

LODDON & CHEDGRAVE PLAYING FIELD COMMITTEE

C/O Loddon Parish Council: The Library Annexe,
Church Plain, Loddon, Norfolk, NR14 6EX
Tel: 01508 522020 | Email: secretary@loddonpc.org.uk

Minutes of the Meeting of Loddon Tennis Club (TC) Subcommittee held in the Hollies Rear Hall, Loddon on the 19 April 2023 at 7.00pm

Representatives Present:

Loddon & Chedgrave Playing Field Committee (L & C PFC): Colin Gould (CG), Rick Summons (RS) and Paul Solomon (PS)

In Attendance via remote means: Jamie Curtis (JC), Rob Atkinson (RA) and Rick Balfour (RB).

In Attendance: Emily Curtis, Clerk (EC), Georgina Hirst (GH), Responsible Finance Officer, Julia Harrington-Stride (JHS), Richard Stride (RSt), Claire Preston (CP), James Preston (JP), Jenny Pulfer (JP).

Absent: None.

1. Elect a Chairman

L & C PFC Chairman Colin Gould opened the meeting. It was **resolved** to elect Rick Balfour as Chairman. It was noted that Rick was unable to attend in person if the meeting was held on a Wednesday or Thursday evening.

2. Elect a Vice Chairman

It was **resolved** to elect Julia Harrington-Stride as the Vice Chairman. As Rick was unable to attend the meeting in person, it was **resolved** that Julia Harrington-Stride would chair the meeting.

3. Welcome

Cllr CG welcomed everyone to the meeting. The Chairman informed the Council that members of the public will be invited to contribute during the Public Forum. The Clerk confirmed that she wished to record the meeting.

4. Apologies for absence: None.

5. Declarations of Interest and Requests for Dispensations

All attendees except Georgina Hirst and Colin Gould 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.

6. Public Forum: None.

7. Subcommittee Roles

A brief overview of the objectives of the Subcommittee were discussed. The formation of the Subcommittee has given the Tennis Club (TC) members the opportunity to join the Subcommittee and have ownership over the day-to-day management of the TC.

The Clerk and Treasurer role is already in place as they are existing L & C PFC Officers.

It was **resolved** to elect Jenny Pulfer as the Welfare Officer. JP has an enhanced DBS check in place, and the LTA will require that we add the update service information to the website.

It was **resolved** to elect James Preston as the Marketing Officer.

It was **resolved** to elect Paul Solomon as the Club Coach.

Rob Atkinson offered to assist the club with advice and guidance as he is a member of Cringleford Tennis Club.

It was **resolved** to set up a WhatsApp group for the Subcommittee. **Action:** Clerk.

PS suggested that it was no longer necessary for Miles Wilson to have a role on ClubSpark website. **Action:** Clerk to review ClubSpark roles.

JHS offered to send out a list of the roles to the Subcommittee for consideration at the next meeting. **Action:** JHS.

8. Tennis Court Projects

8.1 Tennis Court cleaning, resurfacing and painting

It has taken the contractor three days to clean the court, and it is now prepared for painting. The whole process takes about ten days subject to weather conditions.

8.2 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 is providing difficult to get hold of. **Action:** RFO/Clerk/PS.

Quotes are being obtained to carry out a structural survey on the lighting columns. One quote has been received so far at a total cost of £700.00. **Action:** RFO.

8.3 Clubhouse

The proposed clubhouse measures 4.8m x 2.4m and will fit inside the goal recess at the southern end of the courts adjacent to the existing containers and sectional garage. The clubhouse will provide shelter from inclement weather and would give parents somewhere to sit whilst young people are on the courts. The Clubhouse would also provide storage and an information point for members. The contractor is due to install the building in early May, and discussions were had regarding the use of lifting equipment. PS is hoping that the contractor can manufacture the panels small enough to fit through the 2.1m high gate.

8.4 Hitting Wall

The hitting wall has been generously donated by Beattie Homes and will be installed in the next week so that it can be painted by the surfacing contractor. Thanks were given to IDesign for creating the graphics for the Hitting Wall.

9. Finance Report

9.1 To receive a report on the current membership

The RFO reported that since the TC formed in June 2023, the club has 110 members which has generated an income of £2,896.00.

9.2 Financial Accounts

The balance of the TC Subcommittee is £800.00. The financial year will run 1 April 2023 – 31 March 2024.

Any assets of the club will be owned by the lead Council, LPC, not the L & C PFC.

All expenditure must be through the Clerk and/or the RFO.

9.3 2023/24 Budget

The RFO will create budget headings for the club.

With respect to external competitions, match fees are paid for by the players.

The RFO suggested that a card machine could be purchased for the club to assist with payments.

Several budget heading were proposed; receipts from fund-raising activities and grants, and marketing costs. The TC currently has a free advert in the ChetContact. Single sided colour inserted flyers in the ChetContact are approx. £200. The club will utilise the local Facebook pages.

All funds generated by the club will be kept under the TC budget heading within the L & C PFC accounts.

9.4 Fundraising Opportunities

RA mentioned the good practice from Cringleford and would like to bring those positive elements to Loddon TC.

The RFO confirmed that she will keep an eye out for relevant grants, such as Dan Maskell, Active Norfolk, Sport England.

The TC's 1st Birthday is on the 4 June 2023, so an event could be organised on the nearest Saturday.

James and Claire Preston have designed a TC treasure hunt that will run during the Coronation Celebration on the 7 May 2023 to raise the profile of the TC.

RS suggested a joint fund-raising day with Loddon TC and Loddon United Football Club.

10. Governance

10.1 Terms of Reference: The Terms of Reference will be circulated to the Subcommittee members for their info.

10.2 Safeguarding Policy

It was **resolved** to defer this item until a Dropbox has been created to facilitate sharing documents to the Subcommittee. **Action:** Clerk.

11. Correspondence

All correspondence will be circulated prior to the meeting.

12. Items for future agenda

- Roles within the Subcommittee
- Social Events/fundraising events
- Governance, including Code of Conduct
- DBS
- Future Strategies/Action Plan
- TC Budget headings
- Internal League/ladder
- Junior Welfare Officer

13. 2023 Meeting Dates

The Clerk informed the Subcommittee that it was only necessary to hold formal meetings when resolutions/expenditure need to be considered. Informal meetings could be held, and recommendations/reports can be added to the Subcommittee agendas.

There was no date set for the next meeting. The location of the next meeting may be the Jubilee Hall.

Meeting closed at 20.54