

# **North Berwick Tennis Club Committee Meeting Minutes**

**Wednesday 10th February 2022 – 7pm**

Present: Stuart Rye (Chair), Anne Hume, Karen Price, Gavin Henderson and Keith Barbour

## **1. Minutes from November 2021 meeting**

The committee signed off the minutes for the November 2021 meeting

## **2. AGM 2022**

- a. The Date of the AGM was agreed to be Wednesday 23<sup>rd</sup> March 2022
- b. If current Covid relaxations continue, the venue will be the Clubhouse
- c. Membership fees
  - The Committee agreed to keep all fees the same and return to full year membership (as opposed to the shorter season used in 2021). For example, the Adult membership will return to the same charge as the last full year, of £130 (as per 2019) and run from 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023. This will be the 6<sup>th</sup> year in a row without an increase in the fees.
  - The optional Bursary donation will be available again and the club will match the first £500 donated
- d. Committee
  - Attending Committee members confirmed their interest in serving for a further year, with SR to stand for re-election as President. AGM announcement to advertise for Committee members, with the requirement for any nominees and seconder to be submitted to the current committee by Tuesday 15<sup>th</sup> March 2022. Nominations not to be taken from the floor at the AGM

## **3. Courts 4-6 redevelopment**

- a. Update
  - The redevelopment is essentially completed
  - The Floodlights response time is now correct (quick) and all are working correctly, providing excellent light for play. The Court 6 sand issues have been corrected to an acceptable level and all new surfaces are playing well
  - Cabinet switches and handles, cabinet base holes and mast painting are outstanding vs a circa £4.5k retention
  - The automatic turn off time of 10pm does not appear to work

- No handover notes (wiring diagram etc) were received
  - Action: SR to chase Doe

## 4. Bursary and initiatives

### a. Bursary

- AH attended a community sports meeting on Monday for disengaged young people
- Discussion of Youngsters who are not engaging and accessing sport in a school setting, so the objective is to engage them outside school, to build confidence and aid development
- Candidates are known to the NB youth project (an organisation that has worked around NB for 30 years and based in Hope Rooms, with 3 part time paid staff), who are concentrating on youth work for S1-S3 and S4-S6 age groups
- AH spoke to our head coach Roddy Barbour in terms of coordinating a coached sessions at NBTC with NB youth project and a slot of 5-6pm Tuesday was discussed. RB would offer a reduced charge, from £6 per attendee, for up to 10 kids and a 5 week block, with the NBTC Bursary paying for the sessions
- AH to investigate an additional £500 grant which could be used to get new rackets for the purpose (or rackets could be covered by the NBTC Bursary)
- Committee agreed that RB's minimum hourly rate should at least be covered by the club if the end uptake were lower than expected
- Likely timeframe would be for session to start after Easter
  - Action: AH to continue discussions
    - i. 16/02/22: AH has successfully secured the community activation fund monies for racket purchase

### b. Stepping out

- Additional Bursary support for Stepping Out sessions at NBTC
- AH reported that discussions are ongoing

### c. Recycled balls

- £145 was raised by the latest tranche of tennis ball recycling and this was donated to the "Five in a Row" fund for "Reverse Retts" research.
- Thanks go to Fletch for processing the balls

### d. Access to Leisure and Public Access

- There was a short time at new year when the Public Booking system went down - the Public bookings end date has now been set to open ended, so no further problems are expected
- Access to Leisure Role needs to be confirmed
  - Action: CA to verify Access to Leisure Role (or alternative)

## 5. Locks and fencing refurbishment

### a. Update

- The blacksmith has again attended to refresh the quote and the hope is that works could commence in the next month or so
  - Action: GH to chase quote and timeframe

## 6. Clubhouse

### a. Maintenance and refurbishment

- The redecoration of the entirety of the interior is now completed
- Discussions on the new floor and possible anti-frost heating solutions (such as electrical underfloor heating) are on-going
  - Action: SR to provide example options / costings
- Exterior redecoration may fall under the council remit, but may be easier for NBTC to arrange and fund. Tbd.
- It was suggested that David minigs at the council could advise on getting the attic insulated by the council
  - Action: AH to ask?
- Oil fire heaters were suggested in the interim
  - Action: SR to bring oil heater from home for interim clubhouse frost guard

### b. Café

- Chris from the Big Blue would like to run the café in 2022
- Start date suggested 1<sup>st</sup> April
- Chris would be expected to provide his own Hygiene certificate and liability insurance etc
- Any additional wheelie bin cost (over and above the current single bin) would have to be met by the cafe
- Any additional cleaning / cost would need to be met by the café
  - Action: SR to continue discussions and run it past the council via Steve Wands (including any requests for change to lease café dates/hours)
- ELO bar may still be run by NBTC
  - Action: KB / KP /AH to look into feasibility

## 7. Club insurance

### a. Quote

- SR obtained a Contents and liability insurance quote and the committee are to review
  - Action: SR to check the clubhouse door lock complies
    - i. 16/02/22: SR checked and the main lock is 5 lever and so complies with the minimum insurance security requirement

## 8. AOCB

- a. Cleaners
  - Clean Tec have started on a fortnightly basis
    - SR reviewed toilets after first visit and standard of cleanliness was high
- b. Court 1 floodlight repair
  - The floodlight on court 1 is still pointing the wrong way after being rotated in the first storm of the year.
    - Action: inquire with council if this is covered by their insurance (as its £600+ to get a lift onto the court), OR if they could provide a street light team to correct it, as it's (hopefully) accessible from the path
- c. Brickwork
  - Fletch is organising a brick layer to investigate the crumbling brickwork around the courts
    - Action: inform Steve Wands of repair intention
    - SR mentioned whether we could add an access ramp at court 1 at the same time, but this may be overbearing and a better route in might be at the NW corner of court 1 (to be reviewed)
- d. Ball machine
  - SR reported that the ball machine has been repaired (new battery and bolts re-tightened) and is now in good working order
- e. Defibrillator
  - SR reported service has been performed in principle, although no subsequent report back, nor invoice yet received from the company
  - Relocation – SR has reviewed the annex foyer option for a new heated defibrillator case, enabling public access as well as member. Whilst the annex foyer would suffice for the relocated defibrillator, the only plug to power the case is in the ladies changing room. Therefore, a circa 3m lead would be needed to run through the wooden wall (via the store) to power the box heater, which in turn preserves the battery longevity

- A locked vs unlocked case was discussed. That is, security vs ease of use. Members can easily use the defibrillator at the moment, they just need the usual club door code. However, giving public access via the foyer relocation would make it more available to all in an emergency. It was agreed that the foyer based case should have a lock:

- For security, as the equipment is expensive and needs to be secure
- To force the user to call 999 to get the lock code and thus engage with the emergency services and get the correct instructions on how to work the defibrillator and what to do in the emergency
- Action: SR to order a heated, locked case for the defibrillator

f. Team tennis balls

- CA to provide KB with the number of boxes we need to order for the season
- An additional box should be ordered for club afternoon use

g. Boule

- Floodlights were switched on for a 60<sup>th</sup> boule match. However, it was agreed that the general use of floodlights for boule sessions should be discouraged, as a large consumption of alcohol has been noted

h. Rabbits

- A humane rabbit trap to remove the rabbits from court 4 has been purchased

i. Website doc links

- Are still not fully restored after support for the club document store was stopped without notice by Tennis Scotland. Core welfare (etc) documents have already been restored as a priority
  - Action: SR to complete reinstatement of documents and repair of links

j. Centenary

- With Covid restrictions easing, the postponed 2020 centenary dinner could be re-organised (tbd)

k. AH to organise a safe guarding session for the committee members