

LODDON & CHEDGRAVE PLAYING FIELD COMMITTEE

C/O Loddon Town Council: The Old School,
Church Plain, Loddon, Norfolk, NR14 6EX
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Minutes of the Loddon Tennis Club (TC) Subcommittee meeting, held in the Hollies Rear Hall Loddon, on the 5 April 2024 at 1.00pm

Committee Members Present:

Rik Balfour (Chairman)
Carolyn Frosdick (CF) (Vice Chairman)
Jenny Pulfer (JP)
James Preston, Marketing (JPr)
Paul Solomon, Head Coach (PS)
Rob Atkinson (RA)
Craig Broadley-Naylor (CBN)
Colin Binfield (CB) (L & C PFC Chairman)

In Attendance via remote means: None

In Attendance: Emily Curtis, Clerk

Members of the Public in Attendance: Seven

Absent: None.

1. **Welcome and meeting etiquette:**

RB welcomed everyone to the meeting and gave everyone the opportunity to introduce themselves.

2. **To receive and consider apologies for absence and consider accepting them:**

Rik Summons sent his apologies.

3. **Declarations of Interest for items on the agenda and to consider any requests for dispensations:**

All members declared an interest as members of the Tennis Club (TC). PS reported a pecuniary interest as a self-employed coach operating on the Tennis Courts.

4. **Minutes of the meeting held on the 5 January 2024:**

It was **resolved** to approve the minutes of the meeting held on the 5 January 2024 as a correct record.

5. **To receive an update on matters arising from previous minutes (not on this agenda):**

5.1: Water Meter to Measure the usage of Jubilee Hall Water: L & C PFC to purchase.
Action: Clerk.

5.2: Read Only Access to the L & C PFC Bank Accounts: This cannot be granted due to the L & C bank accounts being merged with the LTC bank accounts. Rialtas accounting statements for the tennis club can be circulated. **Action:** RFO.

5.3: Loan from Norfolk LTA for the Replacement LED Floodlights: LTC have completed the Norfolk LTA loan application. It has been necessary for LTC to request Secretary of

State borrowing approval for the loan. This was submitted on the 1 March 2024 and may take up to 12 weeks for the application to be approved.

5.4: CCTV for Tennis Courts: The CCTV has been installed on the tennis courts and at present, only Council staff have access. Thanks to JP and PS for producing a CCTV awareness sign. **Action:** Clerk to ensure sign is installed.

6. Public forum:

A MOP congratulated the club on its success.

A MOP enquired if Loddon Tennis Club existed prior to 2021.

7. Finance:

7.1: Payments: None to approve.

7.2: Finance Report: to follow. **Action:** RFO.

7.3: Direct Debit for Membership: It was **resolved** to trial direct debits for membership once the arrangement has been explored further. **Action:** TC to check transaction fees.

7.4: Card Machine for Payments: LTC has a card machine which could assist with payments for matches etc. The Club does not require a card machine at present.

7.5: Club Tennis Balls: There are six home matches to be played by three teams. Two tubes will be required for each match; therefore, thirty-six tubes have been ordered by PS via his Dunlop account, and the invoice has been paid by the Subcommittee. The balls have not yet arrived. **Action:** RFO to ensure that the payment has cleared.

8. Safeguarding:

8.1: Update from the Welfare Officer:

CBN gave a brief update. His DBS was approved at the end of February 2024, and he has attended the LTA Safeguarding training.

CBN has reviewed some of Loddon TC's policies. **Action:** Ensure that the club policies are visible on the TC website. CBN would like to assemble a small group to review the TC's governance.

CBN has attended a recent LTA safeguarding seminar.

CBN will organise a register for recording safeguarding issues that arise within the TC.

One welfare matter was raised and was dealt with.

CBN reminded the Subcommittee that as a club we are all responsible for members welfare and issues should be raised initially with CBN. Welfare affects adults and juniors.

The TC Welfare Officer email address is: loddontenniswelfare@loddontowncouncil.gov.uk.

8.2: DBS Update

PS informed the Subcommittee that the LTA advised that coaches over the age of 16 require a DBS check.

LTC have completed CF's DBS application.

LTC have also completed the DBS application for one of the junior coaches (PL).

LTC has initiated a DBS Check for JP. **Action:** Clerk to input identify documents.

LTC has completed CBN's DBS application.

Action: Clerk to initiate TN's DBS application.

9. Coaching and Club Sessions

9.1: Update from Head Coach

The Head Coach (PS) circulated his report in advance of the meeting.

The Subcommittee discussed the possibility of a summer timetable as it was not necessary for the summer club sessions to have an additional 15 minutes for floodlights after the session has finished. **Action:** PS to revise the May club sessions so they finish at 8pm.

PS will share the Risk Assessment for the Parkinsons sessions with the Welfare Officer.

PS confirmed he had advised his insurer of the sessions. **Action:** PS.

A discussion was had regarding funded membership. **Action:** Discuss at strategic planning meeting.

9.2: Coach Email Address:

The coach has a new email address: loddontenniscoach@loddontowncouncil.gov.uk. The existing email address for the club will be used for membership enquiries and general tennis club admin: Loddontennis@loddontowncouncil.gov.uk and will be monitored by the Council until further notice.

10. Club Membership and Committee Roles

10.1: Membership:

PS gave an update on the current membership. The TC has 150 members at present.

10.2 Subcommittees Roles and Requirement for Additional Committee Roles:

The TC will be holding a strategic planning meeting to consider the TC's future plans and within that, Subcommittee roles will also be discussed. A Social Secretary, and a Membership Secretary would assist with the workload.

10.3: Future Wimbledon Ticket Process:

Due to time constraints, this was deferred to a future meeting.

10.4: Junior Fees:

Junior fees at present are nil. No plans at present to charge. **Action:** Clerk to add to the agenda for the strategic planning meeting.

10.5: Usage of 'Spond' to communicate with club members:

It was **resolved** to trial Spond in order to improve communication between the club members. Initially, Spond will be trialled with the men's club sessions. It was confirmed that the TC will not collect payment via the Spond application due to the transaction fees.

Action: RB to initiate the free version of Spond.

11. Tennis Court Maintenance and Infrastructure:

11.1: Floodlights/Floodlight Override and Consumer Panel Cover:

LTC have requested that the floodlight contractor provides a quote for a floodlight override and cover for the consumer unit in the changing rooms, to be installed at the same time at the replacement floodlights. **Action:** RFO.

11.2: Repairs to Windbreaks and Fencing:

Thanks to PS and Subcommittee members, stainless steel cable ties have been installed to repair the fencing. However, the top wire is still loose and requires repair.

RB reported that one of the windbreaks had been repaired and is ready to be installed.

11.3: Cleaning and Moss Treatment Quotes

After a review of the quotes received, it was **resolved** to accept the quote from Gary Crook.

Action: RFO to instruct.

RA raised concerns that the paint on the courts had been breaking up. The contractor provided additional paint in order for repairs to be made. **Action:** TC to assess the surface after the annual cleaning, weed and moss removal has been completed.

11.4: Toilet Access:

Thanks were given to the JubHub for offering to allow the TC members to use their toilets. RB will inform members that these facilities can be used when the JubHub is open, but that the JubHub must be thanked and supported with purchase of refreshments etc. The TC will provide some consumables (toilet rolls) to ensure the JubHub are not out of pocket.

The Jubilee Hall will discuss the TC's use of the changing rooms when the current lease with the LUFC expires in May 2024.

12. Club Competitions and Leagues:

12.1: Update on Club Competitions and Leagues:

A brief update was given. Videos have been on shared on social media. The Club Championships are coming up.

12.2: Future Competitions:

Leagues are starting in May.

The TC are entering four teams (mens and ladies) into the Norwich City League.

The leagues are advertised via club communication and members are welcome to join.

Fees for the league are less than £100 so will be paid by the TC.

One league will clash with the Friday cardio sessions. PS suggested cancelling the Friday cardio session.

13. Fundraising/Social Events:

13.1: Quiz with Compere:

There will be a fundraising quiz taking place on Friday 19 April 2024 in the JubHub. The Clerk confirmed that LTC has a lottery registration obtained from South Norfolk Council should they wish to conduct a raffle.

13.2: LTC 2nd Birthday:

Due to time constraints, this item was deferred.

13.3: Chet Valley Summer Fete – 6 July 2024

LTC will be holding a summer fete on the Loddon & Chedgrave Playing Field. It is an ideal opportunity to promote the club. **Action:** Clerk to add to a future agenda.

14. Governance:

Items 14.1 – 14.4 deferred due to time constraints.

15. Future Strategies/Action:

Deferred due to time constraints but an action plan meeting will be held.

16. Correspondence:

None.

17. Items for a future agenda

- Representative (Trustee) role to the Jubilee Hall Management Committee
- CF offered to become substitute representative at the L & C PFC meetings (PFC agenda)

- Tennis Club to be included on the Jubilee Hall road sign

18. 2024 Meeting Dates

Tennis Club Sub Committee Meetings (quarterly 1st Fri, 1pm)

5 July 2024

4 October 2024

The meeting closed at 2.37pm