


GLTC Committee Meeting – Wednesday 19 June 2019

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

1. MINUTES OF LAST MEETING APPROVED

2. COACHING UPDATE (Marc Squire)


Ref	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. Done
2.1	Tom Bowers leaving at end of month. MS advertising for replacement...	Marc is actively advertising the vacancy and spoke to all local coaches. He's got no replies so far. <u>Update Jun19</u> . Marc is very busy and can't fit all people who would like lessons, but everything is going well and there are no complaints.
2.4	Family Tournament – Sunday afternoon during Family time.	The Tournament went really well. 37 people took part, all five courts were used. Marc to send photographs to Tom to put on the website.
New Apr19	Junior Camp will take place on 8 – 10 April, on courts 3, 4 and 5.	Done
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. Done
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.	Done
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.	Sorted

3. MEMBERSHIP UPDATE / CLARIFICATIONS

Ref	Actions from the last meeting	Outcome / Update / Actions
1.15-contd	LR to add to Welcome Letter for any Full Adult and Family members.	Done

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

Ref	Actions from the last meeting	Outcome / Update / Actions
1.4	Cleaners. It has been noted that the Cleaners are not staying for a whole hour. VF to investigate.	Closed
1.6	Defibrillator. New patch required – TE advised that LTA do not bulk buy, they leave this to individual clubs. VF to purchase.	New patches and spares are now being fitted. The device has to be checked once a months. Maybe more people should have this responsibility.
1.7	Refurbishment. VF to bring options for refurbishment to AGM	On hold – waiting for funds
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. <u>Update June19</u> – Fault hasn't appeared since the last meeting. Closed.
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. <u>Update June19</u> : We are now being credited £2500 for sewage charges; the money was deposited into the account. We need to read the water meter to send to the water supply company (Trisha).
1.20	JM to investigate insurance costs to cover major water leak.	Not needed; closed.
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? Ongoing
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 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.	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 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. <u>Update Jun19</u> – Courts have been cleaned. There have been no complaints about them

		being slippery since. It was decided the courts will be cleaned twice a year, in spring and autumn. Closed
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.	Done
2.6	Hitting wall/drain coming apart – H&S issue. JM to sort.	Done
2.7	Netting – Pete Sharp replacing.Done	Done
2.8	Pot holes along drive – need sorting.	Done
2.9	Key safe by door causing problems having it there – move to side of building out of sight.	Key safe (for the cleaners) has been put at the back of the building. Done
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	Done
4.2	No Parking/Turning circle – additional sign and hatching to be re-painted.	Paul Kent to bring paint to cross-hatch the turning circle. The signs have been placed.
New Apr19	Patio. Marc would like mud and moss removed from the patio area	James to ask Geoff to do it.
New Apr19	Pipework. Val would like the pipework in the shower painted, as they look scruffy.	Done
New Apr19	Flowers. Val would like some bulbs to be planted in the new planters, when they are installed.	We have now two laurel bushes. Thank you William. Done 
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.	Done
New Jun19	Recycling balls. There were complaints about the quality of club balls. This will get worse, as there are fewer matches played in the summer. The club gets £50 per 250 recycled balls.	Andy to send an email reminding people to put bad balls into the recycling box in the clubhouse, not back in the tins. People should also be encouraged to bring their own balls into the club, as it is a source of revenue. Val to put a bigger note on the container.
New Jun19	Cleaner. We have a new cleaner; the payment was organised at the meeting.	Val to inform Lorraine about the cheques.
New Jun19	Doormat in the clubhouse. On the internet they cost about £50.	We should wait until the floor has been done, unless we can get one from B&R for £15
New Jun19	New club sign. Roger offered to design a new club sign.	This was very welcome by the committee.
New Jun19	Microwave	Marc is waiting for John Lewis to have a sale.
New Jun19	The note about visitors fees and how to pay them has faded, needs replacement.	
New Jun19	Fridge. William will bring a new fridge, defrost the existing two and take them to the dump. The cost will be £100.	

5.MATCH AND TOURNAMENT (William Freeman)


Ref	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. Done
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. Closed
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.??	All Family members are eligible. The Associate members are not. Closed
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	<u>Update Jun19:</u> All matches are now set-up. The first match is next Sunday (30th)
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. Probably in the autumn. Could we involve people from other local clubs? Matches should take place in the evenings or Sunday mornings. Ongoing
New Apr19	Briscoe Cup (Mixed doubles). Format as above.	As above
New Apr19	Wallis Cup (Mens doubles). Format as above.	As above
New Apr19	Junior Family Social tournament will take place on Sat 11May or Sun 12May.	Done

6. PR


Ref	Actions from the last meeting	Outcome / Update / Actions
New Jun19	Website. Tom can only run the website until September. He needs to show somebody how to update it. He should come to the next Committee meetin.	Robert Cieslicki agreed to give it a go.
New Jun19	League results. Celebrate our teams and their captains.	Andy to post an email with league results.

7. FINANCE

Ref	Actions from the last meeting	Outcome / Update / Actions
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	<u>Update Jun19:</u> Marc estimated how much new fencing would be. There is a feeling that the club would benefit more from a new kitchen than new fencing. In about two years we will have enough funds to replace the fencing. Peter Sharpe repaired some fencing at the back. Thank you.

	<p>if we want to replace all fencing by 2028, we need to put aside £7562 per year.</p> <ul style="list-style-type: none"> + 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) 	
New Jun19	Marc suggested Lorraine comes to the next Committee meeting. She would have to be paid at her normal rate. This would give us some idea about our finances.	
New Jun19	Income. Accounts' reports are now with the accountant. This year the income from membership was £22883.23, compared to last year of £19658.10. Looking good.	

8. SOCIAL AND EVENTS

Ref	Actions from the last meeting	Outcome / Update / Actions
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. <u>Update Jun19.</u> Mady has been contacting Tom directly, so the information was put on the website, but not on email. Maddy to add Andy to her circulation list.
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 Ongoing
New Apr19	Andy to send Tom's email address to Maddy.	Closed
New Apr19	Philippa's tournament will take place on Saturday 8 June. Mick Lench is the main contact for it.	Was cancelled due to rain. Mick to rearrange.
New Apr19	Table tennis table was moved to the mens' changing room.	Is back in the clubhouse, being used. Closed.
New Apr19	Quiz Night will take place on 15 June	Was cancelled due to low numbers; to be re-run on 18 October
New Apr19	Maddy suggested Gin Tasting for 14 September. This is the day of Club Tournament Finals.	<u>Update Jun19</u> – The event changed to 'Street Food'. Not much response so far. Maddy to send an email to Andy to publicise.
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'.	The draw went well. Thank you Maddy for nice food on the day. 
New Jun19	Wimbledon draw made £20 profit, which Maddy is keeping as a float. Also there were some Pimms left, which will be used for summer events.	
New Jun19	WhatsApp. Val, Clare, Maddy and Marc are admins on the social WhatsApp account. Members should contact them if they wish to be added to the group.	Andy to send an email about WhatsApp group etiquette: <ul style="list-style-type: none"> – Timing of messages (not too late) – Using private messages if the whole group doesn't need to be involved – Not putting private phone numbers in messages to the whole group

9. AOB

Ref	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. Ongoing
1.14	TE offered date to meet with annoyed neighbour. They were unable to make it. TE to suggest alternative date. C/F	Marc was given authority to deal with it as he considers appropriate. The club will support him.

10. DATE OF NEXT MEETING

Wednesday 11 Sept 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 23 June 19