

# HIGH WYCOMBE LAWN TENNIS CLUB

## COMMITTEE MEETING MINUTES

9 JANUARY 2023



Attendees	Andy Gibbs, Chair Sue Chapman, Secretary Alan Gates, Treasurer Clare Smith, Membership Secretary Adam Smith, Junior Representative & Men's Captain Alison Wright, Welfare Officer Ross Murray, Head Coach Maggi Newcombe, Midweek Representative & Bar Manager Adam Chivers, Tournament Organiser
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	Action
<b>Welcome</b> AGi welcomed Alison Wright, Welfare Officer and Adam Chivers, Tournament Organiser to the Committee.	
<b>Ratification of Chairman</b> The HWLTC Constitution requires that the Chairman is ratified in his position. Andy Gibbs was unanimously confirmed as Chairman of HWLTC by a show of hands.	
<b>Ratification of Secretary and Treasurer</b> The HWLTC Constitution also requires that the Secretary and Treasurer are ratified in their positions. Sue Chapman and Alan Gates were approved by a show of hands.	
<b>Minutes of Last Meeting</b> The minutes of the Committee Meeting held on 17 October 2022 were approved for circulation to the Trustees.	SC
<b>Safeguarding Update</b> Following the visit to HWLTC in September 2022 by Melissa Miller, LTA Safeguarding Officer, the club received a Red rating, meaning work was required before we could achieve Green Status. The low rating was in part due to the fact that our Welfare Officer, Ginny Eastwood, left suddenly for personal reasons and the LTA report was written before we were able to recruit a replacement. In November Alison Wright agreed to take on the role of Welfare Officer and the other necessary policies and procedures were put in place. The LTA confirmed in December that HWLTC is now fully compliant with LTA safeguarding policies and requirements.  An email will be sent to members introducing them to AW and highlighting safeguarding procedures and policies which are all on the website.  AW is keen to meet as many HWLTC members as possible as well as promote safeguarding in new member materials. AW will liaise with CS and Gail Barstow (who	AGa

<p>is taking over as Membership Secretary) to provide new members with a hard-copy induction leaflet that will also include relevant safeguarding information. With their renewal notice, existing members will receive reminders of the importance of our Code of Conduct and safeguarding procedures.</p> <p>AW will also be reviewing and updating the Code of Conduct for Adults and Juniors to ensure safeguarding is highlighted.</p> <p>AW will produce a simple step-by-step guide to safeguarding which will be posted on the noticeboard in the lobby. The LTA website may have materials which can be used for this purpose.</p>	<p><b>AW</b></p> <p><b>AW</b></p> <p><b>AW</b></p>
<p><b>Social Media</b></p> <p>AW knows someone who is very involved in social media and communications and she will follow up with this friend to see if she is interested helping the club with social media posts.</p> <p>There was a discussion regarding a feature of WhatsApp which could bring together all the various WhatsApp groups used by HWLTC members and may be useful for short, informal messages such as renewal reminders, tournament and event promotion. There is an option that only the Administrator can post messages which would prevent unnecessary and irrelevant responses.</p>	<p><b>AW</b></p> <p><b>AGi</b></p>
<p><b>Coffee Machine</b></p> <p>CS will stick “how to use” step-by-step instructions on the machine and the vending machine and then an email will be sent to the membership.</p>	<p><b>CS / AGa</b></p>
<p><b>LED Floodlights</b></p> <p>Planning permission has been granted and an order placed for a slightly higher specification of floodlights. This will give improved lighting especially when only one court is lit. The new specification lights include internal baffles. The deposit has been paid and installation is expected to be 6-9 March. Each block of courts will be out of action for 2 days at a time.</p>	<p><b>AGi</b></p>
<p><b>Christmas Party / Social Events</b></p> <p>Unfortunately, SM was too busy to organise a Christmas Party and there was not sufficient time to organise anything else. Trevor Barstow is still keen for his band to play at an event at the club and CS will liaise with Trevor for a suitable date in February.</p> <p>As a way of increasing awareness of HWLTC, RM suggested the club could hold a “Bring a Friend” tournament. A similar idea is already used with the juniors to bring more children to the club.</p> <p>The 75<sup>th</sup> Anniversary/Summer Garden Party was a big success in 2022 and AS suggested it would be good to hold a similar event in 2023. It was agreed a garden party could be combined with the “Bring a Friend” tournament and held on 2<sup>nd</sup> July, the Sunday before the start of Wimbledon. We could also reprise the Wimbledon Sweepstake which was popular in 2019. AS will talk to CS about organising the party.</p>	<p><b>CS</b></p> <p><b>AC</b></p> <p><b>AS / CS</b></p>
<p><b>Car Park</b></p> <p>Mike Nye obtained a quote for painting parking spaces in the car park. AT £2k this was deemed to be too expensive. The alternative would be to buy some suitable paint and organise a working party for the work. It was agreed this was not a priority and members would be reminded about the need to park considerately.</p>	
<p><b>Complaints Policy and Procedure</b></p> <p>This is still to be finalised.</p>	<p><b>SC</b></p>

<p><b>Member Questions</b></p> <p>Prior to the AGM the following questions were received.</p> <ol style="list-style-type: none"> <li>1. Clarification of new balls policy</li> <li>2. Request for off-peak members to be able to play matches</li> <li>3. Request to permit Josh Blattner to return to coach at the club</li> </ol> <p>Following discussion, it was agreed the following response would be sent to the member.</p> <ol style="list-style-type: none"> <li>1. Tennis balls are reviewed and tested for playability at least twice a week. All the new balls used for matches are introduced into play for weekend and evening social sessions and topped-up with new balls when necessary.</li> <li>2. Full members pay a higher membership fee for the extra benefits of being able to take part in weekend social sessions and be eligible to represent the club in matches. It was agreed that the difference between full and off-peak membership should be maintained and off-peak members will be required to upgrade their membership if they wish to be considered for matches, regardless of whether inter-club matches are played during weekdays or at weekends.</li> <li>3. As the circumstances surrounding the departure of Josh Blattner have not changed, there is little likelihood of him returning to coach at HWLTC in the foreseeable future.</li> </ol>	<p><b>AGi</b></p>
<p><b>Key Dates</b></p> <p>The key dates for 2023 were set and include two new events, one featuring a live band in February and a summer gardenparty/tournament in July. The date for the Club Open day will be set to coincide with the LTA Big Tennis Weekend in May. The date is yet to be confirmed.</p> <p>The start of Match Practice is being delayed by one week due to the installation of the new LED floodlights.</p>	<p><b>RM</b></p>
<p><b>Vacant Positions</b></p> <ul style="list-style-type: none"> <li>• <b>Social Events Organiser.</b> Clare Smith is stepping down as Membership Secretary and taking on the role of Social Events Organiser.</li> </ul> <p>Gail Barstow will be standing as the new Membership Secretary with immediate effect. CS will arrange an induction and handover meeting. AW will also attend the handover meeting. GB may also need a handover with AGa on the use of email and website features.</p> <ul style="list-style-type: none"> <li>• <b>Ladies Captain.</b> So far there have been no volunteers for this position. A further email will be sent to members reminding them this role is still vacant.</li> </ul> <p>Should a volunteer not come forward, RM has indicated he is willing to be involved in match practice evenings.</p>	<p><b>CS / GB / AW / AGa</b></p> <p><b>AGa</b></p>
<p><b>Priorities for 2023</b></p> <p>The following priorities were put forward:</p> <ul style="list-style-type: none"> <li>• <b>Membership recruitment and retention at renewal</b> This will be discussed at the next meeting when GB has familiarised herself with the role.</li> <li>• <b>Safeguarding and welfare</b> AW is keen to promote Safeguarding and welfare, as previously mentioned.</li> </ul>	<p><b>AW</b></p>

<ul style="list-style-type: none"> <li> <b>Communication</b>            In an attempt to improve members' awareness of what is going on at the club, it was suggested CS, as Social Events Organiser, could produce a monthly "What's On" poster to highlight news and forthcoming events, which would be posted on the front door for all to see.             Committee Meeting minutes will, in future, be posted on the noticeboard in the lobby and members will also be reminded by email that all the minutes are available to view on the website.             The club may also use the WhatsApp group facility previously mentioned to highlight news and events.         </li> </ul>	<p style="text-align: center;"><b>CS</b></p> <p style="text-align: center;"><b>SC / AGa</b></p>
<p><b>AOB</b></p> <p><b>Men's Tennis</b></p> <p>The men's team entry into the 2023 Bucks Shield has been amended and the club will now field 2 x 3-pair teams and 3 x 2-pair teams. AS has been advised that the 3-pair teams will remain in Premier and Division 1, the new 2-pair team will be placed in Division 2-4 and the current 2-pair teams will remain in Divisions 7 and 9.</p> <p>AS suggested that the club has very little to offer the higher standard younger men other than Wednesday night match practice evenings in the summer. The box leagues weren't very popular. Further thought needs to be given to this to ensure we do not lose these members at renewal.</p> <p><b>Clubhouse Hire</b></p> <p>AW enquired whether the clubhouse was available for hire as she would like to approach a Pilates tutor with a view to holding classes at the club. In the past, for insurance and tax reasons, the clubhouse has only been hired out to members. However, if the tutor is keen to hold such classes enquiries will be made of the LTA and insurance company.</p>	<p style="text-align: center;"><b>AW</b></p>
<p><b>Date of Next Meeting</b></p> <p>Monday 20 February 2023 @ 7.30pm</p>	