


# GLTC Committee Meeting – 12 January 2022

## Clubhouse

Present	Apologies	
Trisha Esplin Jacque Woolley Jane Bowen (via WhatsApp) William Freeman Maddy Marley James Marchant Kirsty Rowlandson Marc Squire Adrian Holley Callum Forsyth Krystyna Windle	Andy Rice	

## 1. MINUTES OF LAST MEETING

Minutes were signed off.

## 2. COACHING UPDATE

Ref	Subject	Update	Status
	<b>Trophies</b>	Marc bought trophies for about £70. It was agreed that juniors' tournaments should have trophies, up to 3 times a year: US Open, Wimbledon and French Open. Marc to send the receipts to Trisha.	Done and paid for
	<b>Competition Juniors</b>	Six teams have been entered into Essex League. Marc to investigate viability of taking part in Cambridge League.	Six teams; one match remaining
	<b>Whole year timetable</b>	Marc to propose a whole year timetable with approximate dates, to give members some idea of what is happening in the Club. Update: Marc started the list; there are lots of events for juniors, but the adults' haven't been decided. Marc to talk to William to finalize.	Action: Marc and William Ongoing
	<b>Mens' training</b>	There are few people coming. Marc to invite some members to start attending. Marc to write an email addressed to the Winter League participants, inviting them to mens' training and send it to Jacque, who will pass it to the men. This should be re-assessed after February half term.	Action: Marc and Jacque
	<b>Summer Junior League</b>	More junior players are needed for Summer League. Marc to ask who is interested. Marc estimates that if the turnout is good, there will be eight teams to play on Saturday morning or Sunday (preferred). Marc will keep the Committee updated. Marc is planning a mini (Red/ Orange/ Green) tournament after Social on 26Feb / 5Mar / 12Mar (or a week after).	Action: Marc
	<b>Wednesday group</b>	On Wednesdays 5-6pm Marc has 15 girls in the group and would like courts 3,4 and 5 between now and Easter. Courts 1 and 2 would be available for booking. This was approved.	
	<b>Yellow Ball tournament</b>	Currently there is one tournament per year (Road to Wimbledon). Another one could be organized by Marc. This was agreed.	
	<b>Jack Frings</b>	Jack (17) is to join the coaching team. It was agreed that he can hit with a specific junior for an hour a week. It is up to Marc to make those decisions.	

### 3. MEMBERSHIP UPDATE

Ref	Subject	Update	Status
	<b>Membership</b>	LTA recommendation is 300 members. Jane monitors the overall number of members and flag if it gets to 350. <b>Update:</b> About 50% of members are mini-juniors. There are some new adult members, but court usage has dropped by about 10% since the summer. We will keep membership open for now. <b>Update Jan22:</b> We have now 384 members (Jan22). Nobody is reporting problems with court availability, so will re-assess at next meeting. Thank you Jane for the numbers	Ongoing
	<b>Membership verification</b>	There is no check if somebody is a member. Marc offered to check players against membership as part of his administrative tasks. <b>Update:</b> Marc has started tidying up the membership list. This involved a lot of work, as there are 700 contacts on the list, with some people having more than one email address. Also the list contains some lapsed members. Jane said she would export the list of contacts and find somebody to link emails to members' addresses. Update Jan22: Jane exported the list of contacts and gave it to Marc. How can we check if somebody has more than one email address?	Action Marc and Jane
	<b>Pro rata prices</b>	There should be new prices for people starting in January.	Action Jane
	<b>Joining email</b>	Joining email (sent to new members) should mention they should expect to receive emails from ClubSpark. They should be asked to contact the club if they don't receive those emails.	Action: Jane
	<b>Membership fees</b>	We anticipate a 3% fees increase for the 2022-23 season.	

### 4. HOUSE AND GROUNDS (Jacque and James)

Ref	Subject	Update	Status
	<b>Notice boards</b>	Paper on the green notice boards in the Clubhouse is worn out and should be replaced.	Action Jacque Ongoing
	<b>Fire extinguishers</b>	Need to be checked. We should have two keys cut, one to hang next to the big glass door, as it has "Emergency Exit" sign.	Action Lorraine Ongoing
	<b>Light bulbs</b>	Two light bulbs in the Clubhouse are broken	Ongoing
	<b>Tarmac outside</b>	James is waiting for a quote. James thinks there is no point patching the drive; we either should do it properly or not at all. Update Jan22: Lee Hales offered three options: cheap, middle and really expensive. Marc to contact Lee and get a quote for the middle option.	Action: Marc
	<b>Trees</b>	William to investigate if it is possible to trim the sycamore trees by the drive. - The trees will be trimmed soon. Ideally it should be done before the courts get cleaned. Update: The Council have been informed. <b>Update Jan22:</b> James has phone number of the person in the Council to call.	Action James
	<b>Update</b>	Fences need tightening	Ongoing
	<b>Ball recycling</b>	We need a note asking people to recycle balls if they are not good. Winter League balls should go into the "Social" box; after use they should go into the mens' changing room	Action Jacque
	<b>Grove boards</b>	The boards are very dark and outdated. They should be made current when 2021 results are ready. Marc is to suggest a solution for the Junior board. <b>Update Jan22:</b> Jacque to find if there are any corrections needed to the	Action Jacque Marc and

		boards. Can the small board be made lighter? Jacque has emailed the man who could update the boards already. William to send match results from last year to Jacque.	William
	<b>Wet floor sign</b>	Jane to purchase	Done
	<b>Gutter, Water leak and Court cleaning</b>	Action: James	Done
	<b>Lights</b>	The drive is dark when the court lights are not on. The surface is very bad. Maybe we should have some solar lights to illuminate the drive, as long as they don't face the courts. James to propose solutions.	Action: James Ongoing
	<b>Fences</b>	Fences are leaning against lamp posts on courts 3 and 4, next to the drive. We need an estimate to correct this. NB. When getting a quote it is important to remember that those courts have to be accessible by cleaning equipment.	Action: James Ongoing
	<b>Net on Ct 1</b>	A replacement net for Court 1 has been ordered. Maybe we need a spare net with wire, just in case something breaks.	
	<b>Slippery court</b>	Court 2 is slippery. Kirsty should book Courts 1 and 5 for matches. Contact Jane to affect the bookings.	Action: Kirsty, Jane

## 5.MATCH AND TOURNAMENT (William)

Ref	Subject	Update	Status
	<b>Cambridge League</b>	Vernon Dudley (who runs Cambridge League) is stepping down. The League is organising a retirement present and we have budgeted up to £100. Norman Elson who has run the League has stepped down and we donated £50 to his retirement present. We are awaiting a date from the Cambridge League on a date for the AGM. They are also canvassing clubs on whether we need to present trophies. (Note the trophies from 2019 currently sit in the cupboard.)	Action: Trisha and William Ongoing
	<b>Summer League</b>	There is a draft. Do we need trophies, as currently they sit in the cupboard?	
	<b>Notice boards</b>	We should have one of the green notice boards displaying current information about matches.	Action: William
	<b>Essex Small Clubs League</b>	Norman Emmerson who organizes it is ill. We should donate £50.	Done
	<b>Update</b>	Fixtures haven't been decided yet. William puts news and match results on the notice board in the Clubhouse.	
	<b>Essex Cup</b>	We have 2 mens and 2 ladies teams for Essex Cup. William needs captains for the teams. Maybe Clare and Sally could share the workload.	
	<b>Teams</b>	General email to be sent to all club members to recruit people for the teams. Kirsty has set up a survey monkey to process replies. Maybe some older juniors could join teams. Should we have a poster on the door?	Action: Kirsty

## 6. PR

Ref	Subject	Update	Status
	<b>LTA inspection</b>	Clare to have a meeting with Sally ahead of the LTA inspection. Update Jan22: Trisha to check who should be listed on the website, because it has to agree with LTA records.	Action: Clare Sally Trisha
	<b>Callum</b>	Callum is a Level 3 coach. This should be reflected on the website.	Done
	<b>PR role</b>	David Sinnet would like to join the committee and take on Andy's role. The handover will happen at the next AGM.	Ongoing

## 7. FINANCE

Ref	Subject	Update	Status
	Update	The Club's finances are in good shape. Money has been put away for court maintenance and lights. Update Jan22: Trisha sent out the accounts. Everything is in good shape.	

## 8. SOCIAL AND EVENTS

Ref	Subject	Update	Status
	Winter League	We have four teams, 10 people in each team. Captains will collect match fees and pay the first instalment just after Christmas.	Action: Team captains Ongoing
	Social tennis	<u>Tuesday Social</u> will take place: 5:30 and 6 on Courts 1 and 2; 6 – 7:45 on all courts, 6:45 – late on Court 5. The lights and balls will be provided by the club. The envelope with tokens for Social will be placed on the “Matches” noticeboard. <u>Saturday Social:</u> from 1pm: Courts 1, 2 and 5 for adults Courts 3 and 4 for juniors after 2pm – all courts are for adults. This is to be reviewed in the spring.	Action: Andy
	Quiz	Quiz night was good fun, we made £10 profit. Thank you Maddy and Rosie for organising.	
	Social tennis	Social tennis is very busy, with many new people.	

## 9. AOB

Ref	Subject	Update	Status
	First Aid course	It would be useful to have more members trained in the First Aid. Marc to organize a company, the Club will provide the venue and the attendees will pay.	Action: Marc Ongoing
	Committee positions	It seems that only Maddy and Andy need to be replaced at the AGM. Maddy to keep looking for a volunteer to take up a Social Secretary position.	
	Funding from Essex	(we used this for the table tennis table). Marc to find out what the rules are and if we can claim retrospectively.	Action Marc
	Masks	It is not mandatory to wear masks inside the clubhouse.	

## 10. DATE OF NEXT MEETING

AGM: 2March (Wednesday)

Drinks at 7pm

AGM starts at 7:30pm

Krystyna Windle  
13 February 2022

### 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