

GLTC Committee Meeting – Monday 1 April 2019

| Present | Apologies | |
|---|---------------------------|--|
| Trisha Esplin James Marchant Val Forbes Maddy Marley William Freeman Andy Rice Marc Squire Krystyna Windle | Debbie Bowes Paul Kent | |

1. MINUTES OF LAST MEETING APPROVED

NB. Only the 'Closed' actions are being left here. The 'Ongoing' items have been moved to the appropriate tables. The reference numbers have been preserved.

| Ref from 11Feb19 | Actions from the last meeting | Outcome / Update / Actions |
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| 1.1 | Umpires Chair. Quotes: Max Sports £685 wooden. Others £478. Agreed metal chair would be good. DB to purchase all-weather chair C/F | Done |
| 1.2 | MS to send survey-monkey to members to judge when the best time to run a cardio session would be. C/F | Done |
| 1.3.1 | Teams – Squads. Captains to put up Squads in Clubhouse. C/F | Done |
| 1.3.2 | AR/PK to send email to members asking if anyone is interest in playing for men's teams to arrange a Sunday morning session.DB to do similar for ladies. | Done |
| 1.3.3 | Session to be arranged before end of March. | Done |
| 1.10 | Juniors booking courts.Juniors can't pre-book the courts, but have access to the booking calendar, to check when the courts are free.. | Closed |
| 1.12 | Finals Day. Big disappointment at lack of enthusiasm. AR had reservations about the format – there was not a final that anyone would wish to watch. Suggested that next time we should vote on the format. Committee recommends that we go back to the previous format. WF ran what we did very well, but not sure we communicated it very well. | Closed |
| 1.13 | MS suggested we should have £300-£500 available per year for marketing. There will be no marketing budget. The Club will raise profile by PR and charity events.. | Closed |
| 1.15 | New members – MS has agreed to provide 15 minute introduction/appraisal for all new members. | Done |
| 1.17.1 | Maddy Marley doing an excellent job with Saturday Social. Enthusiastic though she is to take up the Social Secretary position next year, she is only willing to do this for a year to see how it goes. | Thank you Maddy for your work, especially the delicious cakes you bring on Saturdays to Social Tennis. Closed |
| 1.25 | Committee Positions. 1 x position still to be filled at AGM – Secretary. | Done. Thank you Alison for your support during the changover - Krystyna |
| 1.26 | Tokens through WF & CJ working well. MS could have a small supply for emergencies. WF to organise. | Closed |

2. COACHING UPDATE (Marc Squire)

| Ref from 11Feb19 | Actions from the last meeting | Outcome / Update / Actions |
|------------------|---|---|
| 1.11 | Agreed during Sunday Family Social to hold small tournaments/LTA match play for juniors to help them with their LTA ratings. ThBu bring proposal to next meeting. C/F | Marc to organise a fun social tournament for juniors. Also see 2.42.1. |
| 2.1 | Tom Bowers leaving at end of month. MS advertising for replacement... | Ongoing. Marc is actively advertising the vacancy and spoke to all local coaches. He's got no replies so far |
| 2.2 | Tuesday nights: courts are free until 7pm through to Easter. 6.30pm on a Tuesday. 1 court only overflow, as worst case scenario. Agreed but only up to Easter.. | Sorted |
| 2.3 | Assistant coach to be a team player. | ??? |
| 2.4 | Family Tournament – Sunday afternoon during Family time. | See 1.11 – Marc to organize |
| 2.5 | WhatsApp group to be set up for Committee. | Done |
| 2.12 | MS send committee pricing. Davis Cup Money £279.33 left. Adult during week evening class between Thursday 1/2 term and Easter = 6 sessions. Subsidised £30 x 6. Members and non-members. Cardio session to be arranged. Clubspark email first, then surveymonkey. | Done Davis Cup money is now gone |
| 2.13 | Whatsapp groups: “Saturday Social”, “Committee”. | Done. Committee group has been updated with new members' details. |
| New Apr19 | Junior Camp will take place on 8 – 10 April, on courts 3, 4 and 5. | |
| New Apr19 | Beginners Thursday Group. Marc is running this group on Thursday evenings, which is open to non-members and is free? The goal is to encourage more people to start playing and eventually to join the Club. There are 12 people taking part and there is a waiting list. | Marc to send Andy the details and photograph of the Thursday beginners group, so that Andy can organize a local newspaper mentioning it, giving us some PR. |
| New Apr19 | Ladies' Training times. The Saturday Ladies Training sessions have been moved to earlier time (8:30 to 10). This is followed by Junior coaching. Those times may be changed when we get a new coach. | |
| New Apr19 | Cecil's membership payment can be prorated. This was about a family moving to US(?) in the summer, but wanting to be members until then. | (Decision). Closed |
| New Apr19 | Guardian Membership. Marc asked if a Guardian Membership should allow the holders to be treated like the club members while paying for lessons. The decision was to allow this just for the lessons. | |

3. MEMBERSHIP UPDATE / CLARIFICATIONS

| Ref from 11Feb19 | Actions from the last meeting | Outcome / Update / Actions |
|------------------|---|----------------------------|
| 1.15-contd | LR to add to Welcome Letter for any Full Adult and Family members. | Ongoing |
| 3.1 | Lynne and the committee reviewed the various memberships. See attached. | Done |
| 3.2 | Membership increases discussed before raising at AGM: 5% across the board, except for Junior & mini-juniors to stay the same. | Closed |

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| 3.3 | New "Guardian Membership" category to be raised at AGM. Parent/Guardian of a Junior member can come and play with their junior at junior times. Cannot book court. Can request to pay and have a key to clubhouse. | Closed |
| 3.4 | Court booking – name players on booking. | Closed |
| 3.5 | Tags. These to be continued for next year. NO TAGS NO PLAY! JM to erect signs. | Closed |
| 3.6 | Payment. No cheques! Payment to be made by direct transfer (called Direct Debit online, but this is a one-off payment). | Closed |

4. HOUSE AND GROUNDS (Val Forbes and James Marchant)

| Ref from 11Feb19 | Actions from the last meeting | Outcome / Update / Actions |
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| 1.4 | Cleaners. It has been noted that the Cleaners are not staying for a whole hour. VF to investigate. | Ongoing |
| 1.6 | Defibrillator. New patch required – TE advised that LTA do not bulk buy, they leave this to individual clubs. VF to purchase. | Ongoing |
| 1.7 | Refurbishment. VF to bring options for refurbishment to AGM | Ongoing |
| 1.18.1 | Lights issue. Intermittent fault in software somewhere. JM to arrange this to be fixed. Key for box @ bottom in cupboard, in case you need to reset. | James contacted the repairers, but he needs an exact wording appearing on the display when the fault occurs. James to put a sticker asking for photo of the display in the fault condition to be sent to him. |
| 1.19.3 | Water Bill. Well done to JM for sorting! Sewerage charge still be sorted, but in the process of being done. JM to advise when Direct Debit should be reinstated. | All done – charges are being dropped by both water supply and sewerage companies. Direct Debit will not be needed until further notice. Thank you James for spending lots of time on the phone arranging this. You get a STAR OF THE MONTH!!  |
| 1.20 | JM to investigate insurance costs to cover major water leak. | Ongoing |
| 1.21 | Recycling Balls. Going well. | Done. Thank you Val for organising. |
| 1.22 | Committee mugshots. To be done with new committee in April. | Krystyna to ask Alison to send her the photographs of Committee members, so that they can be placed on the board in the clubhouse. |
| 1.23 | Boards in clubhouse. VF to chase A Drury signwriter.. | Ongoing. Because 2018 results were played in a different format, only Mens' Singles will be included on the boards. Will anybody spot the gap? |
| 1.27 | Courts reported as being slippery. All to make sure you sweep courts prior to playing! Committee had agreed to have courts maintained twice year. This was due in March, but as they have not been done for nearly a year, JM to arrange this to be done ASAP. We have 2 x new draggers – JM to purchase another. Brushing required weekly with proper brush. Need to brush in | There were several falls due to slipping in the last couple of weeks. Marc is concerned about it, as it may lead to injuries. He said the court cleaners advised professional cleaning four times a year, or two times if the courts are being swept every fortnight |

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| | <p>different directions to avoid grass bending/falling over to one side. Sand is fine. Manual brushes £400-£500. Courts need to be swept properly every fortnight. Agreed to pay Geoff to do this. Mechanical brush is £1000 and then we have to pay for someone to use it. Agreed to have courts professionally brushed now, then Geoff to manually brush them every fortnight - review in 3 months to decide if this is sufficient or whether we need to have courts professionally brushed more often.</p> | <p>with a mechanical brush, costing £1000. This would reduce slipping and increase lifetime of the surface from 10 to 15 years. Committee discussed it and decided that we will have the courts professionally cleaned twice a year. Old courts were cleaned about twice in their lifetime and they still lasted 10 years. Cost for all courts is £3000 per year for two professional cleanings. This decision will be re-visited after a year.</p> |
| 1.27.5 | It has been reported that it's very muddy outside the club house, which is not helping as mud is being transferred to the courts. JM to look to have matting put down, especially during winter months. | Ongoing |
| 2.6 | Hitting wall/drain coming apart – H&S issue. JM to sort. | Thank you James for fixing the drain. |
| 2.7 | Netting – Pete Sharp replacing. | ?? |
| 2.8 | Pot holes along drive – need sorting. | Ongoing |
| 2.9 | Key safe by door causing problems having it there – move to side of building out of sight. | Key safe (for the cleaners) to be put at the back of the building. |
| 2.10 | Grit for paths in shed. | Done |
| 2.11 | Court 1 net posts bowing. | Closed |
| 4.1 | Lynne also raised concern about lack of fencing along the parking area which could allow a car to fall into the Slade. JM to look into fencing or posts with reflectors | ??? |
| 4.2 | No Parking/Turning circle – additional sign and hatching to be re-painted. PK to bring paint. | ??? |
| New Apr19 | Patio. Marc would like mud and moss removed from the patio area | |
| New Apr19 | Jack Smith is keeping the grounds neat and tidy. | Thank you Jack. |
| New Apr19 | Pipework. Val would like the pipework in the shower painted, as they look scruffy. | |
| New Apr19 | Flowers. Val would like some bulbs to be planted in the new planters, when they are installed. | Andy to put a plea in a club email |
| New Apr19 | Heavy pots to be put on top of the drain. This will also stop cars driving onto the pavement close to the clubhouse. | Marc to ask his Dad if he has some spare heavy pots. |

5.MATCH AND TOURNAMENT (William Freeman)

| Ref from 11Feb19 | Actions from the last meeting | Outcome / Update / Actions |
|---------------------|---|---|
| 1.9 | Mens 1st Team Match time moved to 1pm Sunday | Jane Pearce has to pre-book the courts. William to double check the times. |
| 1.12 - contd | Over 55's was scrapped and it is felt that this is still required. At AGM, recommend we revert to previous format. | In order not to create too many categories, there won't be an over-55 group this year |
| 2.14 | We have the following members eligible to play matches: 45 M and 45 F (adult full and adult concession). Not sure this includes Family Members? PK, DB & MS to get together to discuss.?? | |

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| New Apr19 | Teams are set up. We have Vets1 not doing too well, looking at relegation. | |
| New Apr19 | Club tournament final will take place on 14 September. Please note that junior coaching will be taking place on Court 5 at the time. The rules are: - No more than three events ??? - No 'Over-55' category | Deadlines for matches will be included on the Tournament treeAndy to publicize the date |
| New Apr19 | Hassel Cup (Ladies doubles 45+). Format will be to turn up and draw the partner on the day. | William to decide the date. |
| New Apr19 | Briscoe Cup (Mixed doubles). Format as above. | William to decide the date. |
| New Apr19 | Wallis Cup (Mens doubles). Format as above. | William to decide the date. |
| New Apr19 | Junior Family Social tournament will take place on Sat 11May or Sun 12May. | Marc to check dates and tell Andy, who will publicize the event. |

6. PR

Nothing to add

7. FINANCE

| Ref from 11Feb19 | Actions from the last meeting | Outcome / Update / Actions |
|-------------------------|---|--|
| 7.1 | Payments for Winter League etc to be paid in before AGM. | Winter League still ongoing. Social tennis on Tuesdays evenings will start on 16 April, unless some matches are cancelled due to rain. |
| 7.2 | Match Fees = £3 | Closed |
| 7.3 | Envelopes – for match fees. Write name of anyone who has not paid on envelope for Lorraine to chase for payment. | Closed |
| New Apr19 | Financial planning. Marc suggested that we should do financial planning to prioritize and schedule spending decisions. 1). We have two outstanding loans: one for courts covering (finishing 2021) and one for floodlights (finishing 2025). 2). We need to decide how much money we can spend on club infrastructure. 3). A wishlist was created: + New fencing. Since the meeting Marc calculated that if we want to replace all fencing by 2028, we need to put aside £7562 per year. + Improved driveway + Kitchen refurbishment + Practice wall area resurfaced + Floor in the clubhouse sanded and sealed – this should happen after the kitchen is refurbished + New doormat (£90) | |

8. SOCIAL AND EVENTS

| Ref from 11Feb19 | Actions from the last meeting | Outcome / Update / Actions |
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| 1.17.2 | All Social dates to be added to website in future – with as much notice as possible. | Maddy to contact Andy with the details of the Social WhatsApp group, so that he can mention it in the club email. |

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| New Apr19 | Social tennis on Saturdays will start at 2pm, because the time has changed. | Maddy to send a WhatsApp message. Tom to update the website. Andy to send an email |
| New Apr19 | | Andy to send Tom's email address to Maddy. |
| New Apr19 | Philippa's tournament will take place on Saturday 8 June. Mick Lench is the main contact for it. | Maddy to place the application form on the notice board in the clubhouse. |
| New Apr19 | Table tennis table was moved to the mens' changing room. | |
| New Apr19 | Quiz Night will take place on 15 June | |
| New Apr19 | Maddy suggested Gin Tasting for 14 September. This is the day of Club Tournament Finals. | Does it matter? |
| New Apr19 | Wimbledon Draw will take place on 11 May. Maddy suggested we have some appropriate nibbles, such as 'Strawberries and Cream' or 'Cucumber Sandwiches'. | Andy to publicize the date |

9. AOB

| Ref from 11Feb19 | Actions from the last meeting | Outcome / Update / Actions |
|-------------------------|--|---|
| 1.16 | TE to review MS | Contract Trisha, Andy, William and Marc to arrange a meeting. Trisha to decide the priority of issues before the meeting. |
| 1.14 | TE offered date to meet with annoyed neighbour. They were unable to make it. TE to suggest alternative date. C/F | Ongoing? |
| 9.1 | To clarify – Court 5 is still the Junior court. Correct. It still is. | Closed |
| 9.2 | Scorers. In cupboard... to be erected on fences. Scorers working well. | Closed |
| 9.3 | Hospital Cup. Clare Jackson asked if we can be on standby to host this year. | This won't be necessary; Hospital Cup will be held at Henham. Closed |

10. DATE OF NEXT MEETING

Wednesday 19 June 2019 at 7:30 in the clubhouse.

GLTC Regular Payments/Schedule List:

Insurance Renewal – 22nd March
Emergency Lighting, fire extinguisher test – 30th September
LTA Membership – 30 November
Court maintenance – bi-annually end April/end Oct

KMW 9Apr19