

# 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 January 2024 at 1.00pm

### Committee Members Present:

Rik Balfour (Chairman)  
Jenny Pulfer (JP)  
James Preston, Marketing (JPr)  
Paul Solomon, Club Coach (PS)  
Rob Atkinson (RA)  
Carolyn Frosdick (CF)

**In Attendance via remote means:** Craig Broadley-Naylor (CBN)

**In Attendance:** Emily Curtis, Clerk (EC)

**Members of the Public in Attendance:** One

**Absent:** None.

### 1. **Welcome and meeting etiquette:**

RB welcomed everyone to the meeting and gave an update on tennis club news.

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

Apologies were received and accepted from Jamie Curtis and Georgina Hirst (RFO). RB reported that Jessie Powell was no longer a Subcommittee member. **Action:** Clerk to amend distribution list.

### 3. **Appointment of Vice Chairman:**

It was **resolved** to appoint CF to the role of Vice Chairman. **Action:** EC to organise DBS.

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

All attendees 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.

### 5. **Minutes of the meeting held on the 19 September 2023:**

It was **resolved** to approve the minutes of the meeting held on the 19 September 2023 as a correct record.

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

None.

### 7. **Public forum:**

None.

### 8. **Finance:**

**8.1: Payments:** None to approve.

**8.2: Finance Report:** Circulated.

### **8.3: Annual costs of the Tennis Club:**

RB proposed that the Subcommittee should request that the L & C PFC consider increasing the resurfacing reserves as a full resurface would cost £20,00-£25,000.

**Action:** RB to include in annual report to L & C PFC.

A discussion was had regarding the possibility of reducing the Subcommittee budget. As the L & C PFC 2024-25 budget had already been set, it was **resolved** to keep the Subcommittee budget at £800 for 2024-25.

The membership figures on the costings are conservative, and it is hoped that the amount will be significantly higher, which in turn could support the increased earmarked reserves. A discussion was had regarding whether to reconsider the junior fees. **Action:** Clerk to add junior fees to a future agenda.

### **8.4: Water meter to monitor water usage:**

An unmeasured invoice was sent by the Jubilee Hall Management Committee after the 2023 cleaning of the courts. Therefore, it was **resolved** to request that the L & C PFC purchase a water meter at a cost of £30 to ensure water usage is measured in future.

**Action:** PFC.

It was also requested that the Subcommittee/Jubilee Hall take water meter readings prior/post court cleans. **Action:** Subcommittee/Jubilee Hall.

### **8.5: Treasurer:**

It was **resolved** to appoint CF to the role of treasurer. **Action:** RFO to meet with CF. Clerk to organise DBS and access to ClubSpark financial accounts.

### **8.6: Read only access to L & C PFC Bank Account:**

It was **resolved** to request that the L & C PFC gives read only access to the Subcommittee Chairman and Treasurer. **Action:** RFO to request L & C PFC approval.

### **8.7: Replacement LED Floodlights:**

It was **resolved** that the Subcommittee will contribute £200 from their annual £800 budget to assist with the shortfall from LTA Norfolk. **Action:** RFO.

## **9. Safeguarding:**

### **9.1: Welfare Officer:**

It was **resolved** to appoint Crag Broadley-Naylor as Loddon TC's Welfare Officer. **Action:** Clerk to organise DBS and send details of LTA safeguarding training.

### **9.2: Welfare Officer Update:**

None.

### **9.3: DBS Applications:**

It was **resolved** to complete DBS applications for CF, JP and CBN. **Action:** Clerk.

## **10. Club Timetable and Membership:**

### **10.1: Membership:**

PS gave an update on the current membership:

42 Adults

8 x Couples

9 x funded (£30)

8 Juniors (£30)  
1 x family (£150)

PS enquired as to why the cheque for membership had not been deposited by the RFO.  
**Action:** PS will check with RFO. RFO to update membership status to paid when cheque deposited.

PS advised that a member is struggling to pay online and will visit the Town Council Office to pay in person.

### **10.2 Club Timetable:**

It was **resolved** to approve PS's proposed timetable. **Action:** PS to update timetable on ClubSpark.

### **10.3: Adult Guest Fees:**

It was **resolved** to charge for adult guests - £1.00 charge. **Action:** PS to update ClubSpark.

## **11. Tennis Court Maintenance and Infrastructure:**

### **11.1: Keyholders and keys:**

It was **resolved** at the Subcommittee meeting on the 17 September 2023 for JP and RA to become keyholders for the Tennis Courts and they were both given the tennis court key. The emergency access code also needs to be given to keyholders so they can assist with access if the keycode panel is broken. **Action:** Clerk.

### **11.2: Leaf blower:**

The faulty leaf blower was repaired. The Parish Warden cleans the courts with the leaf blowers on a Friday morning as required and members have been asked to use them throughout the week or as required.

### **11.3: Repairs to windbreaks and fencing:**

RB reported that one of the windbreaks had been repaired and is ready to be installed. It was noted that (particularly after the recent tree maintenance), the tennis court fencing needs repair. **Action:** Clerk to escalate to L & C PFC.

### **11.4: Replacement Floodlights, Floodlight Override and Consumer Panel Cover:**

It was **resolved** to request that the floodlight contractor quotes for a floodlight override and cover for the consumer unit in the changing rooms. **Action:** RFO.

### **11.5: Tennis Court CCTV:**

A site meeting with the CCTV contractor has been organised, as an alternative wireless solution needs to be found as it is not practicable to have cables running underground/overground. **Action:** Clerk.

### **11.6: Clubhouse Benches, ball nets and door:**

The installer of the clubhouse, 'Discount Sheds and Stables' have kindly offered the new internal door free of charge, however they have requested that their business is advertised on the courts and on the Tennis Club website. **Action:** PS.

### **11.7: Hardwire Connection between the gate and router:**

It was **resolved** to defer this item as the connection has been stable for some time and it may not be necessary to have a hardwire connection.

### **11.8: Tennis courts Tree and Hedge Maintenance:**

The L & C PFC have completed the annual tree maintenance and the trees that overhang the courts have been cut back and the conifers have been trimmed.

## **12. Club Competitions and Leagues:**

### **12.1: Box League:**

Players are keen for weekend sessions, but this will need to be coordinated by the Committee. **Action:** Subcommittee.

### **12.2: Winter League:**

The Winter League has been very successful, and each player is paying £5 per match.

### **12.3: Davis Cup Competition:**

The Davis Cup Competition has finished. The Christmas Cup has also finished. People are signing up for the Spring Cup.

ClubSpark access will be given to RA to make court bookings for the leagues. **Action:** RA to complete identity checks for the DBS application.

### **12.4: Volunteer for Norfolk:**

A new volunteer will need to be appointed. RB will circulate this request as a newsletter item. **Action:** RB.

PS will request the volunteers BTM numbers on the Subcommittee WhatsApp Group. **Action:** PS.

### **12.5: Summer Teams:**

PS is the Club Captain and four teams will be required. There will be an A and B Team, and Team Captains.

*JP left the meeting.*

## **13. Fundraising/Social Events:**

### **13.1: – Ladies Day:**

This item will be removed from future agendas.

### **13.2: LTC 2<sup>nd</sup> Birthday:**

This item was deferred as not urgent.

### **13.3: Quiz with compere:**

RB said that there will be monthly social nights at the JubHub. A social Secretary is required and RB will add it to a future newsletters. **Action:** RB.

### **13.4: Loddon Flower Festival:**

PS reported that it went well, and the winner will be put in the next newsletter. **Action:** RB. Many flyers advertising the club were distributed.

RB informed the Subcommittee that the LUFC hoarding is on order.

## **14. Governance:**

Items 14.1 – 14.4 deferred due to time constraints.

CBN will consider the safeguarding policy after receiving his safeguarding training. **Action:** CBN.

- 15. **Representative to Jubilee Hall Management Committee:**  
This is a Trustee role. RB is an independent Trustee. It was **resolved** to defer this item.
- 16. **Future Strategies/Action:**  
Deferred due to time constraints.
- 17. **Correspondence:**  
None.
- 18. **Items for a future agenda**
  - Junior Membership Charge
  - Representative (Trustee) role to the Jubilee Hall Management Committee
  - RB offered to become substitute representative at the L & C PFC meetings

19. **2024 Meeting Dates**

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

**The meeting closed at 2.30pm**