

# LODDON & CHEDGRAVE PLAYING FIELD COMMITTEE

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

## Minutes of the Meeting of Loddon Tennis Club (TC) Subcommittee held in the Hollies Rear Hall, Loddon on the 19 September 2023 at 1.00pm

### Committee Members Present:

Rik Balfour, Chairman (RB)  
Jenny Pulfer (JP)  
James Preston, Marketing (JPr)  
Paul Solomon, Club Coach (PS)  
Jamies Curtis (JC)  
Rob Atkinson (RA)  
Colin Binfield (CB)

**In Attendance via remote means:** None.

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

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

**Absent:** None.

### 1. Welcome and meeting etiquette:

RB introduced everyone to the meeting and gave a quick recap on events since the last meeting. The Club welcomed the LTA President Sandi Procter to the courts in June. The walking tennis has been launched. The junior membership has continued to increase. Successful summer camps were held for the juniors. The Club is also involved in the Davis Cup, the Norfolk Winter League and Box League.

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

Apologies were received and accepted from Rick Summons, Georgina Hirst (RFO), Miles Wilson and Jessie Powell.

### 3. Appointment of Vice Chairman:

RB reported that he was keen to increase the female representation on the Committee, so requested to defer this item until the L & C PFC have appointed the two new members that have expressed an interest in joining the Committee. **Action:** Clerk to add item to PFC agenda and add this item to next TC agenda.

### 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 6 June 2023:

It was **resolved** to approve the minutes of the meeting held on the 6 June 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.

*At this point in the meeting, the Chairman brought forward item 11 (safeguarding) for the benefit of JP.*

## **8. Safeguarding/Welfare:**

JP reported that due to difficulties with the LTA system, they had been unable to accept her DBS, and therefore it was necessary for her to submit her resignation from the Welfare Officer role. JP offered to assist as required. EC will continue as Welfare Officer until a new member has been appointed. Several free LTA Safeguarding courses have been circulated to the Committee.

All committee members with ClubSpark access have a DBS check. RA wishes to take on the role of Club Competition and League organiser and will require a DBS if accessing ClubSpark. **Action:** Clerk to initiate DBS check. RB will set up ClubSpark access.

## **9. Tennis Courts:**

**9.1: Access to Clubhouse** – The shed company have delivered an internal door and will install it next week. The door will cost approx. £120. The cupboard door will be kept locked as the primary use of the cupboard will be storage for the club and the coaches. PW will source a battery sensor light. **Action:** PW. **Action:** RB to circulate padlock code within the newsletter to give club members access to the clubhouse.

**9.2: Leaf blower** – Unfortunately the leaf blower was faulty. The leaf blower will be returned for repair.

**9.3: Repairs to windbreak and fencing** – The member of the public that damaged one of the windbreaks and a piece of fencing has made one payment towards the cost of the replacement windbreak.

The damaged windbreaks will be taken to Chedgrave to see if they can be repaired. **Action:** RB.

The additional nets that have been purchased for the hitting wall and shed need to be installed. **Action:** JP will coordinate the installation of these nets.

**Action:** Clerk to purchase some more bungees as these have proved ideal for securing the nets.

It was noted that several areas of the court fencing require repair.

**9.4: Replacement floodlights** – The L & C PFC have agreed to the Boggis Electrical quote. **Action:** RFO.

**9.5: CCTV for courts** – There are complications relating to installation of the CCTV. Another site visit with the CCTV installer is required. **Action:** Clerk.

Another consideration is relocating the existing PFC camera to capture more of the courts.

**9.6: Bench Storage in clubhouse** – Quotes for the purchase of two benches will be considered by the PFC as the cost of the benches exceeds the TC spend limit of £100. One of the benches could remain unlocked so that the leaf blower will be available for members to use on the courts as and when required. **Action:** Add to PFC agenda.

### **9.7: Appoint key holders for the courts**

It was **resolved** to appoint James Preston, Rob Atkinson and Rik Balfour as Tennis Court keyholders, to assist access as and when required. CIA have reported that there have been intermittent issues with the gate recently. **Action:** Additional keys to be cut.

**9.8: Cabinet on Consumer Panel** – The Consumer Unit in the changing rooms should be covered. **Action:** RFO to request Boggis Electrical quote as part of the floodlight installation.

The router could be housed in a separate wooden router cabinet. **Action:** Clerk to investigate.

**9.9: Connecting the gate via hardwire to the router - Action:** Not resolved, Clerk to add to a future agenda.

**9.10: Plug socket in the court electrical cabinet** – resolved.

**9.11: Floodlight Override** – **Action:** RFO to ask that Boggis Electrical quote to carry out the work whilst carrying out the LED replacement.

**9.12: Coach Court fees & floodlight energy costs** – A conversation was had regarding the costs involved with running the club sessions. Initially, it was agreed that the coach would pay £1 for each hour he hired the courts for cardio and coaching, however, it was **resolved** that as PS had put hours of unpaid admin time into the club, the court fees would be waived at this time.

The tennis coach, PS, hires the Jubilee Hall for coaching and occasionally club sessions. The club sessions need to be financially viable for PS, and a discussion was had regarding costings, and whether the club could subsidise the club sessions by paying the coach an hourly fee. The club does not currently charge PS for court hire or floodlights for these sessions. **Action:** PS to draw up a projection of costs for the PFC to consider.

**9.13: Toilets for Team Matches & General Use** – At present, there are no toilets available for TC matches and leagues. Both PS and RB have met with the Chairmans of LUFC Juniors and Adults, and they have agreed to a proposal. The TC will pay the LUFC £150 to advertise the Tennis Club on the LUFC match hoardings. In return, the LUFC will allow the TC to use the toilets for matches, competitions and leagues. The hoarding is 1500 x 600. Occasional consumables such as toilet rolls might need to be included. **Action:** Clerk to add to PFC agenda as the cost exceeds the TC's spend limit.

**9.14: First aid box** - JPr will install the first aid box on one of internal walls of the clubhouse. **Action:** JPr.

## **10. Club Membership:**

**10.1: Membership** – Membership currently stands at 128 members.

**10.2: Consultation of club members, particularly young people** – RB has incorporated a survey into the next TC newsletter.

RA reported that there was a lack of prime-time slots (4.00pm – 7.00pm) available to book the courts. There are currently 2 x cardio sessions per week and junior coaching commences at 4.00pm. A discussion was had requesting court availability, and it was suggested that PS books one court for cardio and coaching, to leave the other court available to book. **Action:** Clerk to add timetable approval to future agendas.

## **11. To Consider Fundraising / Social Events:**

**11.1: Ladies Day** – Deferred, as the main organiser has resigned from the subcommittee.

**11.2: LTC 2<sup>nd</sup> Birthday** – Deferred as not urgent.

**11.3: Quiz with compere** – Members have been consulted on this within RB's survey.

**11.4: Loddon Flower Festival** – Maggie has kindly agreed to submit an entry on behalf of the TC to raise the club's profile. It was **resolved** to spend £50 on flowers. JP has ordered leaflets. LTC will lend a leaflet dispenser.

**12. Finance:**

**12.1: To approve any payments** – none.

**12.2: To receive the finance report** – circulated via Dropbox.

**12.3: To consider quotes for a water meter** – deferred.

**13. Club Competitions, matches and Leagues:**

**13.1: Box League** – round 2 of the box leagues has commenced.

**13.2: Norfolk Winter League** - £120 fee – PFC to approve. The league fee will be reimbursed via match fees. Elaine will captain the league. The league will be advertised to the whole club. **Action:** RFO to discuss finances with the league organisers.

**13.3: Davis Cup Competition** – This will be held on the 15 October 2023 10.00am - 4.00pm.

**13.4: Volunteer for Norfolk LTA** – A former committee member will be standing down from the role so RB will advertise the role in a future newsletter.

**13.5: Global WhatsApp group for all TC members.** **Action:** Clerk to create the group and RB to include link to join in the next newsletter.

**14. Governance:**

**14.1: LTA Safeguarding Policy** – defer

**14.2: Code of Conduct** – defer

**14.3: CCTV agreement with LPC** – defer

**14.4: To note CCTV policy** – defer

**14.5: L & C PFC representative Role** – It was **resolved** that PS will remain in the role.

**14.6: Representative (Trustee) to the Jubilee Hall Management Committee** – It was **resolved** to write to the Jubilee Hall Management Committee and request a representative role for the TC on the JHMC. **Action:** Clerk.

**15. Future Strategies/Action:**

East Bergholt won the National Club of the year. They are a coach led club, with more teams in leagues. East Bergholt have offered to meet Loddon TC to discuss future ideas.

**16. Correspondence:** None.

**17. Items for a future agenda:**

- City Summer League
- Appointment of Vice Chairman
- Appointment of Welfare Officer
- Connecting the gate via hardwire to the router

- Approval of TC timetable
- Water meter quotes
- Governance

**18. 2023 Meeting Dates:**

No meeting date set. Meeting will be held at least two weeks prior to the L & C PFC meetings on a Tuesday at 1.00pm.

**Meeting closed at 2.47pm**