**Northallerton Tennis Club Committee Meeting**

**Held on Wednesday 19th January 2022**

**Cricket Club Bar**

**Present:** Helen Coulthard, Nimmo Clarke, Debbie Pearson, Sue Pratt, Lyn Thompson, Ralph Windwood, Margaret Fenwick, Dave Andrews (Items 3 and 13 only), Sarah Andrews (items 3 and 13 only)

1. **Apologies:** Helen Mighall, Jackie Hay

**The committee welcomed Nicky Ruddock to the meeting and Item 3 below was scheduled first. Thanks to Debbie for making the arrangements.**

1. **Minutes of the meeting held 24th November and matters arising not on the agenda.**

Margaret has re-registered the club with the LTA.

The minutes of 24th November were amended as follows:

Item 11.

Ralph’s accreditation also expired in October 2021. Ralph has reaccredited and will send a copy to Debbie and will ask James to send her copy of his re-accreditation also.

1. **Court Resurfacing**

Nicky explained her two separate roles to the committee to be clear there is no conflict of interest.

1. Development Officer for Community First Yorkshire. Advice on grants and funding is available free of charge. The committee may feel it has sufficient capacity to rely on the advice and then complete all bids etc.
2. Bid Writing service. Nicky would complete and submit all bids for funding/grants on behalf of the committee and would charge 5% of the total amount of funding successfully secured. Nicky would work up a simple contract with us to provide her service.

Nicky asked some initial questions to get a feel for what we need and what we already have.

Margaret said that the LTA had told us to work on approx. £12k per court so we are looking at around £50k.

Dave advised that there is either £9500 or £8500 in the sinking fund.

Initiatives such as Pay and Play, work in the community (Ralph providing outreach coaching to groups such as Brownies and in schools), adapting membership categories to attract a broader spectrum should help our bids.

Nicky would work with us (on a 1:1 or 1:2 basis) to obtain information she would need about the Club, e.g. Developments for Juniors/financial information.

Nicky advised that it would be wise to apply for the financial aid as the Tennis Club, separate from the Cricket Club otherwise it would prevent the Cricket Club from seeking support from those sources for their needs later on. Acting separately would give us 2 bites of the cherry for the club as a whole.

Need at least 2 quotes.

Debbie confirmed that she had been to the Yorkshire Bank and been told that the bank account was still dormant but could easily be reactivated. It could be used to put the funds in and to then pay for the work in the same way it was used when the clubhouse was purchased.

Possible options for securing funds:

* Grants from organizations such as Hambleton DC/NYCC/MOD/ Sport England.

It is likely that we will need to secure small amounts from 7 or 8 organizations (max £10k) rather than large sums from one or two.

* Loans – It would depend on how comfortable the committee members would feel about taking out loans. The club would need to raise sufficient funds to service the loans, otherwise, as an unincorporated group we would be personally responsible for the loans and would have to be guarantors. We could decide to become an incorporated company and register with Companies House and be required to report to them. As a matter of interest, BASA is moving towards Charitable Incorporated status.
* Crowd funding/Matched funding – Sums raised can be matched by LTA or Sport England. Nicky confirmed that she would only charge against the matched funding and not the original donations made via Crowd Funding. Nicky explained that local businesses donate ‘Rewards’. The Committee would need to arrange that. If we have any contacts, then Nicky would advise and not charge.

Timescale: 6 months project. There will be a timescale for spending the grants so probably need completion a year after securing the first grant.

Nicky left the meeting.

The committee decided unanimously to engage Nicky to write our bids on the terms described.

ACTION: Debbie to confirm to Nicky the wish to contract for her services and to arrange a meeting with her and Margaret.

ACTION: Debbie and Margaret to explore options for quotes.

1. **General Maintenance**

Jonathan has completed the moss treatment and filled the worst holes.

1. **Treasurer’s Report**

Jackie had supplied updated financial records ahead of the meeting to aid discussion.

They are attached as appendices. Thanks were again recorded to Jackie for all her hard work.

It was noted that membership numbers were encouraging.

Margaret had approached Helen C about taking on the role of Treasurer. Helen is willing to do anything to assist but Jackie has confirmed there is little to do at this stage of the season and she is finishing some outstanding tasks. Helen feels she is not the best person to take on the role permanently as she would only have time to do the absolute basics and the job requires more than that. Thought will be given to other possible alternatives and committee members will talk to anyone they feel would be suitable, ahead of the AGM, to establish whether or not they would be interested.

1. **Presentation Evening**

It was decided that a Presentation Evening should be held in the Cricket Club on Friday 25th March.

ACTION: Margaret to book the room.

Margaret to collect cups and arrange engraving.

Margaret to inform members.

1. **2022 Harrogate League**

The HDTL AGM is to be held on Monday 28th February at 7p.m Racquets club in Harrogate. A representative will need to attend.

We need to decide how many teams will be entered before that AGM is held. Previous discussions had suggested that there was enough interest for at least one team to be entered. It was decided that members should be asked again about any interest to establish whether or not a 2nd team would be possible. The committee will make the decision once replies are back. There is no intention that we would enter a team if we felt we might need to pull out at a later date.

ACTION: Margaret to ask members about their interest in league tennis and ask for any volunteers for the role of 2nd team captain.

1. **Coaching/Junior Report**

Ralph proposed that junior coaching should start on Saturday 5th March.

For booking purposes Margaret queried the number of courts needed and it was agreed that the 9.30 to 10.30 session only needed 2 courts and the other 2 sessions would need all 4. Ralph will keep that under review.

Ralph also proposed running sessions on Wednesday and Thursday mornings on 2 courts during the school holidays.

The committee agreed the above.

ACTION: Margaret to book the courts.

1. **Request from Royal Engineers**

Margaret confirmed that agreement had been reached and an invoice sent to the Royal Engineers for the sum of £350 for hire of the courts and other facilities on 19th and 20th July 2022.

1. **Marketing Action Plan**

It was agreed that an action plan was needed ready for March/April time.

Pay and Play is planned for this season but needs to be made more visible within the club itself on a Friday night. A banner is needed.

ACTION: Nimmo will source a banner for the side of the courts.

Margaret to check the dates for junior Cricket Fridays.

1. **Proposed 2022 Subscription Rates**

It was felt that we couldn’t justify flat lining our subscriptions at a time when we are seeking financial assistance from elsewhere. They are exceptional value. The benefit of that is that it is more inclusive.

Current Proposed rates for 2022

Mini Youth £5 £5

Senior £85 £90

Day £50 £55

Young Adult £25 £30

Country £25 £25

Restricted Adult £25 £30

Family \* £180 £190

Part Year Family £150 £160

Junior/Youth £10 £20 (it was decided that the current level, albeit an error, made it difficult to increase it anymore so it should simply revert to 2019 rates.

\*Family = Up to 5 in a household, to include 2 adults plus U18s

The proposal was agreed by a majority vote. The proposed rates will be put to the membership at the AGM.

1. **Date for AGM**

The AGM was fixed for Wednesday 2nd March at 7pm.

1. **Management Committee**

Dave and Sarah updated the committee. Some decorating was being undertaken downstairs. There are plans to situate a ‘shed/mobile bar’ over by the tennis courts mainly for additional capacity on Friday nights. Electricity will run from the tennis clubhouse.

Private hirings of the facilities have ceased due to lack of bar staff. A discussion took place around the chicken and egg situation whereby no one wants to volunteer to manage the bar rota because there are so few volunteers for bar duty.

An additional BBQ is also being bought.

Dave agreed that we need to establish a new agreement for costs for things such as utilities and identifying surplus to bank for the tennis club for an on-going sinking fund. The bills for the Cricket Club are approx. £20k. We are making some savings on water due to new water butts. Looking into possibilities of solar panels.

1. **Equality & Diversity (Standing Item)**

Debbie’s message had been sent to Members. Debbie reported that she had received some positive feedback.

1. **Safeguarding (Standing Item)**

James and Ralph have renewed their accreditation.

ACTION: Ralph will ask Matthew Midgley to apply for his DBS clearance for his role as Level 1 coach.

The LTA have written to Ralph, Debbie and Margaret about a site visit on 8th February and an additional on-line meeting. There is a lot of documentation to complete prior to the visit. Margaret and Debbie will discuss what is required and provide information as requested.

ACTION: Debbie will reply to the LTA rep to ask some questions and ask that the visit and meeting be combined.

Margaret to send LTA survey to members.

1. **Risk Assessment (Standing Item)**

Nothing to report.

1. **Any other business**

* Ralph asked what to charge a family plus Granddad wanting to join at this stage of the season. It was agreed that they could be charge the proposed new rates as family plus restricted senior and let them play now and through to the coming season.

Outstanding/On-going **ACTIONS** from previous meetings:

* Margaret to arrange meeting with Cricket Club to discuss joint finances. This will cover utilities etc. Jackie is doing some final checks.
* Ball machine to be checked.
* Hut Painting. Paul Collier has offered to paint the hut.
* Margaret to discuss taps/boiler drips with volunteers at Cricket Club.
* PAT testing to be carried out.
* The committee will look again at what we expect/want from the coaching programme.

**DATE OF NEXT MEETING AGM Wednesday 2nd March 2022 @ 7pm.**