

HIGH WYCOMBE LAWN TENNIS CLUB

COMMITTEE MEETING MINUTES

22 April 2024



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| Attendees | Adam Smith, Chair Sue Chapman, Secretary Clare Smith, Social Events Organiser Jezz Baker, Head Coach & Men's Captain Alan Gates, Treasurer Gail Barstow, Membership Secretary Alison Wright, Welfare Officer Guy Foster, Bar Manager & Interim Mid-Week Representative |
| Apologies | Philipa Worley, Ladies Captain Andy Gibbs, Maintenance |

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| Minutes of Last Meeting The minutes of the Committee Meeting held on 4 March 2024 were approved for circulation to the Trustees. | SC |
| Committee Guy Foster has joined the Committee in the role of Bar Manager. He will also act as interim Mid-Week Representative whilst MN is recuperating. | |
| Membership Update Since the previous meeting on 4 March 2024 New members: 5 x Full Membership 1 x Off-Peak 1 x Adult non-member Coaching Membership 3 x Parent hitting with child 2 x Junior 12-17 2 x Junior under 12 | GB |
| Membership Renewals Membership renewals are at the level expected at this time. 87 x Full memberships, 21 x Off-Peak and 5 x U21. Members with reduced membership have now been contacted about transitioning to full membership | GB / AS |
| Coach Memberships It was agreed that any coaches contracted to Club Coach would not pay a membership fee unless they intended to play in social sessions, the club tournament or club matches. | |

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| <p>Club Coach membership is included in the facility fee.</p> <p>Non- contracted coaches to pay full membership if they wish to play in social sessions, tournaments or matches. This also applies to Assistant Coaches.</p> | |
| <p>Pay and Play / Guest Fees</p> <p>It was confirmed that HWLTC does not support Pay and Play and any ex-members who wish to play occasionally at the club must pay the relevant subscription, either Off-Peak or Full.</p> <p>The Guest Fee option of £5 for a maximum of three visits is solely for potential new members or members' friends/visitors.</p> | |
| <p>Social Events Update</p> <p>The Quiz Night on Friday 22 March was a great success and generated £300 profit for the club.</p> <p>The next event is the Music Night on Friday 26 April with Trevor Barstow's band, Spinoff, playing live. It was agreed the band would receive a fee of £300. Tickets are £10 per adult, and teenage children (free) would be welcome with their parents. Tickets will be sold on the door and CK will be asked to further promote the event on Social Media.</p> <p>It was agreed that the bar would be opened on the last Thursday of every month so members could just come for a drink, and possibly pizza, and socialise even if they didn't want to play tennis. CS will confirm start date with GF.</p> <p>It had been suggested that a summer social/party should be held just before the start of Wimbledon to open and celebrate the new courts. However, a suitable date could not be found due to home matches most weekends.</p> | <p>GF / CS / CK</p> <p>CS / GF</p> |
| <p>Coaching Update</p> <p>Andrew Fish, a Level 4 coach, has now joined the club and will be working alongside JB in both junior and adult programmes as well as offering 1:1 coaching. This addition will significantly enhance the coaching capabilities and services. The website has been amended to include AF's details.</p> <p>AW advised the Committee of an initiative on the LTA website to get more older people active by offering gentle, inclusive tennis sessions. The club currently partners with Sport in Mind to offer tennis to people with mental health issues and this could be another way for the club to get involved in the community. AW will get more information.</p> | <p>AW</p> |
| <p>Tournaments Update</p> <p>It was agreed to extend the deadline for tournament entries to promote participation.</p> <p>The entry deadline will be extended until 28 April. An email reminder will be sent and CK will be asked to promote on Social Media. The sign-up sheets are in the lobby and the draw will be online. JB is proposing to hold a Semi-Finals night on the Thursday before Finals Day.</p> <p>JB suggested that more people might enter if the tournament fee was included in their membership. This could be considered for next year.</p> <p>JB suggested asking the LTA for professional officials for the finals. The cost for an umpire and linesperson for 2 courts, would be approx. £120. JB will find out about umpires' chairs. The Committee agreed this was a good idea and would make Finals Day more of an occasion.</p> <p>The Malcom Bucknell tournament took place on Sunday 21 April and was a great success with tea and cake enjoyed whilst the final was played. 24 people entered and the winners were Matt Warne and Maria Lawton. Thanks to CN for organising.</p> | <p>JB /AGa / CK</p> <p>JB</p> |

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| <p>Open Day – 19 May 2024</p> <p>JB will be organising the Open Day and has asked Committee members to help out if possible. He will contact Sportscene to see if they would like to attend. It was agreed there would be a free BBQ and AW agreed to buy the food. Volunteers will be required to cook the food. JB will word an email and CK will be asked to promote on Social Media.</p> | <p>JB / AW / CS / CK / AGa</p> |
| <p>Clay Courts</p> <p>A risk has been highlighted to the Committee regarding the new edging surrounding the clay courts. The concrete edging installed is the recommended way of keeping sand on the courts and has been installed at Hazlemere and Prestwood tennis clubs. The Committee discussed whether the edging was a hazard and agreed the risk was minimal and no action was needed at present.</p> <p>Windbreak</p> <p>It is proposed to install full height windbreaks at the end of courts 1-3. The cost of this is approx. £1800. ETC have offered to pay 35% of the cost if their logo is displayed on the windbreaks. It was agreed the club would approach other local businesses to see if any are prepared to pay a similar amount as sponsorship advertising. CS has a contact in the lettings business and JB will speak to Sportscene. AW will approach Wycombe Sound.</p> <p>JB suggested the windbreak along the side of court 1 should also be replaced as it is in a poor condition. Costs to be sort for this</p> | <p>CS / JB / AW</p> |
| <p>Astro Turf Courts</p> <p>Court & Maintenance have carried out the first cleaning and brushing of the astro turf courts. In order to keep these courts in top condition they require regular brushing, ideally weekly. We already have two large brushes for this task. As it is unlikely we could get a regular group of volunteers for this task, it was agreed JB would discuss undertaking this task with his coaching staff.</p> | <p>JB</p> |
| <p>Vacant Positions</p> <p>Social Media / Communication</p> <p>We are pleased that Chandri Krishnan has agreed to take on the social media role and he has been set up on the relevant sites. He has already made several posts and is keen to increase the number of followers.</p> <p>CS agreed to contact the Bucks Free Press to see if they would put an article in the paper. AW will try to get JB a slot on Wycombe Sound Radio. It was agreed this would be done nearer to Open Day on 19 May.</p> | <p>CS / AW</p> |
| <p>Any Other Business</p> <p>Safeguarding</p> <p>AW reminded the Committee of the need to watch and discuss the Safeguarding Video. She will ensure new members of the Committee do this.</p> <p>AW also made the Committee aware that a non-member male has been turning up at social sessions and sitting on the bench reading a book. As he is unknown to the club it was agreed that AS would speak to this gentleman.</p> <p>County Tennis</p> <p>The club has received a request from the Men's Over 75's County Team to hold their home matches on Thursday afternoons on the clay courts. They would like three dates over the summer and would require 2 courts from 12-4pm. The club agreed as this was a quiet time we would be happy to host for a fee of £10 per court per hour, which would</p> | <p>AW</p> |

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| include use of the clubhouse. AS/CS/JB agreed that between them they should be able to open the club when required. SC will reply to the email. | SC |
| Personal Trainer The club has received a request from a fitness instructor to hire the clubhouse. It was agreed we do not have the room and during school holidays JB needs use to the clubhouse on wet days and for childrens' lunches. PW to advise. | PW |
| Birthday Party JB has received a birthday party booking for a 5-year-old. They will play tennis for one hour 12-1pm then use the clubhouse for an hour for lunch. The parents will supply the food. JB will ensure the clubhouse is left clean. | JB |
| Cakes for Sale JB's sister is a baker and has asked if it would be possible to sell her cakes etc. at the Open Day. The Committee agreed to a couple of trial sessions, possibly on Saturday mornings when there are parents around, and would then review. | JB |
| Maintenance There is a large pot hole in the car park. AGi will be asked to arrange for it to be filled. | AS / AGi |
| Date of Next Meeting Monday, 10 June @ 7.30pm | |

Actions for Committee use only

- **Committee Updates:**
 - Guy Foster joins as Bar Manager and interim Mid-Week Representative.
- **Membership Renewals:**
 - Renewals are on track.
 - Any member with discounted membership for two years must transition to full membership.
- **Coach Memberships:**
 - Clarification on membership for coaches contracted to JB.
 - Membership fee exemption for JB included in facility fee.
- **Pay and Play / Guest Fees:**
 - Club does not support Pay and Play.
 - Guest fee is for potential new members or members' friends/visitors.
- **Social Events Update:**
 - Successful Quiz Night generated £300 profit.
 - Music Night planned for Friday 26 April.
 - Monthly bar opening proposed.
 - Summer social/party suggestion pending due to scheduling conflicts.
- **Coaching Update:**
 - Addition of Andrew Fish as Level 4 coach.
 - Potential involvement in community tennis initiatives.
- **Tournaments Update:**
 - Consideration for future tournament fee inclusion in membership.
 - Proposal to hire professional officials for finals.
- **Open Day (19 May 2024):**
 - Organization and volunteer coordination underway.
 - Free BBQ planned.
- **Windbreak and Court Maintenance:**

- Consideration of windbreak installation and sponsorship.
- Regular astro turf court maintenance discussed.
- **Vacant Positions - Social Media / Communication:**
 - Chandri Krishnan appointed for social media.
 - Media coverage initiatives planned closer to Open Day.
- **Safeguarding:**
 - Committee members to watch and discuss Safeguarding Video.
 - Concerns addressed regarding non-member attendance at social sessions.
- **County Tennis:**
 - Agreement to host Men's Over 75's County Team matches.
- **Personal Trainer and Birthday Party Requests:**
 - Decline fitness instructor to hire clubhouse.
 - Accommodation for birthday party booking.
- **Cakes for Sale:**
 - Trial of cake sales at the club proposed.
- **Maintenance:**
 - Pothole in car park to be repaired.
- **Date of Next Meeting:**
 - Monday, 10 June @ 7.30pm.