

# HIGH WYCOMBE LAWN TENNIS CLUB

## COMMITTEE MEETING MINUTES

17 APRIL 2023



Attendees            Andy Gibbs, Chair  
                         Sue Chapman, Secretary  
                         Alan Gates, Treasurer  
                         Clare Smith, Social Events Organiser  
                         Adam Smith, Junior Representative & Men's Captain  
                         Alison Wright, Welfare Officer  
                         Adam Chivers, Tournament Organiser  
                         Gail Barstow, Membership Secretary  
                         Jezz Baker, Head Coach  
                         Maggi Newcombe, Midweek Representative & Bar Manager

	Action
<b>Welcome</b> The Chairman welcomed Gail Barstow, Membership Secretary and Jezz Baker, Head Coach to the Committee.	
<b>Minutes of Last Meeting</b> The minutes of the Committee Meeting held on 27 February 2023 were approved for circulation to the Trustees.	SC
<b>Communication / Social Media</b> Following the advice of Anne-Marie Payne at the last meeting, AGa looked at claiming the HWLTC Google business page. It appears Neil Chapman is the registered owner. AGa has sent a request to take it over and SC will follow up. AGa will then be able to update the information. AW will message the "Tennis Gang" WhatsApp group asking members to post their tennis club images to build into a gallery of images that could be posted on Instagram. AW will also send photos from RM's leaving event to one of the administrators for uploading to Instagram. Anne-Marie also suggested it was important the club had a contact telephone number and AGi agreed to use his personal mobile number. It had also been suggested we look at re-formatting the website to make it more user friendly on mobile phones. However, the limitations of ClubSpark do not allow this. JB has been added as a Facebook administrator and will be able to make regular posts. A Committee WhatsApp group will also be set up	SC / AGa  AW  AGi  JB AGi

<p><b>Membership and Renewals</b></p> <p>Membership renewals are where we would expect them to be at this time of year with approx. 30 non-renewals. We are aware of a few injured members who will re-join when recovered.</p> <p>Junior renewals are low but should pick up once the new courses start. AS/JB will work together on junior renewals and getting all the junior/parent contact details up on ClubSpark. JB would also like a parent email distribution list for MailChimp.</p> <p>GB has received several enquiries regarding junior membership and one regarding family membership. It was decided that unless there is more demand we would not introduce a specific family membership category as our membership fees are already competitive and offer good value.</p> <p>It was agreed that the parent/child membership reduction would be withdrawn. It has not been widely advertised and is troublesome to manage. AGa will remove from the website.</p> <p>As our teenage (12-17 age group) membership is very low, JB suggested introducing a “Teenage Coaching Membership” along the same lines as the Adult Coaching Membership which might help to increase the numbers. It was agreed to set the fee at £10 pa. AGa will add to the membership page on the website. JB will promote.</p>	<p><b>AS / JB</b></p> <p><b>AGa</b></p> <p><b>AGa / JB</b></p>
<p><b>Coaching Update</b></p> <p>The club is very pleased to have recruited Jezz Baker as our new Head Coach. Jezz comes to us from Berkhamsted Tennis Club and has been highly recommended.</p> <p>RM has now left the club and JB will take over the previous coaching programmes as well as introducing some new ideas of his own. ClubSpark has been updated and all available courses are bookable through the website which is linked to JB’s Book Now site.</p> <p>The “Pay and Play” offer has been found to be confusing and will be withdrawn from the website.</p> <p>JB is not currently offering Sunday morning coaching sessions. It was explained that these sessions were very popular and JB will look for a coach to take on these sessions.</p> <p>JB has requested the use of at least one court every evening from 6–8.30pm as well as the usual 3 courts on Saturday morning and courts for the juniors on Friday evenings. This was agreed and will be reviewed as necessary.</p> <p>It was agreed to continue with the Coaching for Adults membership category at £20 pa. The members get the benefit of receiving emails about the club/events and also qualify for entry into the Wimbledon ballot. They can also request occasional practice sessions through JB at off-peak times.</p>	<p><b>AGa</b></p> <p><b>JB</b></p>
<p><b>Safeguarding Update</b></p> <p>AW has registered the club with The Ann Craft Trust (<a href="https://www.anncrafttrust.org/">https://www.anncrafttrust.org/</a>), a charity supporting organisations with safeguarding.</p> <p>AW is reviewing and updating the club’s Safeguarding Policy and Code of Conduct and will write Values and Etiquette documents for review. The current Safeguarding Policy is out of date and needs updating. AW’s details need to be added. AGa will look at amending the document on the website.</p> <p>AW will add her mobile phone number to the poster in the clubhouse and GB agreed to act as second contact when AW is away. AGa will add a sentence on the website about who to contact when AW is unavailable.</p> <p>AW will produce Safeguarding posters and leaflets and introduce herself to as many members/juniors/parents as possible and then will send out an updated Safeguarding survey. AW will also work with JB and AS to organise a junior/parent event at which she</p>	<p><b>AW</b></p> <p><b>AGa</b></p> <p><b>AW</b> <b>AGa</b></p> <p><b>AW</b></p>

<p>will talk about safeguarding. JB will contact RM for a list of those who attended a similar previous event.</p> <p>It was suggested JB/GB should send details of new junior members to AW who can then send an introductory welfare/safeguarding email.</p> <p>Newer members of the Committee have not seen the LTA Safeguarding training video. AW will send them a link to the video. AW also suggested the whole of the membership should be sent a link to a suitable safeguarding video. AW also suggested the Committee should incorporate regular “safeguarding scenario” sessions into the meetings.</p>	<p><b>AW/JB/AS</b></p> <p><b>JB/GB/AW</b></p> <p><b>AW</b></p>
<p><b>LED Floodlights</b></p> <p>The new floodlights have been installed and are working well. There have been some issues regarding light spillage into Lisa Dodd’s garden and the river. AGi has been working with the installers, Bucks CC Planning Enforcement Department and The River Trust to rectify. The angles of the lights have been moved as much as possible to limit light spillage. It was intended to install full height screens along the fence nearest the river to further limit light spillage, however the fence is not strong enough to support screens. To strengthen the fence posts, they would need to be concreted in and this would be detrimental to the river bank. AGi will let the Planning Enforcement Department know there is nothing else we can do.</p>	<p><b>AGi</b></p>
<p><b>Social Events</b></p> <p>The Quiz Night on Friday 24 March proved to be very popular and the pizzas from the Cricket Club restaurant were delicious.</p> <p>CS has suggested further events – summer BBQs, music events and AW suggested organising a trip to Windsor racecourse. CS will suggest some dates and provide more information.</p> <p>The “Bring a Friend” tournament on 2 July could be combined with a BBQ and music.</p>	<p><b>CS</b></p> <p><b>CS / AC</b></p>
<p><b>Tournaments</b></p> <p>The deadline for entering the club tournament has now passed. AGa will provide AC with a list of entrants who have not yet paid their entry fees. The draw will take place in the clubhouse and be posted on the noticeboard on 1 May.</p> <p>The Malcolm Bucknell Tournament takes place on Saturday, 22 April. Entries are low and an email reminder will be sent to the members. AC has yet to decide on format. Tea and cakes will be provided.</p>	<p><b>AGa</b></p> <p><b>AC</b></p> <p><b>AC</b></p>
<p><b>Open Day / Big Tennis Weekend</b></p> <p>This year the LTA are not promoting dedicated dates for clubs to hold Big Tennis Weekends but they will still be providing promotional materials. It was decided we would hold an Open Day on Sunday 21 May. Players then book onto a session via ClubSpark. JB will register the club to take part.</p>	<p><b>JB</b></p>
<p><b>Match Practice Fees</b></p> <p>The majority of ladies have attended match practice and paid their fee. Men’s practice has been rained off on several Wednesdays so attendance and payments are low.</p>	<p><b>AS / AGi / AGa</b></p>
<p><b>Ladies Match Practice</b></p> <p>There is still no overall Ladies Captain. Debbie Maskell and Debbie Langley have taken on the role of joint first team captain but will not join the committee.</p> <p>The Committee has agreed that, in the interests of fairness and equality, in order to be selected for Bucks Shield matches (3 pair and 2 pair leagues) everyone interested in joining a team must attend match practice as often as possible, with a minimum</p>	

<p>attendance of one session per month. It is also a requirement to pay the £20 match practice fee (payable before 30 April) to cover the cost of balls and floodlights. CS will compose an email from the team captains to the members outlining the requirements.</p> <p>As last year, balls for ladies' match practice will be left in the outside store cupboard behind court 5.</p> <p>If players are interested in coaching sessions, the club will consider the same subsidy as last year.</p>	<p><b>CS</b></p> <p><b>AGi</b></p>
<p><b>AOB</b></p> <p><b>No Mow May</b></p> <p>Ivan Cicin-Sain has again asked the club to take part in the “No Mow May” campaign. Rod Kettle will be asked not to mow the lawn during May.</p> <p><b>Court Numbering</b></p> <p>Many people have remarked that our courts need numbers. This will be looked into.</p>	<p><b>AGi</b></p> <p><b>AGi</b></p>
<p><b>Date of Next Meeting</b></p> <p>Monday 22 May 2023 @ 7.30pm</p>	