

LODDON & CHEDGRAVE PLAYING FIELD COMMITTEE

C/O Loddon Parish Council: The Library Annexe,
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Minutes of the Meeting of Loddon Tennis Club (TC) Subcommittee held in the Hollies Rear Hall, Loddon on the 6 June 2023 at 2.00pm

Committee Members Present:

Rik Balfour, Chairman (RB)
Jenny Pulfer, Welfare Officer (JP)
James Preston, marketing (JP)
Paul Solomon, Club Coach (PS)

In Attendance via remote means: None.

In Attendance: Emily Curtis, Clerk (EC), Miles Wilson (MW), Jessie Powell (JP), Jamie Curtis (JC)

Absent: None.

1. Meeting Welcome:

RB gave a brief update on the recent activities of the Club and reported that the current membership of the Tennis Club stands at 135 people.
The Clerk confirmed that she did not wish to record the meeting.

2. Apologies for Absence:

Julia Harrington has resigned, so it will be necessary to appoint a new Vice-Chairman. Rob Atkinson sent his apologies.

3. Declarations of Interest and Requests for Dispensations:

All attendees declared a non-pecuniary interest as they are all TC members.
Paul Solomon declared a pecuniary interest as he runs a self-employed coaching business from the courts.

4. **Minutes of the meeting held on the 19 April 2023:** The minutes were approved as a correct record.

5. Matters Arising

5.1 **Clubhouse:** The installation of the clubhouse has been completed. A piece of netting will need to be attached to prevent tennis balls becoming trapped on either side and rear of the building.

5.2 **Tennis Court Cleaning, Resurfacing and Painting:** The new surface of the courts has been completed and the contractor has given the club paint for repairs. The Clerk has requested an annual maintenance plan from the contractor and product details will be obtained. **Action:** RFO - Add to the budget; cost of annual maintenance.

As the courts cannot be swept, a leaf blower and an exterior rated extension lead will need to be purchased. **Action:** Clerk to add to L & C PFC agenda as the leaf blower will be over £100.00. Three quotes will need to be obtained.

5.3 **Hitting Wall:** The bespoke hitting wall has been installed. The club would like to thank Mr and Mrs Beattie of 'Beattie Passive' for designing, building and installing the hitting wall, an

incredibly generous donation to the Club. **Action:** A formal letter of thanks will be sent from the Clerk and JP will put a public note on the website/social media.

6. Public Forum: None.

7. Subcommittee Roles

It was **resolved** at the previous meeting to elect Jenny Pulfer as the Welfare Officer; however, the Clerk will continue in this role until JP has completed LTA Safeguarding training. **Action:** JP to book training.

It was **resolved** to elect Rik Balfour as Grants and Funding Officer.

It was **resolved** to elect James Preston as the Website Editor, so his role will now be Marketing and Website Editor.

It was **resolved** to elect Paul Solomon as Competition Organiser, Match Secretary, Schools Coordinator and Senior Teams' Captain, in addition to his existing role of Club Coach.

It was **resolved** to appoint Jessie Powell, Miles Wilson, Rob Atkinson and Jamie Curtis as members of the subcommittee.

A discussion was had regarding the title 'club champion' as some members felt the role title may be difficult for the general public to understand.

8. Fundraising/Social Events:

8.1 Coronation Celebration

The total raised was £205.15 (stall on Church Plain and the treasure hunt). Thanks were given to JP and CP (ID design) for the time spent designing the leaflets and for covering the printing costs for the treasure hunt. The stall raised the profile of the TC and many new members have subsequently joined.

8.2 1st Birthday Celebration

Bright Ideas for Tennis offered the TC the opportunity to hold a fundraising day on Sunday 4th of June 2023 – the TC's first Birthday. The event raised £625.50, and these funds will go to free community-based tennis sessions for those that ordinarily wouldn't get the opportunity (<https://brightideasfortennis.org/about-us/>). **Action:** Add to the next agenda.

8.3 Quiz with Compere

This item was deferred as RA was unable to attend the meeting.

9. Finance:

9.1 Payments for Approval

It was **resolved** to approve the list of payments (Appendix A).

9.2 Finance Report

Financial report attached as Appendix A.

10. LTA Box League Proposal:

It was **resolved** to accept RB's proposal to create two box leagues: open single and open doubles. **Action:** RB.

11. Replacement Floodlights

The L & C PFC accepted a quote from King's Electrical to supply 400 lux LED floodlights at a cost of £7,400.00. This is to be financed via £3,000 of L & C PFC reserves and the LTA 50% interest free loan. However, the Electrician has advised that he is unable to provide the lights as costs have increased. The Electrician will be given one last deadline to provide an updated

quote, and if it isn't received, the matter will be raised at the L & C PFC meeting on the 21 June 2023. **Action:** Clerk.

The structural survey on the floodlight columns was due to be carried out on the 23 May 2023.

Action: Clerk to obtain the reports.

12. Clubhouse Noticeboard

The noticeboard has been purchased and will be installed inside the clubhouse. JP to assist with the content. **Action:** Clerk to print a new club welfare poster for the noticeboard.

13. Governance:

13.1 **Safeguarding policy:** Deferred. **Action:** Circulate to Committee prior to the next meeting.

13.2 **Code of Conduct:** Deferred. **Action:** Circulate to Committee prior to the next meeting.

14. Additional CCTV camera at the Tennis Courts:

An additional camera covering the courts and clubhouse was proposed by PS. The camera would be situated on a floodlight column directed at the clubhouse. It was hoped that the installation could be combined with the replacement floodlight work to utilise the high level lift equipment. **Action:** PS to obtain a quote from existing CCTV company TPI security for additional camera and installation and prepare a proposal for the L & C PFC to consider. Clerk to add to L & C PFC agenda.

15. **Correspondence:** None.

16. Items for future agenda

- Appointment of Vice-Chairman
- Safeguarding/welfare – add as a standard agenda item
- Appoint keyholders for the courts
- Consult young people
- Social Events/fundraising events
- Governance, including Code of Conduct
- DBS for Committee members
- Future Strategies/Action Plan
- TC Budget headings

Items for L & C PFC Agenda

- Quotes for leaf blower
- CCTV for tennis courts

13.7 2023 Meeting Dates

It was agreed that the tennis Club Subcommittee meeting would be held quarterly (before the L & C PFC meetings) on a Tuesday at 12 noon.

Informal meetings could be held if necessary, and recommendations/reports could be added to the Subcommittee/L & C PFC agendas.

Meeting closed at 3.19pm