

Lisvane Tennis Club

Agenda for meeting - 30 September 2019

Present and apologies

Apologies – GR, LC, PJ, CJ, DW, AW, JA

Present – TN, CB, ERJ, VM, TSH

Matters arising from minutes

No matters arising.

Put growth and survey subcommittee on to next meeting agenda

Safeguarding – urgent

Committee review and decisions made re safeguarding audit findings (circulated by Emma)

Approval of our policies so they can be re-dated and updated on website and noticeboard

Three policies – Emma has updated the policies, and made them relevant to Lisvane. LTA standard documents.

Safeguarding

Whistleblowing – brand new (LTA standard)

Diversity and inclusion policy.

Committee need to agree these – we at the meeting agree.

Summary statement will be up on the noticeboard.

1.7 – discussion re: junior booking courts

We agreed that the sentence re: children being booted off court is a moot point and can be removed. Committee need to agree. All at the meeting agreed. Need the rest of the committee to agree.

However – committee discussion regarding children being able to book courts after 6pm. TN, ERJ, VM agreed that junior members should be able to book after 6pm. CB does not agree.

1.8 – reporting a safeguarding concern – approved.

1.9 – new member booklet.

1.10 – headers to change on the website – change to make welfare more obvious.

1.11 – induction pack – will send around the committee for approval

1.14 – sign up – make more obvious -

1.15 – ERJ recommended that all committee members do level 1 safeguarding for volunteers. Free and online course from the LTA.

1.17 – all policies need approval - all LTA policies. We need blanket approval from the committee

1.19 – newsletter clearly ask for feedback from members and safeguarding on flashing lights. (VM to make sure safeguarding is mentioned clearly in all our emails to members highlighting where to ask for help etc). Also do a child friendly newsletter every so often.

3.8 – do we need a deputy safeguarding person. We thought that the vice chair would be a good person for this.

Section 5

VM to do the risk assessment with Clive in the next two weeks. We will add more to the LTA risk assessment to make sure that we are safe as well as LTA compliant.

Investigate rewiring the back shutter to see if it can open at the same time as the front shutter.

We can't have CCTV and we can't have all the shutters open.

Blindspots – discussion by committee. Need to be aware of risks and try to mitigate. And communicate with parents.

If here being coached we have a responsibility for SAFEGUIDING

If with their parents – we need to inform them of the dangers, and you need to know of these dangers.

This all needs to be approved in order for us to pass the re-audit and for us to apply successfully for LTA registration (without which we don't have clubspark, court bookings, teams, Wimbledon ballot etc)

Social

To date the social committee have worked hard this year raising £1,290.

This consists of the following events:

- Curry night - £200
- Dinner Dance - £760
- Fun Run - £230
- Finals Day - £100

Quiz night planned on 18 October.

Finance

Ask LC for update on finances

TN spent money on trophies/cups/balls.

£50 on balls

£190 on trophies

£72 on engraving.

Would be interesting to note how many members take part. TN will add up the entries to see how many.

The committee would like to see a budget. TN to speak to LC regarding the budget and getting a budget for the AGM. Might need CAC input.

Captains

Teams - all sorted.

CJ and GR for mixed firsts, GR for mens vets firsts, JA for vets mens seconds, TSH for mixed seconds, CJ for ladies firsts, CH for ladies seconds.

AD managing the 10U and 8U winter tennis teams.

All courts booked out.

House & Grounds

- Outside Toilet Refurbishment: internal brickwork stabilised and painted. Total cost £49 against budget of £100.
- Car Park walkway/path: complete though I don't know how long it will last. Total cost £57 against budget of £100
- Courts 1-3: visit by Courtstall Director. He indicated no need for annual maintenance for a few years given our maintenance regime. He will provide an extra ton of infill. Signs procured and fitted on the court gates. Courts have been deep brushed twice since last meeting. We also laid another 36 bags of infill.
- Floodlights on Courts 2 & 3: middle August noticed that floodlights tripped out. Our normal floodlighting contractor attended and discovered water in a number of the junction boxes at the base of each column. Many of these boxes are broken and need replacing. Also noticed one column was unstable and needs replacing. Quotes received from 3 contractors. Also discovered that 4 of the original columns are held in by 2 rather than 3 bolts and areas of the hinges/flanges are rusted away. These columns might need to be replaced in near future.

CB updated that the floodlights all work. New column. Junction boxes have been replaced.

- Court booking: some people not booking courts. Important to do so – determines next deep brush; helps court utilisation figures which can be monitored by the LTA; helps us know who might not have dragged the courts. **VM to put into an email to remind members to book for the above reasons.**
- Steps to Garden adjacent to Court 4: two options costed – edging stone upright with paving slab step cost about £60 or more natural look of timber uprights with gravel steps cost about £100. Decision needed on which approach and approval to proceed. Agreed for gravel – **VM to confirm with rest of committee using the decision making thing at the end of the minutes.**
- Windbreaks: Quotes obtained from Wilson (via Jo) and NetworkSports. Jo has provided one free of charge. For Qty 4 total cost from NetworkSports is £373; from Wilson cost is £596. Both suppliers will have at least one windbreak with their logo on. Decision needed on whether to purchase and if so which one. Agreed to NetworkSports – **VM to confirm**

with rest of committee using the decision making thing at the end of the minutes. CB suggested comes out of the levy (our money, not CAC) – confirm with rest of committee.

Membership

Pro-rated membership.

1 October – 6 months plus a bit more

Need to ensure the full levy is paid.

We at the meeting agree. Need committee approval. DW to calculate the new fees to the 6 month membership (which will include the levy).

TSH agreed slip was a useful thing – DW to email slip to TSH.

Coaching

Include tony's coaching report

TSH has been asked for a tennis camp for children in half term October 28 october to 1 november. Mornings 9.30 to 1ish three courts – committee approval needed.

For the winter programme, TSH is happy with the programme.

Teenage classes aren't full yet.

12 spaces available in the whole programme. But none for primary school children available at the moment. Refer to growth sub committee.

Club championships – a big thank you to TN for organising. A great success. Have it the earlier date. And suggest to have it online as would be easier next year.

AOB

Date of AGM – November 18. Check what it was last year.

5.5.5 – need to change the byelaws – to 15 April.

VM check with jim where we are with the CAC byelaws.

Date of next meeting

21st October

24 october - Any resolution they wish to be put forward.

31 october - Notification of meeting + any resolutions 14

12 November -Nominations 5 days before name.

Person needs to be a full member for 2 consecutive years.

Nominated