

## FROME TENNIS CLUB LIMITED

(Company number 13066527)

### Minutes of a Meeting of the Board of Directors held on Monday 5<sup>th</sup> December 2023 at 5.00pm at 27 Cheddar Close

#### 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 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

Agreed.

#### 3. Declarations of Interest

None.

#### 4. To approve minutes of meeting held on 21<sup>st</sup> August 2023

Approved and signed.

#### 5. To report progress on maintenance and health and safety issues agreed at last meeting:

a. Need for step or ramp at main entrance (approved at last meeting)

b. Replacement of drainage gully at top of drive (approved at last meeting)

Mark reported that he had arranged with Mike Elloway for this work to be carried out in the New Year

#### 6. To agree date for the AGM

It was agreed to hold the AGM on Thursday 7<sup>th</sup> March 2024.

#### 7. To consider a review of the company's Articles of Association and the Club Rules for agreement at the AGM. I can detect only one minor change that is required (see annex to this agenda) to restrict guests to playing on the Community Courts. I believe that this was introduced at the last AGM.

It was agreed that the following amendment to the Club Rules should be made. This was to reflect the decision made at the last AGM to ensure that guests play on the Community Courts:

*Replace Clause 7 with the following:*

##### 7. Guests

*7.1 Any Member may introduce guests to the Club, and any player, coach, other team representative, match official or spectator attending the Club's premises (by invitation of the Club) who is not a Member shall be a guest of the Management Committee, provided that no one whose application for membership has been declined or who has been expelled from the Club may be introduced as a guest.*

*7.2 Guests are only permitted to play on the Community Courts. Visits of non-members to take part in an initial complimentary club session or for coaching sessions are not required to comply with this.*

*7.3 No one may be admitted as a guest on more than four occasions in any membership year.*

#### 8. To review situation on Communications and Social Media

Amelia is not now able to carry on with this work. Arthur agreed to confirm with Jacqui that she would be able to circulate information on WhatsApp and promulgate club news by ClubSpark emails and Newsletters. It was noted that there was no person currently available to push out Social Media (Facebook, X and Instagram) or update the club website.

#### 9. Review of pavilion (and old clubhouse) post construction snagging and unfinished items.

Outstanding items are:

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

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

Mark reported that this was complete and copies were deposited in DropBox.

**10. To review the practice of members booking multiple courts in parallel and agree / or not on the introduction of a 2-court maximum booking rule.**

As this seemed to have quietened down with no recent complaints, it was decided not to introduce this.

**11. To report on initial Padel discussions with Somerset County LTA and Frome Town Council**

John had previously circulated an email about a meeting between between himself, Rob Holden (Town Council), Simon Brand (Somerset LTA and club member) and Arthur Turner (Somerset LTA lead for Padel Development):

*Padel is growing very fast in UK, and the LTA are keen to develop the sport as it is a good way of growing tennis clubs. Like squash, padel has one big advantage over tennis. It is possible for any standard of player to have a meaningful game i.e. you don't have to learn the game before you can have enjoyable rallies, and the game is suitable for all age groups.*

*The town council are carrying out a review of the Mary Baily facilities that is to be concluded next April I believe. So now is the right time to evaluate the feasibility of padel there.*

*All at the meeting were agreed that the Mary Baily Field would be a good venue for two padel courts, if planning approval could be obtained. There are a number of possible models for building and running the facility but we all felt that an arrangement where the tennis club ran the facility in a similar way to the Community Courts and using the clubs ClubSpark Booking system would be the optimum. The club would therefore grow in line with this additional activity*

John reported that planning approval would be needed and noise could be an issue. Simon had supplied the town council with a noise evaluation report commissioned for a development currently under way and a possible visit to a facility would probably be arranged.

The Board summarised its position..... The club is keen to operate a padel facility on the Mary Baily Field if a business case can be successfully demonstrated. The courts would need to be built by the town council. With regard to obtaining funding for construction, it is unlikely that the club will be able to take the lead, (as it has done for recent developments) as the club's Development and Fundraising officer will retire at the AGM in March.

**12. Succession planning for forthcoming retirements (Actions necessary to appoint a new Director) – see Annex to this agenda)**

Mark agreed to meet with Tom Marquez-Jones and assess his suitability as a fit and proper person to be a director of a CASC and ensure he signs a letter of appointment setting out his role and the responsibilities he is expected to fulfil.

John will retire at the AGM. He has publicised this by ClubSpark email but no one had come forward. The tasks are outlined on the agenda for this meeting.

**13. To report on progress with the procurement of additional stackable chairs to replace Stephen's chairs (approved at last meeting).**

Mark agreed to purchase.

**14. Arthur added - Notification to membership re Electricity costs**

Arthur reported that Jacqui will emphasise the importance of this via a forthcoming ClubSpark email newsletter.

**15. Arthur added - Club security - door closures**

In view of recent problems with the club grounds being left open at the end of the day, Mark will investigate the cost of gate closers.

**16. Arthur added - Club operations - execution team**

The difficulty of getting committee members to attend committee meetings was addressed, and the notion of an "Execution Team" was proposed. The idea being that one committee meeting would be held at the beginning of the year to identify team leaders for each function: Social, leagues, maintenance etc. Thereafter further meetings would not need to be held unless absolutely necessary. It would be up to the team leaders to manage the functional arrangements. A change to the rules will be necessary to accommodate this, and it was agreed that it would be discussed at the forthcoming committee meeting.

**17. Arthur added - Ball Machine**

Mark to investigate whether ClubSpark can be used to facilitate booking of the machine.

**18. Arthur added - Refund policy - clarity**

Occasionally members request a refund due, for example to injury. It was agreed that refunds should be subject to the sole discretion of the Board of Directors, and the Club Rules would be amended to reflect this.

**19. A.O.B.**

None.

**20. Date of Next Meeting**

None proposed.

**21. Close**

The meeting closed at 6.20pm.