

## SHILLINGSTONE TENNIS CLUB

### Minutes of delayed 2020 Annual General Meeting held at Shillingstone Recreation Ground Pavilion on 1st July 2021 at 7pm

**1. PRESENT:** Sharon Proyer (Chairman/Club Captain), Kathy Frazier (Treasurer/Membership Secretary), Jo Fordham (Vice-Chairman/Welfare Officer), Belinda Simpson (Website/Social Media Management), Tracey Talbot, Chris Whitfield (Secretary).

**2. APOLOGIES:** Nicky Hunter, Anne Lavery, Pat Marshall, Rob Simpson, Carole Whitfield.

**3. MINUTES OF LAST AGM:** Minutes of AGM on 21st October 2019 approved.

**4. MATTERS ARISING:** None

#### **5. REPORTS:**

##### **Chairman/Club Captain:**

This is the second attempt to hold the 2020 AGM, which should have taken place in November 2020 but was postponed owing to the Covid-19 pandemic. The past 15 months have been unique times for organising tennis arrangements. However, during this time, when lockdown measures have started to ease, the Club has ensured that tennis has been able to resume at different levels. The Club has been supported by the LTA with regularly updated guidance for venues, players and coaches. Following their guidance, the Club has undertaken its own risk assessments to produce 'Delivery Plans – Covid -19' pertinent to the Club, depending on the type of restrictions in place at any time. Information has been placed on the Club's website and members have been informed as updates have occurred.

Club Sessions were resumed whenever permitted, conforming to Covid -19 guidance. Attendance at these has been somewhat sporadic probably because people had set up their own groups before club sessions were permitted, so there was less desire for these sessions and maybe concerns about mixing. When permitted, the sessions have been available on Sundays 2-4pm throughout the year and Thursdays 2-4pm during the winter and 6-8pm during the summer. A ladies morning was also started in 2021, on Fridays 10am-12 noon. The current guidance states that social play is permitted under the rule of 30. It was agreed "Social Tennis" might be a more attractive description of "Club Sessions." **Sharon to action this. Belinda to publicise these sessions on website and Facebook.**

Coaching. As soon as Graham was permitted, he began individual coaching. Following on from this, he was able to coach small groups of adults and then larger groups of children. In the Summer of 2020 there were coaching groups for Juniors (8-11 year olds) for six Sunday mornings and young people over the age of 11 on Monday evenings for six sessions. A system was initiated whereby those requesting a place on a course needed to be a member of the Club and pay Graham directly for the coaching; this appears to have been successful. However, the Committee recently discussed the issue of young children needing to be members and decided that this was probably not appropriate and therefore will not be insisted on next year (from April 2022). Payment arrangements with Graham for all coaching sessions have continued. This has included the new Cardio Tennis Courses (currently course 2 is running on Thursday mornings), children (Sunday mornings), young people and adult courses (Wednesday evenings). Welfare Officer Jo Fordham, has attended the first session of each course for children/young people in order to complete contact detail forms and ensure she is recognisable if a young person needs to contact her. Unfortunately it was not possible to award the Sloper Shield in 2020 but, hopefully, this will be possible in 2021. **Kathy to action re optional junior membership. Sharon to speak to Graham re Sloper Shield. Chris to retrieve shield from previous holder and liaise with Graham. Tracey to help Graham with umpiring as necessary.**

Leagues. Owing to Coronavirus, the Dorset LTA Winter league 2019-2020 was cut short. Fortunately, the Shillingstone ladies had completed all of their matches so were unaffected. They came 5th in Division 2. The men, however, had not completed all of their matches; the outstanding points were split between the teams that had not completed their matches. This resulted in the men finishing in position 2 in Division 5 (they were disappointed as they felt they could have won if the matches had been played). However, they were promoted to Division 4 for the Winter

League 2020-2021 which began in October 2020. Again, these leagues were cut short and not concluded.

Shillingstone is currently playing in the Summer Dorset LTA League – men's and ladies. Both teams are doing well and currently at the top of their respective divisions.

The Shaftesbury League 2020 was cancelled. Shillingstone is currently playing in the 2021 Shaftesbury league. The A team, in Division 1, is romping away with success – very well done. The B team, in Division 2, is doing well, winning some but not all of their matches. Each team has approximately three matches left to play.

Public access. The Club became a member of the LTA Rally Scheme. This, in part, is to enable more participation in tennis. A system has been put in place which offers those who do not wish to become members the opportunity to 'Pay and Play'. An LTA grant helped with this set up, purchasing a new key safe called an 'Igloohome' (and having it fitted by Alec Fincham) for use by the public. Once registered, a non-member can book a court on the ClubSpark/Shillingstone Tennis Club website. They choose the time they wish to play for and pay accordingly (£4 per half hour per court). On payment, they receive an email giving them a code to use for the Igloohome key safe. The code can be changed as often as needed via a smartphone. It is also possible to use the phone to see the log of when a code has been used. Some emergency codes have been set up for Kathy, Sharon and Chris just in case we are contacted by a member of the public who is having problems accessing the court. So far it has been working well with members of the public making use of the courts. As part of the 'Rally' initiative a sign and banner provided by the LTA have been put up (with permission from the Parish Council).

Website/Facebook/Booking. Owing to Coronavirus, it became imperative that courts had to be booked before use as part of the NHS Track and Trace system. Unfortunately, not all members have been including the names of participants on their booking slots despite many reminders to do so. The Club will continue to remind members as it is required to keep a track of those who have used the courts for 21 days. ClubSpark have had teething problems (especially the phone app) with the system but are trying to sort out issues as they arise. Before the system of adding participants and paying for guests was fully integrated into the online system, many more guest fees were paid into the box inside the shelter. Whilst not all members are paying for their guests (even when prompted to do so), the revenue from guest fees has risen significantly – even more so with the online booking system. Many thanks go to Belinda who has taken on the role of Website Manager. She has also set up a Shillingstone Tennis Club Facebook Page. Belinda has been updating information, match reports, warnings of cricket matches and generally keeping it all in order – many thanks.

Maintenance. Thanks to everyone who has continued with the maintenance of our courts – Janet strimming, Hilary nets and rubbish, Kathy and Chris leaf blowing, mowing etc and Chris for repairing the perimeter fence. During the last lockdown the entire perimeter fence was replaced by a more substantial one in the hope that this will prevent the unpicking that some individuals had been doing in order to get access to the courts – and save Chris a lot of work! We also had a working party of all the Committee members who painted the shelter area, put up new nets and generally spruced the place up – thanks to all. The roof of the shelter was also cleaned and gutters cleared and repaired. Parish Councillor Richard White assisted with building a small wall to prevent flooding in the shelter – many thanks.

Cricket ball risk. Following on from an emergency Committee meeting, Rob and Sharon had a meeting with Clive Nelson (June 2020). The actions outlined in the minutes from that meeting were not fulfilled, e.g. updating Labosport Risk assessment for wind speed, rotating wicket, obtaining some funding for ball-stop netting, advising Tennis Club when there were cricket matches etc. Sharon has had further discussions with representatives of the ECB (Neil Higginson) and the LTA (Rob Peters). These two bodies have also had a Zoom meeting together. Sharon has passed on to the Committee notes, as relevant at the time, to keep members updated. Sharon has discussed this issue with the LTA legal advisers and with Howdens (insurers). Their advice is to ensure Tennis Club members and any members of the public are aware of the risk, e.g. informed by email, information on the website and notices at the court – all of this has been done.

A previous communication from Clive (Cricket Club Chairman) states that: *"As a club we carry insurance that covers everything including public liability and indemnity for club officers. During the season an assessment is carried out of the recreation ground regularly by the Parish, and the cricket club has its own risk assessment procedures as well. For 2021 the increased signage we have discussed, regular contact and sharing of fixtures should meet the required criteria."*

Information from the Cricket Club is sporadic. The Parish Council updated, in October 2020, their risk assessment. However, there was no reference to other users of the recreation ground, e.g. cricket/football club but the tennis club was mentioned requiring it to take responsibility for the tennis courts. Sharon took this up with the Parish Council via Richard White. The risk assessment has now been updated – 'regular inspections required – responsibility of specific club'. There is no mention of their knowledge of the risk of a cricket ball causing injury.

Policies. Jo has updated the Club's Health and Safety, Safeguarding and Covid-19 policies. A few points regarding the pavilion have been raised with the Parish Council which they have dealt with/are addressing.

Pavilion. The 'Pod' door, which was damaged when two children became locked inside, was replaced by the Parish Council and the 'Pod' is now back in action. Although there has been little opportunity to use the pavilion this year, the employment of cleaners, by the Parish Council, appears to be more effective than when leaving the cleanliness to the users.

**Agreed that full version of Chairman's report should go on website – Sharon/Belinda to action this.**

#### **Secretary:**

Thanks go to Belinda, Jo, Kathy, Sharon, Graham, ClubSpark and all for taking most, if not virtually all the workload off the Secretary's shoulders! Belinda on the website, social media and communications generally. Jo on policies and safeguarding. Kathy on membership, court booking arrangements and all ClubSpark matters. Sharon on liaising with members over LTA Covid guidance, cricket balls and other issues. Graham on dealing with all the Club, as well as individual coaching.

In general, all this sharing of the workload and running of the Tennis Club is indicative of the Club's growing success – as well as making the Secretary's life far less stressful – contrasting with not many years ago when it was down to just two or three people to deal with membership, finances, publicity, coaching, secretarial, maintenance and repair work, the lot...

On maintenance of the grass and other vegetation around the courts... This evening at its monthly meeting the Parish Council is discussing plans for regularising the future of this maintenance work which has up to now essentially been done by Club members on a voluntary basis. It may be that the Cricket Club, which mows and strims etc the whole of the rest of the Rec, will be asked to take on, and be paid for looking after the tennis courts surroundings, both mowing and strimming, and keeping trees and bushes under control as necessary. When a decision is reached by the Council, a get-together was suggested for Sharon, Kathy and Chris with (probably) Cricket Club representatives and the Councillor responsible for Recreation Ground matters, Richard White, to discuss the arrangements in detail. **Chris, Sharon to action.**

The Club will continue to look after the courts themselves including the perimeter fence, weedkilling, moss spraying, etc.

#### **Membership/Treasurer:**

"Active membership" now up to 206. Kathy commended for dealing with numerous ClubSpark difficulties over renewals this year, with hopes that next year's go more smoothly.

Summary of accounts for 1st October 2019 to 30th September 2020, approved by Auditor John Paul, circulated to Committee members. At 30th September 2020 total of funds held was £23,512.85.

#### **Welfare Officer:**

As reported by the Chairman, Jo confirmed that all Club policies have been revised and the updated versions are on the shelter noticeboard and the website. At the junior coaching sessions all consent forms have been completed and are held by Graham.

No welfare issues have been reported to Jo.

Jo has had her DBS renewed. Kathy's is due for renewal. **Kathy to action.**

Jo has completed her Tennis Together course, covering her for the next three years. Her Time to Listen renewal is due again in November. **Jo to action.**

It is now compulsory for all Committee members to receive an "introduction to Safeguarding." **Jo agreed to arrange for an LTA training video (Safeguarding Training for Committee) to be shown and discussed at the next Committee meeting. A 100% attendance is therefore essential. All Committee members to note and action.**

## **6. SUBSCRIPTIONS, FEES AND CHARGES FOR 2022-23:**

Agreed that subscriptions from 1st April 2022 should remain unchanged:

- Family (two adults + children aged 18 and under), £75
- Adult (aged 19 and over), £35
- Adult couple, £65
- Senior (aged 60 and over), £30
- Senior couple, £55
- Student (aged from 19 to 25 and in full-time education), £20 (unchanged)
- Junior (aged 18 and under), £15 (unchanged)

## **7. ELECTION OF OFFICERS AND COMMITTEE:**

All Officers and Committee members re-elected en bloc:

**Chairman & Club Captain** – Sharon Proyer

**Vice-Chairman & Welfare Officer** – Jo Fordham

**Treasurer & Membership Secretary** – Kathy Frazier

**Website & Social Media Management** – Belinda Simpson

**Secretary** – Chris Whitfeld

Tracey/Mark Talbot, Tim Cotton, Rob Simpson.

**Chris to speak to Felix Cotton about his unlikeliness to wish to continue on Committee; and put appeal for more Committee members on shelter noticeboard.**

**8. APPOINTMENT OF HON AUDITOR:** John Paul, who has agreed to continue, was re-appointed.

## **9. ANY OTHER BUSINESS:**

None.

## **10. MEETING OF NEW COMMITTEE:**

**7pm on Monday 27th September 2021 at Rec Pavilion. Agenda to include Safeguarding video, and arrangements for 2021 AGM to be held in November. Jo, Chris to action.**

The AGM closed at 8.30pm.