

HIGH WYCOMBE LAWN TENNIS CLUB

COMMITTEE MEETING MINUTES

22 MAY 2023



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

	Action
Minutes of Last Meeting The minutes of the Committee Meeting held on 17 April 2023 were approved for circulation to the Trustees.	SC
Communication / Social Media AGi has agreed his personal mobile number can be used on our Google page. This will be reviewed if too many calls are received. AGa will be asked to update the page. Anne Marie Payne is reducing her working hours in July and has agreed she will then spend some more time looking at ways we can increase our social media presence.	AGa / AGi
Membership Update The recent open day was well attended by both adults and children and included a large group of Ukrainians. Two Ukrainian women and their two children have expressed interest in coaching and it was agreed we would waive the coaching membership fees if they paid for coaching. No new members have joined but GB received a few enquiries at the open day.	
Coaching Update JB has requested the use of an additional court on a Thursday evening in addition to the previously agreed court allocation as he will be introducing a "rusty racquets" course. This was agreed. JB has taken on Harry Templeton-Steadmen, who he knew at Berkhamsted, as a Level 1 Assistant Coach to help out at a few sessions. JB will send SC a copy of his DBS certificate for the records.	JB

<p>Safeguarding Update</p> <p>AW is still working on updating the club’s Safeguarding Policy and Code of Conduct and is writing a Values and Etiquette document. The updated Safeguarding Policy will be posted on the noticeboard.</p> <p>AW has designed a “Welcome to the HWLTC and Safeguarding” poster which will be laminated and posted on noticeboards inside and outside the club and on the website. GB will send a copy to new members as part of her welcome email.</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 is introducing herself to as many members/juniors/parents as possible. She is going to send out an updated Safeguarding survey.</p>	<p>AW</p> <p>AGi / AW / AGA /GB</p> <p>AGa</p> <p>AW</p>
<p>LED Floodlights</p> <p>The installation company have put some metal shields on two of the floodlights to minimise light spillage. AGi will let the Planning Enforcement Department and Lisa Dodds know there is nothing else we can do.</p>	<p>AGi</p>
<p>Social Events</p> <p>CS has suggested a social tournament on Thursday 15 June to include Pizzas from the Cricket Club. An email will be sent soon and a poster put on the noticeboard.</p> <p>The “Bring a Friend” event will take place 1-4pm on Sunday 2 July and will include a mini round robin tournament. There will be a “bring your own food” BBQ although the club will provide some basics such as buns/bread, salad and fruit/cakes. The day is mainly aimed at adults but children are welcome to attend with their parents and people can bring as many friends as they like. Details will be sent out nearer the time.</p> <p>JB will organise a separate children’s event with BBQ at the end of term.</p> <p>Other events suggested were a Band night and Race Night at Windsor but dates need to be looked at as we already have Finals Day and BBQ in September.</p> <p>It was suggested we have an Events page on the website. CS will speak to AGa about this.</p>	<p>CS</p> <p>CS / AC</p> <p>JB</p> <p>CS</p> <p>CS / AGa</p>
<p>Open Day</p> <p>The Open Day on Sunday 21 May was a great success with an excellent attendance of adults and juniors. JB had advertised on Facebook and the website and was offering a discount on coaching courses booked on the day. AW and GB were on hand to talk to potential new members.</p>	
<p>Ladies Match Practice</p> <p>Ladies match practice is still proving problematic but the Committee agreed it is the responsibility of all the team captains to ensure the evenings are run fairly and that all players get an opportunity to play good tennis.</p> <p>The coaching money is still available if required, but JB cannot commit to any coaching for the next few weeks.</p>	
<p>Court Numbering</p> <p>Court numbers have been ordered and we are awaiting delivery.</p>	<p>AGi</p>

<p>Membership Cancellation and Refund Policy</p> <p>The Committee recently received a request from a member to cancel membership and receive a part refund. As membership is an annual commitment there is no automatic right to receive a refund. However, as very few people are aware of this it was agreed we should make this clear on the website and on renewal. A short document will be posted on the website policy page with a link to this page from the Membership page.</p>	<p>SC / AGa</p>
<p>Member Complaint</p> <p>The Committee discussed a recently received complaint. AGi will advise the complainant of the Committee's decision.</p>	<p>AGi</p>
<p>AOB</p> <p>Fencing</p> <p>The fence along the side of court 6 needs some repair and the wire re-stretched. The cost to have someone come in and do this work is about £500. AGi and AC agreed to see if they can do the work themselves.</p> <p>Court Maintenance</p> <p>The areas around the edges of the courts are becoming overgrown with weeds. As it has proven difficult to get volunteers to do this work AGi proposed asking his daughter's partner to quote for clearing the weeds.</p> <p>Planters</p> <p>Carolyn Nye has kindly agreed to re-stock the planters when she returns from holiday at the beginning of June.</p> <p>Tennis Beginners</p> <p>JB has suggested the club is potentially losing a lot of members by not allowing individuals to join unless they are of a certain standard. It also prevents people from being able to book a court to practise and improve their game. He agreed that the club did not want to diminish the standard of social play by allowing beginners to join regular social sessions but suggested beginners could be allocated one court where they could play socially amongst themselves. JB would assess beginners who wanted to play social tennis to judge their standard before they were able to join the regular sessions. It was agreed to try this and offer Off Peak Beginner membership at the same cost as standard Off-Peak membership and Court 1 would be allocated for this purpose on Monday evenings.</p> <p>■■■■■ Ex HWLTC Coach</p> <p>A potentially serious issue has been brought to the Committee's attention which involves a former part-time coach who was contracted by Ross Murray. RM has forwarded messages to JB from two separate individuals who claim they have paid money for membership and coaching to ■■■■ but received nothing in return. ■■■■ is not returning telephone calls and is ignoring requests for refunds. One of these transactions appears to have been made as recently as April this year. This is disturbing news as ■■■■ has not been involved with the club for many months.</p> <p>If ■■■■ is taking money under the guise of being a coach at HWLTC this could greatly damage the club's reputation and at present we have no way of knowing if any more people are involved. As a goodwill gesture the Committee agreed to offer the person who paid £185 for 6 months Off-Peak membership this amount of discount towards a full membership for 2023/24. However, it was agreed we could not be held responsible</p>	<p>AGi / AC</p> <p>AGi</p> <p>CN</p> <p>JB / GB / AGi / AGa</p>

<p>for refunding any monies paid for coaching as all coaches are self-employed and the club receives nothing from coaching.</p> <p>JB agreed to contact the two individuals involved to try and get more details about how and when they met ■■■ and paid this money, whether in cash or bank transfer. The Committee agreed we should not at this stage give out ■■■ home address and JB should advise these people to report the matter to the LTA and, as a potential fraud has been committed, to the police or Fraud Action Line. ■■■ is still listed on the LTA website as an approved coach. When more information is available the Committee will decide whether the club should take any further action.</p>	<p>JB</p>
<p>Date of Next Meeting Monday 3 July 2023 @ 7.30pm</p>	