

Stewkley Tennis Club Committee

Minutes

Oct. 3, 2018

Attendees: George Gater, Jeremy Gibbs, Rob Owen, Phil Whitecross

Apologies: Kris Pratt, Matt Evans, Neil Shefferd

1. Previous minutes approved – JG to circulate to the membership
2. Correspondence:
 - None
3. Finances:
 - Car leasing company continues to debit money from account. PW ensuring the club reimbursed
 - Grant availability – JG to ask Parish Council clerk about available funding from Stewkley housing developments and remind about club interest in applying
4. Maintenance:
 - Club hut damage – JG reported damage to the police. Committee agreed extent of damage did not warrant an insurance claim. GG confirmed Steve Buchan patched up the damage and to request a quote from Steve to make permanent repairs: strengthen structure, replace windows to the side of the door with panels, strengthen doors and paint
5. Welfare and Diversity:
 - JG taken on Welfare Officer role, initial training complete and DBS check under way
 - Any concerns or issues to be directed to JG
6. LTA minimum standards:
 - RO to find and send GG & NS a working risk assessment template to update past assessments. GG to check if Millie Boyd has a template. GG & NS to complete an up-to-date risk assessment
 - Updates to risk assessment aside, JG & GG confirmed that the club met LTA affiliation minimum standards
 - GG to complete registration with the LTA for 2018/19 by Oct. 31 deadline
7. Events:
 - AGM – Nov. 20 at 8pm: committee proposed not to increase fees (last increase 2 years ago). PW to approach GB about an audit of 2017/18 books. JG to assist PH to distribute finance papers around the village while PW recovering from surgery. Club to encourage new members to join the committee and open sales of tickets to the ball
 - Tennis Club Ball – Saturday, Feb. 2, 2019:
 - i. JG to inform committee when next working group (Alison Gibbs, Lynsey Ford, Coby Dewar, Kim Pollard, Vicki Hull) to take place

- ii. Band (<https://www.tessandthedurbervilles.com>) 4-piece versatile female-fronted function-based covering The Beatles to Jessie J, Dusty Springfield to Kings of Leon) and hall booked
 - iii. Three course meal by professional caterers and waiting staff
 - iv. Dress code: Black Tie (preferable)
 - v. Volunteers required from the committee to man the bar in 30 minute shifts
 - vi. Volunteers required for set up and tidying up
 - vii. Committee to provide raffle prices
 - viii. GG to research football and cricket club approach to license, and JG to ask recommendation from the Village Hall: last ball JG approached previous landlord at The Swan as license holder. The bar is the main source of income from the night
 - ix. PW to confirm choice of red and white wines from the previous ball (two levels)
 - x. Tables of 8. Will allocate seats for groups of fewer and individual or pairs of tickets purchased
 - xi. Committee approved ticket price of £35 per person and expressed thanks to the working group
 - xii. NS to place add in next month's Grapevine
8. Subscriptions:
- Update on 2018/19: PW to conform subscriptions level vs. 2017/18. JG under the impression that income surpassed (or was very close to) last year's level
9. Teams:
- Ladies' and Men's teams competing in Winter leagues.
10. AOB
- JG to send a reminder for members to opt-in to the Wimbledon draw (together with minutes)
11. Next meetings:
- AGM: Tuesday, Nov. 20 at 8pm in the Rec Pavilion
 - Committee: Wednesday, Jan. 16 at 8pm in the Rec Pavilion

Jeremy Gibbs

Oct. 10, 2018