


GLTC Committee Meeting – 13 Oct 2021

Zoom call

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

1. MINUTES OF LAST MEETING

Minutes were corrected and signed off.

2. COACHING UPDATE

Ref	Subject	Update	Status
	Junior Social	Junior social takes place between 1 and 2pm on Saturdays. All is going well, the parents are pleased. On average there are 12-14 juniors playing. Summer balls (Vermont) can be used for Junior social.	
	Junior Finals day update	Under-18s had their final on the Club Finals Day, Younger juniors had the finals staggered: - Red: 2 October, 3 courts – was cancelled due to weather - Orange: 9 October, 4 courts – was played - Green: 16 October, 3 courts – was played	
	Trophies	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.	Action: Marc
	Competition Juniors	Six teams have been entered into Essex League. Marc to investigate viability of taking part in Cambridge League.	Action: Marc
	Whole year timetable	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
	Social clinics	One took place in September, another is scheduled for 16 October.	
	Availability of coaching	Marc and Callum have a fixed timetable which is full. Members have priority over non-members. Non-members can have a regular slot, provided that no members are interested.	
	Court usage	From September the court usage for coaching purposes should be the same as currently.	
	Mens' training	There are few people coming. Marc to invite some members to start attending.	Action: Marc
	Junior coaching	Approved until Easter.	

3. MEMBERSHIP UPDATE

Ref	Subject	Update	Status
	Membership	LTA recommendation is 300 members. Jane monitors the overall number of members and flag if it gets to 350. Update: 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.	Action Jane
	Junior court bookings	Juniors (12 years and above) can book a court with the following restrictions: <ul style="list-style-type: none"> • maximum 3 days ahead • not during social evenings Jane to add booking information for juniors to the Membership form.	Done
	Membership verification	There is no check if somebody is a member. Marc offered to check players against membership as part of his administrative tasks. Update: 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.	Action Marc and Jane

4. HOUSE AND GROUNDS (Jacque and James)

Ref	Subject	Update	Status
	Notice boards	Paper on the green notice boards in the Clubhouse is worn out and should be replaced.	Action Jacque ongoing
	Cleaner	Jacque has a new cleaner, to start next week. She will come every fortnight for 2 hours at £15ph.	Done
	Fire extinguishers	Need to be checked.	Action Jacque Ongoing
	Lightbulbs	Two lightbulbs in the Clubhouse are broken	
	Clubhouse	Re-stringing machine should be put in mens' changing room – Marc has bought wheels for it Trophies need to be sorted out and hung on the wall – Cleaner polished the trophies. They look very shiny.	Done
	Tarmac outside	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.	Ongoing
	Light box	Light box is currently broken. We were given a £2000 quote to replace the PCB. Update: Light box has been fixed; thank you James. We are getting a new lock for tokens.	Done
	Trees	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.	Action William
	Match balls	Ex-match balls should be placed in the sliding cupboard, to be used for Social. Update: People need access to the cupboard, to be used for Winter League.	
	Update	Fences need tightening	
	Ball recycling	We need a note asking people to recycle balls if they are not good.	Action Jacque
	Grove boards	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.	Action Jacque and

			Marc
	Wet floor sign	Jane to purchase	Action: Jane
	Gutter, Water leak and Court cleaning	Action: James	Action: James
	Lights	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
	Fences	Fences are leaning against lamp posts on courts 3 and 4, next to the drive. We need an estimate to correct this.	Action: James

5. MATCH AND TOURNAMENT (William)

Ref	Subject	Update	Status
	Cambridge League	<u>William's additions Jan22</u> : 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
	Summer League	There is a draft. Do we need trophies, as currently they sit in the cupboard?	
	Notice boards	We should have one of the green notice boards displaying current information about matches.	Action: William
	Essex Small Clubs League	Norman Emmerson who organizes it is ill. We should donate £50.	Action: William

6. PR

Ref	Subject	Update	Status
	LTA inspection	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 link with LTA.	Action: Clare Sally and Trisha
	Callum	Callum is a Level 3 coach. This should be reflected on the website.	Action: Krystyna
	PR role	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.	

8. SOCIAL AND EVENTS

Ref	Subject	Update	Status
	Celebrations of 19 July	We should celebrate opening of the Clubhouse with Pimms, cakes and tea. Marc to check if he could run a clinic 12-1pm for Juniors and 1-2pm for adults. Marc and Maddy to tell Andy.	Event went well
	Finals day	We should have a barbecue on the Finals day. Members to bring salads/ cakes. Maddy to refresh her Pimms receipe.	Done
	Social tennis	Junior social takes place between 1 and 2pm on Saturdays. All is going well, the parents are pleased. On average there are 12-14 juniors playing. In winter Junior Social will take place between 1-2pm, eliminating the need for artificial lights. Social adults will start at 2pm all year round.	Done
	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
	Social on Tuesdays	Social will take place between 6 and 7 on all courts, with Court 5 available for the rest of the evening. The lights and balls will be provided by the club. To be reviewed at the next meeting. Andy to write an email about this. Marc will leave tokens for social in an agreed place. James to find out if it is possible to override the light box so that we don't have the inconvenience of tokens for Social.	Action: Andy
	Profits	It was agreed that the profits from the Finals day can be used for Social. £100 should go to Maddy, to be used for Social at her discretion. The rest, together with the money received from ball recycling should be used for Social balls and Juniors' match balls.	

9. AOB

Ref	Subject	Update	Status
	Club Tournament	Club Tournament rules should be put on the website. Entries are open for another week.	Action Krystyna
	Miscellaneous	Defibrillator needs a new battery. Action Jacque	Done
	Pro-rata membership	Pro-rata membership starts in September and January for all memberships. Jane will change the packages before September.	Done
	Honorary membership	Les become an honorary member. We have one membe above 80 (Charles?) and one member who is 79.	Done
	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

10. DATE OF NEXT MEETING

12 January 2022 at 7:00pm

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

Krystyna Windle
 5 November 2021