

# FROME TENNIS CLUB LIMITED

(Company number 13066527)

## Minutes of a Meeting of the Board of Directors held on Thursday 26<sup>th</sup> August 2022 at 5.00pm in the New 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 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

None

#### 4. To approve the minutes of the meetings held on 25<sup>th</sup> August 2022.

Approved and signed.

#### 5. For review and decide the way ahead for pavilion and old clubhouse post construction unfinished items (draft list attached)

The way ahead on these items was agreed and is recorded at Annex A.

#### 6. To decide on Access and Security Policy for the pavilion:

- **Who will have responsibility for opening and closing (Committee members and club session reps decided at June Meeting)**  
It was decided that all adult members would be able to open / close up the pavilion, and Mark would leave an instruction sheet in the kitchen cupboard over the microwave.
- **Preparation of a leaflet guide for building usage (Action from last meeting: Mark agreed to undertake some induction sessions and produce a leaflet as an aide memoire to be given out and displayed in the pavilion)**

It was decided that this was not necessary

- **Assembly of an Operators Manual (Health and Safety requirement): Action from June Meeting: Mark agreed to assemble an Operators Manual**

Mark has this in hand.

#### 7. To decide whether current planning approval permits hiring out the pavilion for non-tennis sessions

The view of the meeting is that the current planning conditions are open to interpretation, as to whether non-tennis activities (for example yoga / exercise / art classes) would be permitted. It was decided to take a softly-softly approach to initial booking arrangements and email members to see if there was interest, and get on the town council's list.

#### 8. In the light of the decision at 7 either:

- **Commence seeking a variation to the planning conditions**

Or

- **Decide on rates to charge and to commence marketing**

A notional rate of £20 per hour was considered. Marc and Arthur to investigate rates with known users of other halls. There is no volunteer to run this or take bookings at the moment. JP agreed to pursue this for a

2 month period only, pointing out that Kerry Moyle is happy to take the task on a paid basis.

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

John's report is at Annex B. It was decided to charge an £8 per hour for floodlit courts for pay and play users (£2 surcharge for floodlighting) and £2 per court for floodlighting for Community Season Ticket Holders. For club members, use will be very limited. It was agreed to keep things simple and not implement a charge, and consider a small membership fee increase for 2023.

#### **10. To decide the way ahead on court repainting and repair**

Marc to approach Courtstall to seek a reduction of deposit payable from £1,875 to £1,000 and possibly to be paid closer to the event.

#### **11. To report progress on legal advice from Neil Howlett and from the Police Anti-Social Behaviour Unit**

Neil Howlett has been authorised to do some investigation work at a cost of not more than £500 plus Vat and £40 for documents.

John reported that the police had contacted him and said that Antonia had requested mediation. He said that he gave an initial view that "We don't believe that there is any point in conducting mediation. We have a legitimate right of way along the drive, and we don't see that it would achieve anything. While we would normally always be happy to meet with a party to maintain good community relations, the behaviour of this particular individual is very unpredictable, aggressive and volatile, and it is unlikely that anything would be achieved and or that any agreements would be adhered to".

In the end it was decided that John would go back to the police and say: "As a community club we would normally be keen to meet with anyone to preserve good community relations. We do not see a need for mediation, and due to the attitude and record of this individual, feel that nothing will be achieved. However, we would be happy to hear what is the specific object of the mediation and what would be the terms"

#### **12. To confirm financial processes to cover Arthur's sabbatical from 1<sup>st</sup> September until the end of the year**

Arthur has provided instruction to Marc to enable him to pay bills that arise.

#### **13. A.O.B.**

Reaching Out Scheme: Stephen has agreed a 25% reduction in his charge when coaching Reaching Out children. It was agreed that the invoice dated 18 August 2022 to the club for the Reaching Out children on the Summer Camp would be paid. The Board decided that due to the recent high rate of expenditure, attendance at holiday camps should not be included in the scheme in future.

#### **14. Date of Next Meeting**

Thursday 6<sup>th</sup> October at 5.00 pm at the club.

#### **15. Close**

The meeting closed at 6.55pm.

### Annex A - Pavilion and Old Pavilion – Post Construction Issues

Item Description	Estimated Cost	Proceed no / not proceed	If not proceed review in ?	Notes
<b><u>Outside Items</u></b>				
Black areas of new pavilion and old clubhouse require second coat of Sadolin	Cost of £120 for 3 tins at £40 each.	Yes, additional coat to be applied by working party – 3 cans required. Mark to order Sadolin		
Dummy camera – member of club (policewoman – Becky Meecham) has advised re-positioning or taking it down	Nil if done by Brian / Working Party	Move camera to other lighting column		
Fitting two security cameras		Mark to proceed with investigating a lower cost option		
Re-position main entrance gate to club courts		Wait for quote, if less than £300 ex VAT, then go ahead.		Have sought quote from Danny Shepherd. <b>Post Meeting Note, quote has come in at £1,050 plus VAT. Mark to seek alternative price from Mike Kelloway</b>
Fit code entry locks to all gates	Already funded	Locks have arrived and ready to be fitted by contractor		
<b><u>New Pavilion Items</u></b>				
Fire door requires Sadolin treatment		Yes, to be applied by Working Party		
Shower / toilet – Light on all the time		Mark will investigate how to adjust this.		
Shower / toilet does plywood need to be treated?		Not thought necessary - Not proceed		
Shower / toilet installation of lockers		Lockers on order – will be done		
Toilet – does plywood need to be treated?		Not proceed		

New store room – tidy up and dispose of surplus and redundant items		Yes proceed, no cost		
<b>Old Clubhouse</b>				
General - internal wood finish – leave as is?		Yes, leave it, no action required		
General – Electrics - Sockets lighting etc to be upgraded to weatherproof standard		Mark to obtain price from Andy Fry for this		Urgent - Light switches are sockets are live, in a potentially damp environment and are arguably a safety risk
Left hand store – Tidy up loose dangling wiring		Mark to obtain price from Andy Fry for this		
Power cubicle – Remove all materials, either dispose or move to left hand store		Yes, Bryan and John to tidy		
Power cubicle - Tidy up current floodlight control wiring to main push button control switches. New cupboard (with combination lock) to be built on right hand of central area and push button controls to be transferred to there (Override switch for community floodlighting will also be fitted there).		Mark to obtain price from Andy Fry for electrical work. Mark to obtain price from Mike Kelloway for the cupboard. Cupboard needs to be in place by 26th September – start date for Community Court floodlighting work.		
Installation of bike rack in central open area		Not to proceed at the moment		

## Annex B – Floodlighting Progress Report

### Installation Work

Due to the delay caused by the notice period for transferring funds from the Cambridge and Counties Deposit Account to our current account, Exclusive Leisure agreed to split the order into two orders:

- To carry out all civils works, including all cabling, 10 no. columns, and to install the necessary electrical equipment for the floodlighting of three courts at your club for the sum of £19 980 + VAT.
- To supply 14 no. Philips OptiVision 800W LED's for the sum of £21 000 + VAT.

£19,980 has been transferred to FTC and they have placed the first order. The official start date is Monday 26<sup>th</sup> September. It may be that some initial work will start on Thursday 22<sup>nd</sup> and Friday 23<sup>rd</sup> September. The courts have been closed on ClubSpark from Thursday 22<sup>nd</sup> September until Tuesday 4<sup>th</sup> October. This will be kept under review and courts will be released if the schedule changes.

A further short period may be required for the installation of the LED Units, Commissioning and Testing.

John Warman informally asked me if his group can utilise the club courts during this period and is likely to email to request this. We need to make a decision on this as I suppose we need to think of all users of the community courts. It will mean temporarily changing ClubSpark rules to permit booking of the club courts by pay and play and season ticket holders. Is Mark able to do this?

A contract pre-start meeting has been arranged for Tuesday 6<sup>th</sup> September, with Steve Percy (EL) David K (FTC) and Neil Johnson (Floodlighting Consultant) in attendance.

Exclusive Leisure will utilise the Heras Fencing that we currently have stored. Presumably will sell it after this.

Active Trowbridge have installed floodlighting on 4 park courts, controlled by ClubSpark. I have arranged a visit with their head of service to view the installation and hopefully utilise their schedule for floodlighting times throughout the year.

The cost of the project is listed below:

	£	£	£	£
<u>Already Sunk Costs (includes VAT if applied)</u>				
Floodlighting Design	1,900			
MDC Planning Approval	924			
Bat and Bird Survey	560			
Production of Tender Pack	<u>850</u>			
TOTAL SUNK COSTS		<u>4,234</u>		
<u>Future Project Costs (VAT Exc)</u>				
Exclusive Leisure (EL) Quote	40,980			
Contingency on EL Quote	4,098			
Pre-start Meeting	475			
Independent Light Test on completion	<u>725</u>			
TOTAL FUTURE PROJECT COSTS		<u>46,278</u>		
<u>Fulfilment of Planning Conditions (VAT Exc)</u>				
2 Schwegler Bat Boxes	100			
1 Vivara Pro Woodstone Box	<u>19</u>			

TOTAL PLANNING CONDITION COSTS	<u>119</u>	
GRAND PROJECT TOTAL		50,631

### Funding Shortfall

There follows below a comparison of the anticipated project cost against the funding currently raised by the club.

Grand Project Total	50,631
The following funding has been obtained:	
Sport England	32,350 <sup>1</sup>
Sport England increase	12,000
Somerset County LTA	3,000
Donation from Rohan and Liliya	500
ASDA Green Tokens Scheme	<u>200</u>
TOTAL	48,050
Current surplus (+) / <b>shortfall (-)</b>	<b>-2,581</b>

n.b. Chris Stringer agreed to re-imburse the costs associated with the planning application (£1,900 design and £924 for approval). Its probably time now to try to recover this).

### Charging Policy for Floodlights

I have consulted with Kim Eschbaecher (LTA) and she advises the following:

For pay and play users, charge an additional £2 - £3 for floodlit sessions. I think £3 would be reasonable in light of energy costs.

For Community Season Ticket Holders, keep the annual fee the same but implement a cost of £2 - £3 for floodlit sessions. Again £3 would be reasonable I feel.

For club members. Use will be very limited. Suggest keep things simple and do not implement a charge, but apply a small membership increase. PS If club member or coach books for official purpose this would be difficult.

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<sup>1</sup> Having allocated £59,042 to the pavilion leaves a remainder of £32,350 available for floodlighting