

North Berwick Tennis Club Committee Meeting Minutes

Tuesday 13th September 2022 – 7:30pm

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

1. Minutes from August 2022 meeting

The committee signed off the minutes for the August 2022 meeting

2. Championship Finals planning

a. Finals night on Friday 30th September starting from 6:30pm

- Mixed Doubles
- Mixed Plate
- Plate Singles
- Juniors U16 and U14

b. Finals on Saturday

- Singles 11am
- Levels 3pm
- Levels Plates

All subject to review closer to the time

c. Prizes to be organised consisting of:

- Main draw - £10 vouchers from Gannon's for winners, tin of balls for losers
- Plate draw – tins of balls for winners

Action: KP to confirm which trophies are located and those missing

Action: GH to book 6 courts 6:30-10pm for the Friday and 12-5pm on the Saturday

Action: AH to order two boxes of Dunlop balls and gift vouchers from Gannons

3. Clubhouse

- a. The ELC preferred supplier Safe Buildings Services has now completed the remedial electrical works outlined by ELC. This included removing outdated fuses and replacing with a new fuse box in the main fuse cupboard to supplement the one already in place. They confirmed that the wall sockets could now be used.

- b. A new digital meter has been installed in the clubhouse by our electrical suppliers to replace the broken one.
- c. The quote from safe building for the fire system was discussed. Quotation seems over spec'd and overpriced. Additional features like external fire alarm box and remote dialling to notify committee members are bog standard nowadays, so would be useful features.

Action: SR to continue discussions and get secondary quote

- d. General membership access to the clubhouse – electronic fob option would give controlled access allowing use during the day and restrictions at night. Fob would be allocated to members on request and de-activated on leaving the club. New lock would be required and digital administration system. Therefore, there is some admin overhead, but once it is up and running, that should just be a few database alterations when people join (and request a fob), or leave the club (and need to be de-activated). The sailing club have a similar system and can be asked for a recommendation

Action: SR to review fob systems

Action: GH to confer with locksmith

- e. Looking into Nespresso coffee machine to be set up with dried milk for general membership use.

Action: SR to review and clean Nespresso machine

4. Locks and fencing refurbishment

- a. New locks and mesh have been commissioned for the gates on courts 1&2
- b. Few remaining snags to be reviewed (holes in mesh, broken wire)
- c. Review light screens to the North of the courts. Current screens require dropping after each session and can damage the fence if left in place, so are not used. Other solution might be a curtain style mesh on a horizontal wire (so easy to pull across), top hung and loosely weighted at the bottom (so just flaps in the wind rather than becoming a sail)

Action: SR / GH review snags

Action: GH to monitor the progress of the works

Action: All review light screen options

5. Accounts

- a. Club funds are currently at £80k (circa £65k after gate and court outstanding costs)
- b. Separate interest bearing account or government backed (zero risk) bonds to be reviewed to see if interest on sinking fund is possible

Action: KB to review options

6. Winter cup

- a. Starts 2nd October – 5 fixtures on Sundays - captain / organiser required

7. Bursary

- a. A second round of 5 coaching sessions with NB Youth project is planned by Roddy in October
- b. Aldi fund is available on a “drawn from a hat” basis. An application to be made to pay for storage / rackets on the public courts 5-6, for public use

Action: GH to review application

8. Court 4-6 Works (resurfacing and floodlights)

- a. Halliday's have this week sealed the base bolts in black plastic and fastened the masts correctly post painting
- b. The promised manuals (eg. How to use the Timer) and wiring schematics are outstanding and questions remain eg. does the timer reset for summer/winter time and if not how do we reprogram
- c. There is still a gap under the outside fuse cabinet, which means rodents could get in to the cable runs. The previous tarmac seal applied, has still left a gap

Action: SR to refer b/c to DOE prior to final payment

Action: Once b/c completed, AH will then sign off community intervention fund end of project report and final payment will be made to DOE

9. Maintenance

- a. Sportex Revive autumn maintenance is due on all six courts

Action: SR to book in (ideal day of week Thursday)

10. Cafe

- a. The Big Blue Café has closed for the season
- b. Remaining fridges need to be cleared

Action: SR to ask Chris to clear remaining fridges

11. AOCB

- a. Annual Club LTA registration coming up (not open yet)

Action: KP as a level 2 coach will need welfare training in line with new LTA requirements.

- b. Committee safe guarding awareness training video to be watched by committee

Action: AH to organise

- c. Investigate ball machines secure cabinet for court 4 storage and court 3/4 use

Action: SR to review

- d. Email flyer to be sent out to membership to ask for volunteers to help with the running and maintenance of the club

Action: GH to email

- e. Compile club timetable for 2023 in advance and publish

Action: GH to create central spreadsheet of events for committee use

Action: Committee to review and plan fixtures for 2023 in nov/dec 2022

- f. New courtside notice boards are required as they do not reflect the changes since covid – signs to point people to website for information and booking

Action: AH to review