**MINUTES OF THE AGM OF MORETON IN MARSH TENNIS CLUB**

**ON 26 APRIL 2019**

**AT THE CLUBHOUSE**

**Present:** Terry Parkes, Sheila Cook, Jim and Moira Seedhouse, Mike Rees, Catherine Arkell, Brian Lomas, Michael Barron, Sue Heady, James Hilltout, Angie Driscoll, Jenny Nelder, Michael Gibbons, Bebe Hayhurst, Judith Borsay, Penny Wright, Chris Adams.

**Apologies Received from:**  Lys Cowap, Peter & Katherine Watson, Judy Formby, Jackie Hands, Chris Steele, Tim & Sue Bull, Peter Richardson, Caryl Cary, Gwyneth Simmons, Richard Chamberlain, Neil Suffolk.

**Minutes of Previous AGM**

The minutes were read and agreed as an accurate record and signed.

**Matters Arising**

None.

**Chairman’s Report**

**Facilities**

As members of Moreton-in-Marsh Tennis Club, we are fortunate to benefit from some of the best playing facilities in the local area. The artificial grass courts are kinder on the joints than the previous tarmac surface and they offer additional benefits in terms of drainage and frost resistance (which means we can play more tennis, more often). Thanks to the LED lights, it is widely acknowledged that we have the best lighting of all the clubs in the leagues we compete in.

**New Members**

We are an ageing population so much thought has gone into how we attract the next generation of tennis players. One thing that has become apparent is we are likely to have more success if we focus our efforts on children of primary school age (which, in turn, may inspire more family memberships).

To this end, in the last year we have successfully organised two Junior Tennis Camps and one Tennis For Kids course – together, these activities succeeded in doubling the number of junior members. We have two further Tennis For Kids courses starting next week and an additional Junior Tennis Camp taking place in the summer holidays.

**Social Tennis**

Social tennis sessions have been organised by Catherine and Terry throughout the winter months. In summer we have roll-ups on Tuesday evenings, Thursday evenings and Sunday mornings - these too would benefit from a degree of organisation should anyone be prepared to put their names forward.

**Tournaments**

Last year’s Cecil Haslam tournament took place on a glorious summer’s afternoon and was won by Gwyneth Simmons and Casian Patrutescu. This year, there are two important dates for your diaries:

1. The Cecil Haslam tournament will be held on the afternoon of 20th July, and
2. We’ll also be trialing a new tournament (‘The Quorn Cup’) on 2nd June – this is a fun competition for pairs consisting of an adult and a young child.

**Coffee Mornings**

Tuesday coffee mornings at the Redesdale Hall have continued throughout the year. The total raised in the last 12 months is well over £1000 (which is equivalent to a dozen extra adult memberships). May I extend my gratitude to all members of the dedicated team who willingly give up their time to generate income for the club.

**Working Parties**

I am indebted to all members who have taken part in working parties throughout the year. In addition to general maintenance and housekeeping, the eagle-eyed among you will have noticed the new hedge that has been planted at the side of the clubhouse. Special thanks go to Michele and Matthew Hunter for lending their expertise and taking the lead in all matters related to ordering materials and directing the activities of the working party.

**Storage**

Many of you will have also noticed the new container on the other side of the clubhouse. This has enabled us to clear gardening equipment out of the changing rooms so they can be used for their intended purpose.

**Team News**

The club continues to field a significant number of Men’s, Ladies and Mixed teams in competitive leagues during both summer and winter seasons. Highlights over the last 12 months include Men’s B being promoted to division 4 of the Stratford & District Summer League, Mixed A retaining their place in division 1 of the Stratford & District Winter League and Men’s A retaining their place in division 1 (summer) and division 2 (winter) of the Stratford & District League.

**Committee**

Last but far from least, I would like to take this opportunity to publicly thank all members of the committee for their hard work in support of the club. Catherine Arkell is at the heart of everything the committee is involved in, she has been doing the work of three people for as long as I can remember. Terry Parkes was not only primarily responsible for enhancing our playing facilities but he also carries out the unseen work to ensure their ongoing maintenance. Sheila Cook looks after the club’s finances which sometimes involves unexpected challenges (such as when a water leak resulted in a bill of £1,000s). Michael Barron is our Welfare Officer and has undertaken lots of extra-curricular work to develop the club’s new Safeguarding Policy which is posted on the noticeboard. Chris Adams is responsible for the club’s website and has overseen the transition to being hosted on the LTA’s clubspark website. Mike Rees has stayed on the committee after stepping down as chairman and he’s continued to support the working parties (with just the odd electrical cable being severed along the way).

For all our hard work there remains much more to do. We will be moving on to the election of officers shortly – should anyone have a burning desire to join the committee and/or to captain one or more of the teams, this will be your opportunity to get involved in the running of the club.

It was pointed out that Chris Elliott has helped keep the Club Facebook page going despite being away at University.

**Treasurers Report**

Sheila distributed the receipts and payments account for year ended 31st March 2019, (copy attached to these minutes).

Subscriptions were up on the previous year, due to more members.

The cost of electricity is up, possibly due to more floodlight use.

The £1,000 junior coaching grant came from Cotswold District Council and the Club got the grant through the good offices of Alison Coggins, to whom thanks were given.

The figure for water rates is for two years, this year and last. There was an issue over the water leak and Castle Water’s subsequent failure to read the meter. A formal complaint was made as a result of which the Club was effectively not charged for the water that was lost in the leak.

The insurance figure now covers damage to the court surface.

The figure for court repairs and maintenance includes the payment to Euroclay for brushing and servicing the courts. This service was free for the first two years. There will be two services per year, spring and autumn. Only one service cost is included in the accounts.

The profit for the year was £7,625.09.

The accounts show the amount invested in Cambridge & Counties account which is a deposit account which yields 1.64%, which is a better return than we can get elsewhere.

We need to put aside £5,000 each year as a sinking fund towards court surface and floodlight replacement in years to come.

A question was raised as to how long the courts would last before needing replacement. Euroclay say the courts should last 12 years, but if they are maintained regularly, they should last longer.

**Junior report**

The Coach reported that Friday junior sessions are ticking over.

As he has no more time to devote to coaching at Moreton, in view of his other commitments, and in the light of the coaching initiatives that the Club wants to put in hand, JH has decided to step down from this role in September. The Club needs another coach who can give more time.

As he has been coaching here for 30 years, he asked for the Club’s permission to carry on coaching the clients here that he has coached for years.

JH was asked to put this proposal to the Committee to be pursued.

A vote of thanks was given to JH for all his work at the Club over 30 years.

**Election of Officers**

There being no other candidates, Brian Lomas was re-elected as Chairman, Sheila Cook as Hon. Treasurer, Catherine Arkell as Hon. Secretary and Michael Barron as Club Welfare Officer.

Michael Barron indicated his willingness to serve as Vice-Chairman. Bebe Hayhurst volunteered to serve on the Committee.

The question was raised as to whether the Wednesday afternoon ladies wanted a representative on the Committee. Those present did not see such a need.

The Club Committee is:

Chairman: Brian Lomas

Vice-Chairman: Michael Barron

Hon Treasurer: Sheila Cook

Hon. Secretary: Catherine Arkell

Club Welfare Officer: Michael Barron

Committee Members: Chris Adams, Bebe Hayhurst, Terry Parkes, Mike Rees.

**Election of Team Captains**

For each of the teams, there is only one candidate for captain so the following are elected unopposed:

Summer:

Men’s A: Brian Lomas

Men’s B: Chris Steele

Men’s C: Terry Parkes

Ladies A: Catherine Arkell

Ladies B: Sue Heady

H&W Mixed A: Catherine Arkell

H&W Mixed B: Catherine Arkell

(There is no team entered in the Wychwood league this year due to lack of court time and no volunteer for captain.)

Winter:

Men’s A: Brian Lomas

Men’s B: Chris Steele

Stratford & District Mixed A: Mandy Kendall

Stratford & District Mixed B: Terry Parkes

H&W Mixed A: Catherine Arkell

H&W Mixed B: Catherine Arkell

**Subscriptions**

The Committee proposed that there be no change to the existing subscription rates for the 2019/2020 season.

Adult membership: £90

Junior membership (18 & under) £15

Students in full time education: £32

Family membership (two adults and children 18 & under): £190

The members approved this decision, so the subscription rates remain unchanged.

**Safeguarding**

**Moreton in Marsh Tennis Club: Safeguarding Member Report 2018**

Moreton in Marsh Tennis Club was successful with venue registration in October 2018 as encouraged of all clubs by the LTA. Benefits of venue registration are wide ranging and encompass public liability insurance, British Tennis Membership, funding support, venue development, competitions and technology support - which includes *ClubSpark*. Full details of the benefits of venue registration can be found on the *First Service Guide* which can be accessed via the LTA website.

At the heart of the initiative is the need to be aware of, and active in, Safeguarding and Welfare support for U18’s and vulnerable adults. Whilst clearly a wide-ranging topic, the essence lies in the desire to encourage venues to be safe and inclusive places to play tennis regardless of gender, age, socio-economic status or ability. In line with British Tennis, the Club published their Diversity and Inclusion, Safeguarding and Media Policies in September 2018. All documents included a Code of Conduct, and it is anticipated the Club, and its members, will adopt and promote the Code of Conduct. There are Terms of Reference for the Safeguarding role and a series of training courses to ensure competency is maintained. A DBS database is in place to ensure that any personnel working with U18’s or vulnerable adults are deemed appropriate. Safeguarding is also now a permanent agenda item at each committee meeting and is factored into event planning. Consequently, all members are encouraged to become familiar with the Code of Conduct and it is hoped to promulgate this as widely as possible. The Club must be cognisant that many parents will seek evidence that the venue to which they entrust the care of their child is both responsible and considerate. The use of social media to portray this can ensure we remain attractive to both current and prospective members.

Whilst the documents are very clearly ‘Version One’, an internal audit of them, which has been aligned to provide feedback at each AGM has identified additional areas to consider in order the Club strives to provide the best service it can to both members and the parents of U18’s and vulnerable adults. Thus, seeking to protect the interests of all parties.

Using the NSPCC Child Protection in Sport guidelines, internal audit has identified areas for development in the following headings, though these are not exhaustive:

* Document structure to enable clearer signposting and advice
* Case Management arrangements for dealing with all parties in the event of an incident
* Additional designated key personnel with defined roles and responsibilities with regards to Safeguarding
* Greater publicising of the organisation’s values and principles which includes an embedded code of conduct
* Additional processes for dealing with unacceptable behaviour by all parties regardless of age or gender
* Greater feedback on the effectiveness of the policies to be discussed by a cross section of the club membership
* Consideration of an induction process for new coaching assistants or committee members
* Improved relationships with statutory protection agencies and local designated officer

As intimated, these are not exhaustive but an idea of areas for development and while we will constantly seek to broaden both information flow and awareness, we are meeting the minimum standard. The timeline for completion of the audit action points is August 2019.

The adoption of the NSPCC Child Protection in Sport audit tool will enable us to give appropriate consideration to a broad spectrum of matters. However, there are areas within the audit document that are not likely to be tested given the Club is not large and membership not excessive. Therefore, they will likely remain untested; that is a good thing as we already benefit from a responsible membership who are committed to creating and maintaining a welcoming, non-threatening and safe environment for all. Regardless, consideration of whether such processes should exist ‘just in case’ will be discussed by the committee in due course. Clearly, the Club membership will continue to be updated as necessary but, as a minimum, at each AGM. Any other developments that arise will be discussed and decisions recorded at the committee meetings. Any required adjustments to action plans will be made accordingly.

Thank you for your attention to this subject and I look forward to your continued support in promoting and protecting the interest of the Club, the Sport and its participants.

**Any other Business**

1. Someone has been putting dog waste in the Club bin. This is totally unacceptable. It was suggested that any member caught doing this should be expelled from the Club. It was discussed whether a notice should be put on the bin, but it is questionable whether that would deter people. Some owners do not pick up after their dogs. The problem is that our Dogs Policy is not enforced – it is difficult when the Cricket Club allow dog walkers into the sports ground. The Chairman will send an email out to members about this issue.
2. The combinations to the Club locks will be changed at the end of the month. Members will be notified of the new combination by email.
3. The old Club website has been closed and the Club now uses the Clubspark site which is provided free of charge by the LTA. It has ten different pages so far and it is possible to upload photos as well as documents. Thanks to Chris Adams for administering the site for the Club.
4. A vote of thanks was proposed to Jim & Moira Seedhouse for running the Tuesday coffee mornings raising money for the club.
5. It was asked what plans are in hand to publicise the Club in the light of all the new houses in Moreton. Distributing flyers has been tried on two previous occasions with mixed results. The Club makes use of The Moreton Times and digital media, such as Facebook and Next Door. It has contact with schools – it is in primary schools that it is felt most useful to direct efforts. Parents wanted formal coaching for their children and Geoff Vaughan has been running some programmes. He will also go into local schools and has been asked to run a Tennis for Kids Session at Longborough school. It was commented that leafletting has not been very successful in the past. It was more important to keep the changing staff at the CDC offices in Moreton aware of the existence and whereabouts of the Club because that is where people ask about local clubs.MR volunteered to update CDC.

The meeting concluded.

The Wimbledon Draw took place afterwards.