

# LODDON & CHEDGRAVE PLAYING FIELD COMMITTEE

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

## Minutes of the Loddon Tennis Club (TC) Subcommittee meeting, held in the Hollies Rear Hall Loddon, on Friday the 4 October 2024 at 1.00pm

### Committee Members Present:

Rik Balfour (RB) (Chairman)  
Carolyn Frosdick (CF) (Vice Chairman)  
Craig Broadley-Naylor (CBN) (Welfare Officer)

**In Attendance via remote means:** None

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

**Members of the Public in Attendance:** Two (including Elaine Spencer).

**Absent:** None.

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

RB welcomed everyone to the meeting and offered everyone the opportunity to introduce themselves. RB Gave a brief update on recent club activities.

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

Apologies were received and approved from Rob Atkinson (RA) as he was away from home and James Preston (JP) was unable to attend due to work commitments.

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

All members declared an interest as members of the Tennis Club (TC). RB declared an interest if the Jubilee Hall is discussed as he is a Trustee.

### 4. **Minutes of the meeting held on the 5 July 2024:**

It was **resolved** to approve the minutes of the meeting held on the 5 July 2024 as a correct record.

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

#### **5.1: Replacement LED Floodlights and override installation:**

Norfolk LTA approved the loan of £2,500 in August 2024 and we are waiting for the funds to be transferred to LTC.

On the 16 September 2024 Boggis Electrical installed the replacement floodlights. **Action:** Clerk to check warranty arrangements.

A discussion was had regarding the ClubSpark system as the lights do not turn off if the session has been cancelled once the lights are on. RB has checked with ClubSpark and they have no solution for this issue at present as the lights can not be remotely switched off through ClubSpark. **Action:** RB to contact ClubSpark.

A manual override had now been installed on the lights should the internet connection fail. The override is in the metal cabinet within the court and a key for this will be placed in the clubhouse for emergency access. **Action:** Clerk get additional keys cut.

**Action:** RFO to match quote and invoice.

**Action:** Update the main gate sign with emergency access information.

**Action:** Clerk to label the keypad with a label with emergency contact details. Add virtual landline to future agenda.

6. **Public forum:** None.

7. **Finance:**

**7.1: Finance Report:**

The finance report was circulated prior to the meeting. All tennis income and expenditure will be put through one account on Rialtas so that the tennis club accounts will be more transparent.

Resurfacing reserves need to be prioritised as the recent court clean has damaged the painted surface. There is also an issue around the conifer roots. A replacement surface will be required in the next 4/5 years. This could be funded via grants, fundraising and reserves. CF has met with the RFO to discuss the accounts.

**7.2: Direct Debit for Membership:**

The RFO has created the Go Cardless account. **Action:** RB to link up to the annual membership packages.

**7.3: Tennis Club Becoming a Separate Entity**

The pros and cons of the club becoming independent from the L & C PFC were discussed.

**Action:** Subcommittee to research the options. RB to circulate LTA options. Clerk to add to PFC agenda.

8. **Safeguarding:**

**8.1: Update from the Welfare Officer:**

A report was circulated in advance.

Photo consent needs to be added at the point of registration on ClubSpark. **Action:** RB to contact ClubSpark.

Clerk to meet with the main coach to discuss email address, data processing and agreement. **Action:** Clerk.

The Youth Ambassador Programme from the LTA looks promising, and CND will register our interest. **Action:** CBN.

The Saracen's grant application was approved. **Action:** RFO/CBN.

Walking Tennis Exhibition at East Anglia Tennis Courts was attended.

Welfare and issues should be raised initially with CBN. Welfare affects adults and juniors.

The TC Welfare Officer email address is: loddontenniswelfare@loddontowncouncil.gov.uk.

**8.2: DBS Update:**

Elaine Spencer is joining the Subcommittee so a DBS will be required. **Action:** Clerk.

**8.3: First Aid Training:**

CBN has carried out an audit of the first aid box.

James Preston has organised some basic first aid training free of charge for Subcommittee members. **Action:** Subcommittee.

9. **Coaching and Club Sessions:**

**9.1: Update from Heads Up Coaching:**

New Pickleball session to be introduced.

### **9.2: Junior coaching:**

Teen Tennis is oversubscribed so another session will be introduced.

### **9.3: Parkinsons:**

CBN has proposed a plan for future Parkinsons Tennis. A Carers café could also be provided at the same time which would help to raise funds for the initiative and help to build a supportive community.

### **9.4: Walking Tennis:**

The session is still running successfully with Heads Up Tennis.

### **9.5: Club Sessions:**

Sunday morning informal club sessions are being considered. Attendance at the ladies session is running low.

### **9.6: Cardio Tennis:**

All going well.

### **9.7: Club Communications:**

WhatsApp community will be created. **Action:** RB.

## **10. Club Membership and Committee Roles:**

### **10.1: Membership:**

Currently around 80 adults.

Coach to ensure that people that attend sessions are club members or pay non-member prices. **Action:** Clerk.

### **10.2 Subcommittees Roles and Requirement for Additional Committee Roles:**

Elaine Sencer offered to join as Club Captain. **Action:** Clerk to get Council approval.

### **10.3: Membership Offering:**

Deferred.

### **10.4: Funded Membership:**

Deferred.

### **10.5: New Club Kit:**

New club kits are being investigated.

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

### **11.1: Floodlights/Floodlight Override and Consumer Panel Cover:**

*Discussed earlier in the meeting – 5.1.*

### **11.2: Repairs to Windbreaks and Fencing:**

RB to check that the puncher works. **Action:** RB.

### **11.3: Changing Rooms and Toilet Access:**

The Jubilee Hall Management Committee will contact us about tennis club access to the changing rooms and toilets.

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

### **12.1: Update on Club Competitions and Leagues:**

The Club Championships were very successful, and the Colin Binfield Memorial Cup was awarded to the winners.

### **12.2: Future Competitions:**

A brief update was given.

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

### **13.1: Tennis Social Event:**

The Christmas event will be circulated on the WhatsApp Community as soon as possible.

**Action:** RB.

## **14. Future Strategies/Action:**

Deferred due to time constraints.

## **15. Correspondence:**

All correspondence has been forwarded to RB. Mainly membership and coaching enquiries.

**Action:** RB to add Social Secretary and Membership Secretary to the next newsletter.

## **16. Items for a future agenda:**

- Venue Registration
- Umpire chair (sponsored)
- Sponsorship Hoarding
- Fundraising
- Extension of tennis courts
- Rackets club (table tennis/Rackets/squash/padel)
- Virtual Landline

## **17. 2025 Meeting Dates:**

### **Tennis Club Sub Committee Meetings** (quarterly 1<sup>st</sup> Fri, 1pm)

- 3 January 2025
- 4 April 20205
- 4 July 2025
- 3 October 2025

## **18. Exclusion of public and press**

It was **resolved** to exclude the public and press under the Public Bodies (Admissions to Meetings) Act 1960 Schedule 12A SS1 & 2.

## **19. Tennis Club Grants**

An update was given on the grants.

**The meeting closed at 2.57pm**