

HIGH WYCOMBE LAWN TENNIS CLUB

COMMITTEE MEETING MINUTES

12 OCTOBER 2020



Attendees	Andy Gibbs, Chairman Sue Chapman, Secretary Alan Gates, Treasurer Nikki Formby, Membership Secretary Philippa Worley, Ladies Captain Josh Blattner, Men's Captain Adam Smith, Junior Representative Maggi Newcombe, Mid-week Representative
Via Zoom	Carolyn Nye, Social Secretary Mike Nye, Committee Assistant Guy Britton, Head Coach

	Action
Minutes of Last Meeting The minutes of the Committee Telephone Meeting held on 1 September 2020 were approved for circulation to the Trustees.	SC
Club Improvements - Toilets Splash backs It was agreed Perspex splash backs would only be installed around the hand dryers and basins, for ease of installation. The tiles behind the urinals will remain. The cost to buy panels cut to size complete with polished edges will be about £150.00 (inc vat) for both toilets – not including fitting. Shelves A glass shelf to be fitted above the two basins in each toilet - Material cost about £50.00 for both toilets. Benches The benches could be painted to give some improvement - Material cost about £30.00 for both toilets. Painting Painting all walls- Material cost about £60.00 for both toilets Total cost of materials for all works approx. £400.00 including VAT. Maggi Newcombe knows of someone who may be interested in carrying out this work. Failing this, an email will go out to all club members this month to see if anyone can recommend a tradesman to do the work.	MN / A GATES

<p>Court Maintenance</p> <p>Following the purchase of two new drags members have been more diligent in dragging the courts after play. The courts have also recently undergone maintenance and are in as good a condition as can be expected considering the wet weather we have experienced.</p> <p>The astroturf courts are undergoing cleaning and re-sanding this week.</p> <p>We have not heard from the neighbours whose garden backs onto the court regarding cutting back the trees. We are aware it will be expensive and due to current circumstances we will put this work on hold.</p>	
<p>Safeguarding</p> <p>Ginny Eastwood, the new Safeguarding Officer, still needs to apply for an LTA DBS check and provide a photograph for the notice board. Andy Gibbs will discuss this with Ginny and ask her to send an introductory email to the membership. Adam Smith will discuss with Ginny the possibility of the role of Safeguarding Officer being a Committee position.</p>	<p>GE / A GIBBS / AS</p>
<p>Social Play</p> <p>The Committee was reminded that it is everyone's responsibility to ensure names of attendees at social sessions are recorded in accordance with Covid-19 Track and Trace requirements. They will be retained for a minimum of 3 weeks as required by the LTA.</p>	
<p>Tuesday and Wednesday Night Tennis</p> <p>Tuesday and Wednesday evenings are very popular with arranged fours and groups. Ideally, the best use of the courts would be to have two sessions, 6-8pm and 8-10pm. However, after much discussion it was agreed there would be no block-booked courts or multi-court bookings for groups. Bookings will be one court per person, for a maximum of 2 hours, on a first come, first served basis and could be booked for any time, eg 6.30-8.30pm or 7-9pm, as well as the standard 6-8pm and 8-10pm sessions. This will be communicated to members via email.</p>	<p>SC / A GATES</p>
<p>Re-opening of Clubhouse</p> <p>The clubhouse will remain closed for hygiene and cleaning reasons. This will be reviewed at the next meeting.</p>	
<p>Re-opening of Bar</p> <p>Committee members were reminded that only bar key holders should enter the clubhouse to access the bar. All other members should remain outside. Drinks and snacks must be consumed outside. A small tablet has now been purchased which bar key holders can use to sell items and take payment instead of using their own smartphones. The tablet is kept in the bar area.</p>	
<p>Accounts Update</p> <p>Our Treasurer has prepared the draft accounts and they are ready to send to the auditor this week.</p>	
<p>Membership Update</p> <p>NF reported that she is still receiving a lot of membership enquiries from families and people new to the area.</p>	
<p>Membership Survey</p>	

<p>NF has summarised the results of the Membership Survey and there are a lot of comments which need following up. It was agreed the survey results would be the main focus of the first meeting in January 2021. A summary will then be uploaded to the website.</p> <p>It was agreed the survey should be sent out annually so the Committee are aware of the feelings of the members.</p>	NF
<p>Defibrillator</p> <p>PW advised the Committee that clubs in Kent, Middlesex and Surrey have received grants from the LTA towards the purchase of a defibrillator which would reduce the cost to approximately £600 for the “community” model. It was agreed the club would purchase the defibrillator and a suitable cabinet.</p>	PW
<p>Court Use for Matches</p> <p>Although winter matches only require two courts we had been keeping the adjacent court free for Covid reasons. However, this has led to members having a long wait to play resulting in people congregating outside the clubhouse. This is deemed to be more of a health risk than allowing play on the free court, so the third court will be returned to social play. However, the court next to matches should only be used when the other block of courts is full. The peg system will also be put back into operation during busy times so everyone has an equal chance to play.</p>	
<p>Juniors</p> <p>GB is organising various family/junior tournaments, a “Battle of the Brits” competition, singles on a Friday and junior matches etc. Details have been sent to juniors and parents.</p>	GB
<p>5 Year Plan</p> <p>It was agreed that the Committee should have a 5-year plan. This would include but not be limited to, membership, major works/improvements, budget forecast, juniors and inclusivity. This will be discussed by the newly elected Committee at the first meeting in January 2021. Alan Gates will be updating the accounting budget (looking forward eight years) later this month.</p>	A GATES
<p>AGM</p> <p>Due to Covid restrictions, the AGM will be held as a virtual meeting on Zoom.</p> <p>As the 2019/2020 Winter Veterans/Farnham Common season was curtailed and the 2020 Bucks Shield and the High Wycombe & District Mixed League did not take place, there will be no Captains reports or salver presentations.</p> <p>As required, 30 days before the meeting members will be reminded of the date and will be sent details of the Committee roles and how to apply for a Committee position.</p> <p>All Committee Members to write a short paragraph outlining their role.</p> <p>Members will also be encouraged to submit questions to the Committee no later than a week before the meeting. These will be answered at the meeting. The Committee will not take questions on the night.</p> <p>A few days before the meeting, all members will be sent an Agenda and email link to Zoom and encouraged to join the meeting.</p>	SC / A GATES ALL SC / A GATES
<p>Any other Business</p>	

<p>Cardio Tennis</p> <p>PW advised that some members have expressed interest in arranging a Cardio Tennis session at the club and suggested that this might be run by a coach from Gerrards Cross, where they already have cardio tennis sessions.</p> <p>Guy Britton is qualified to run Cardio Tennis sessions and will explore the options with PW.</p> <p>Xmas Party / Halloween Tournament</p> <p>Due to Covid restrictions these events will not be held this year.</p> <p>Communications</p> <p>As members are not allowed into the clubhouse and are therefore not able to read the minutes of Committee Meetings which are usually posted on the notice board, it was agreed the minutes would be uploaded to the website with a link sent to members.</p>	<p>PW / GB</p> <p>AGa</p>
<p>Date of Next Meeting</p> <p>Tuesday 17 November 2020 at 7:15pm. Zoom test prior to the AGM. AGi/AGa/SC only in clubhouse. The rest of the Committee on Zoom.</p> <p>AGM – Wednesday 25 November 2020</p> <p>Monday 18 January 2021 at 7:30 pm at HWLTC Clubhouse</p>	<p>AGi/AGa/SC</p>