

# LODDON & CHEDGRAVE PLAYING FIELD COMMITTEE

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

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Dear Members, you are summoned to attend the meeting of the **Tennis Club Subcommittee**, to be held in the Hollies Rear Hall on Friday 5 April 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:** 27 March 2024

## 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 receive any Declarations of Interest for items on the agenda and to consider any requests for dispensations**
4. **To approve as a correct record, the minutes of the meeting held on the 5 January 2024**
5. **To receive an update on matters arising from previous minutes** (not on this agenda)
  - 5.1: Water meter to monitor the water usage for court maintenance
  - 5.2: Read only access to PFC bank account for the TC Chairman and TC Treasurer
  - 5.3: Floodlight loan from Norfolk LTA
  - 5.4: CCTV for courts
6. **Public forum**
7. **Finance:**
  - 7.1: To approve any payments
  - 7.2: To receive the finance report
  - 7.3: To consider implementing a Direct Debit for membership payments on ClubSpark
  - 7.4: To consider using a card machine for payments
  - 7.5: To receive an update on the Clubs Tennis Balls order
8. **Safeguarding/welfare**
  - 8.1: To receive an update from the Welfare Officer
  - 8.2: To receive an update on DBS applications and to consider any additional DBS applications required for Committee Members
9. **Coaching and Club Sessions**
  - 9.1: To receive an update from the Head Coach
  - 9.2: To note the new email address for the Head Coach
10. **Club Membership and Committee Roles**

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- 10.1: To receive an update on membership
- 10.2: To consider the Subcommittee's existing roles and the requirement for additional Committee roles
- 10.3: To consider a club process for future Wimbledon Ballots
- 10.4: To consider junior fees
- 10.5: To consider using 'Spond' to communicate with club members

## 11. Tennis Courts Maintenance and Infrastructure

- 11.1: Replacement floodlights/floodlight override and consumer panel cover
- 11.2: Repairs to windbreaks and fencing
- 11.3: To consider quotes for the moss treatment, weeding and cleaning of tennis courts
- 11.4: To receive and update on the on Jubilee Hall toilet access and agree any necessary action

## 12. Club Competitions and Leagues

- 12.1: To receive an update on club competitions and leagues
- 12.2: To consider any future club competitions and leagues

## 13. Fundraising / Social Events

- 13.1: Quiz with compere (RA)
- 13.2: Tennis Club 2<sup>nd</sup> Birthday
- 13.3: Chet Valley Summer Fete – 6 July 2024

## 14. Governance:

- 14.1: LTA Safeguarding Policy
- 14.2: Code of Conduct
- 14.3: CCTV agreement with LPC
- 14.4: To note CCTV policy

## 15. Future Strategies/Action

## 16. Correspondence

## 17. Items for a future agenda

- To consider appointing a representative to the Jubilee Hall Management Committee

## 18. 2024 meeting Dates

<b>Tennis Club Sub Committee</b> (quarterly 1 <sup>st</sup> Fri, 1pm)
5 January 2024
5 April 2024
5 July 2024
4 October 2024