John to speak to a friendly councillor and try to get some assistance.

10. To review the tender from Courtstall for court repainting and post repair

Arthur noted that the price was higher than expected and he would speak to Bryan White to see if the other tenders are due.

11. A.O.B.

Arthur reported that Howdens were quoting a high price for the new pavilion, due to “non-standard construction”. It was agreed that we would take out cover for an initial 31 days while negotiations continued.

John asked if all directors had removed their capability for single authorisation from the NatWest account. Mark stated that he hadn't managed to do this yet, but would see to it urgently.

12. Date of Next Meeting

Not fixed.

13. Close

The meeting closed at 7.10pm.

Possible Future capital expenditure on Pavilion and Store Complex

<u>Requirement</u>	<u>Estimated Cost</u>	<u>Approved</u>	<u>Approved Costs</u>
<u>Pavilion</u>			
Steel gates and safeguarding fencing - over budget	241.00	Noted	241.00
Clubroom Furniture	2,100.00	Yes	2,100.00
Opening Ceremony	1,004.00	Yes	1,004.00
Essentials for pavilion (bins, mats, vacuum cleaner etc)	436.00	Yes	436.00
Purchase and Installation of bar worktop	1,000.00	Not yet	
Security camera package	1,000.00	Not yet	
Replace sand grouting with cement and cure wobbly slabs	440.00	Not yet	
<u>Storehouse complex</u>			
Fit door closers	220.00	Yes	220.00
Finish internal panelling and insulation	700.00	Yes	700.00
Remove shower cubicle and make good	220.00	Yes	220.00
Tidy wiring	220.00	Yes	220.00
Finish sadolin wood treatment	440.00	Yes	440.00

Purchase and Install 5 bike stands	140.00	Yes	140.00	Maybe get bigger capacity
Make good rotten wood on store complex	800.00	Yes	800.00	
Repair and re-attach floodlight trunking to rear of store	220.00	Yes	220.00	

Miscellaneous

Reposition court entry gate	500.00	Yes	500.00	
Our contribution to the cost of management of trees and shrub planting on access drive				Not yet negotiated
Large Screen (65 inch) tv, aerial installation and freeview box	600.00	Not yet		
Settee and armchairs for tv corner	2,000.00	Not yet		
Table Tennis Table	500.00	Not yet		
TOTAL	12,781.00		7,241.00	