

LODDON & CHEDGRAVE PLAYING FIELD COMMITTEE

C/O Loddon Town Council: The Library Annexe,
Church Plain, Loddon, Norfolk, NR14 6EX
Tel: 01508 522020 | Email: PFC@loddontowncouncil.gov.uk

Dear Members, you are summoned to attend the meeting of the **Tennis Club Sub-Committee**, to be held in the Hollies Rear Hall on Friday 5 January 2024 at 1.00pm.

Members of the public are welcome to attend in person and will be provided with an opportunity for public participation under *Public Forum*.

The Council, members of the public and press may record/film/photograph or broadcast this meeting when the public and press are not lawfully excluded.

Signed: *Emily Curtis* (Clerk)

Dated: 22 December 2023

AGENDA

1. **Welcome and meeting etiquette (and to note if anyone wishes to record the meeting)**
2. **To receive and consider apologies for absence and consider accepting them**
3. **To appoint a Vice Chairman**
4. **To receive any Declarations of Interest for items on the agenda and to consider any requests for dispensations**
5. **To approve as a correct record, the minutes of the meeting held on the 19 September 2023**
6. **To receive an update on matters arising from previous minutes (not on this agenda)**
7. **Public forum**
8. **Finance:**
 - 8.1: To approve any payments
 - 8.2: To receive the finance report
 - 8.3 To review the annual costs of the Tennis Club
 - 8.4: To consider purchasing a water meter to monitor the water usage for court maintenance
 - 8.5: To consider appointing a Treasurer and access to ClubSpark
 - 8.6: To consider requesting that the L & C PFC grants read only access to PFC bank account to the TC Chairman and TC Treasurer
 - 8.7: To receive the decision regarding the floodlight loan from Norfolk LTA and agree any action
9. **Safeguarding/welfare**
 - 9.1: To appoint a Welfare Officer
 - 9.2: To receive an update from the Welfare Officer
 - 9.3: To receive an update on DBS applications and to consider any additional DBS applications required for Committee Members
10. **Club Timetable and Membership**

LODDON & CHEDGRAVE PLAYING FIELD COMMITTEE

C/O Loddon Town Council: The Library Annexe,
Church Plain, Loddon, Norfolk, NR14 6EX
Tel: 01508 522020 | Email: PFC@loddontowncouncil.gov.uk

- 10.1: To receive an update on membership
- 10.2: To consider approving the Club Timetable
- 10.3: To consider introducing adult guest fees

11. Tennis Courts Maintenance and Infrastructure

- 11.1: Keyholders and keys
- 11.2: Leaf blower and maintenance schedule
- 11.3: Repairs to windbreaks and fencing
- 11.4: Replacement floodlights/floodlight override and consumer panel cover
- 11.5: CCTV for courts
- 11.6: Clubhouse update – benches, nets and door
- 11.7: Hardwire connection between gate/router
- 11.8: Tree and hedge maintenance

12. Club Competitions and Leagues

- 12.1: Box League
- 12.2: Winter League
- 12.3: Davis Cup Competition - 15 October 2023
- 12.4: Volunteer for Norfolk LTA & Wimbledon Ballot
- 12.5: Summer Teams

13. To Consider Fundraising / Social Events

- 13.1: Ladies Day
- 13.2: LTC 2nd Birthday?
- 13.3: Quiz with compere (RA)
- 13.4: To receive an update on the Loddon Flower Festival

14. Governance:

- 14.1: LTA Safeguarding Policy
- 14.2: Code of Conduct
- 14.3: CCTV agreement with LPC
- 14.4: To note CCTV policy
- 14.5: To consider appointing a representative to the Jubilee Hall management Committee

15. Future Strategies/Action

16. Correspondence

17. Items for a future agenda

18. 2024 meeting Dates

Tennis Club Sub Committee (quarterly 1 st Fri, 1pm)
5 January 2024
5 April 2024
5 July 2024
4 October 2024