

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 July 2024 at 1.00pm

Committee Members Present:

Rik Balfour (Chairman)
Carolyn Frosdick (CF) (Vice Chairman)
Jo Sinfield (JS) (L & C PFC Vice Chairman)
James Preston, Marketing (JP)
Craig Broadley-Naylor (CBN)
Colin Binfield (CB) (L & C PFC Chairman)

In Attendance via remote means: None

In Attendance: Emily Curtis (Clerk), Ros Pearson, Carol Collard

Members of the Public in Attendance: Two.

Absent: None.

1. **Welcome and meeting etiquette:**

RB welcomed everyone to the meeting and offered everyone the opportunity to introduce themselves.

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

Apologies were received and approved from Rob Atkinson.

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, JS and CB declared an interest as Trustees of the Jubilee Hall.

4. **Minutes of the meeting held on the 26 April 2024:**

It was **resolved** to approve the minutes of the meeting held on the 26 April 2024 as a correct record.

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

5.1: Court cleaning, moss treatment and weeding:

The court cleaning will take place on Friday 12 July – Sunday 14 July 2024. A water meter will be used so the Jubilee Hall's water expenses can be reimbursed. **Action:** RB will also speak to the contractor about repairs to the courts surface.

5.2: CCTV Signs:

A CCTV sign needs to be displayed and a review of all signage needs to be carried out to ensure the contact details are correct. Heads Up Tennis would also like to ensure that their contact details are displayed. It was also proposed to include the timetable in the new signage. **Action:** Subcommittee to review all TC signs to make sure they are up to date. **Action:** Clerk to organise printing of new signs.

5.3: Loan from Norfolk LTA for the Replacement LED Floodlights:

LTC have received Secretary of State borrowing approval for the LTA Norfolk loan of £2,500. Norfolk LTA will meet on the 16 July 2024, and we will have an update soon after. A discussion was had regarding the proposed floodlights, and motion sensor lights will be investigated. The contractor has been asked to install an override in the court electrical cabinet and a cabinet to cover the electrics in the changing rooms. A key for the court electrical cupboard would need to be left in the clubhouse for emergencies. **Action:** JP to liaise with floodlight contractor.

6. Public forum:

A discussion was had regarding improving male attendance at the mixed club session. A MOP offered to join the Committee as the Inclusive Lead. Tennis Able are welcome to use the courts for additional inclusive sessions.

7. Finance:

7.1: Finance Report:

The finance report was circulated prior to the meeting. It was **resolved** that CF will meet with the RFO to discuss the accounts. **Action:** CF/RFO.

7.2: Direct Debit for Membership:

A Go Cardless account will need to be created. **Action:** RFO.

7.3: Card Payments:

It may be possible to have LTC's Sum Up account added to members phones to aid card transactions on the day of the fete. **Action:** RFO.

8. Safeguarding:

8.1: Update from the Welfare Officer:

Thanks to Subcommittee volunteers for watching the LTA Safeguarding webinar. There will be a quarterly update.

CBN attended a meeting of LTA volunteers in Norwich, and met Kathy Lofthouse, the LTA Inclusive Lead.

There have been no welfare issues raised.

CBN will be attending an LTA virtual Young Person Welfare Ambassador Programme on the 17 July 2024.

As a club we are all responsible for members 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:

DBS information has been received from the Heads-Up coaches.

8.3: First Aid Training:

The cost for the 1-day Emergency First Aid at Work is £65 per person with a discount depending on numbers of 3, 6, 9 people which would equate to 5%,10% or 15%. Other organisations such as CPC and LTC could also have attendees to reduce the cost per person.

The First Aid box in the clubhouse needs an inventory so it can be checked periodically.

Action: CBN will check the expiry date and stock.

9. Coaching and Club Sessions:

9.1: Update from Heads Up Coaching:

Heads Up Coaching have reported that they are delighted with the community atmosphere.

9.2: Junior coaching:

Teen Tennis is oversubscribed so another session will be introduced.

9.3: Parkinsons:

The session is very successful and in due course, Heads Up will be taking over the sessions from Tennis Able. Five weeks of funding remains, and Kathy Lofthouse is assisting.

9.4: Walking Tennis:

The session is still running successfully with Heads Up Tennis.

9.5: Club Sessions:

All going well.

9.6: Cardio Tennis:

All going well.

9.7: Club Communications:

After the success of the Spond app for club sessions, RB will roll out Spond to the whole Loddon TC community. Spond will also assist with monitoring membership for club sessions. **Action:** RB.

10. Club Membership and Committee Roles:

10.1: Membership:

Currently around 150 members.

10.2 Subcommittees Roles and Requirement for Additional Committee Roles:

A MOP (RP) will contact Loddon Town Council and offer to join the Loddon Tennis Club Subcommittee.

10.3: Membership Offering:

It was **resolved** to increase the age limit of the junior/student membership, so that anyone up to 22 if in full time education is eligible for the junior membership. The price remains at £30. **Action:** RB to amend the website.

10.4: Funded Membership:

RB will amend the funded membership packages, so they are easier to manage on ClubSpark. **Action:** RB.

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 – 5.3.

11.2: Repairs to Windbreaks and Fencing:

A quote has been received. Deferred to due prohibitive cost.

11.3: Toilet Access:

The Jubilee Hall management Committee will discuss the TC's use of the changing rooms asap.

12. Club Competitions and Leagues:

12.1: Update on Club Competitions and Leagues:

A brief update was given. The Club Championships are coming up.

12.2: Future Competitions:

A brief update was given.

13. Fundraising/Social Events:

13.1: Tennis Social Event:

Various ideas for a social were discussed.

13.2: Chet Valley Summer Fete – 6 July 2024:

The TC have organised games at the Chet Valley Summer Fete on the Loddon & Chedgrave Playing Field on the 6 July 2024. Leaflets will be handed out with the timetable and membership prices.

14. Governance:

The Subcommittee is Committee of Loddon Town Council so all of LTC's policies apply.

15. Future Strategies/Action:

Deferred due to time constraints but an action plan meeting will be held.

16. 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.

17. Items for a future agenda:

- Jubilee Hall Management Committee Trustee Update
- Extension of tennis courts
- Rackets club (table tennis/Rackets/squash/padel)

18. 2024 Meeting Dates:

Tennis Club Sub Committee Meetings (quarterly 1st Fri, 1pm)

5 July 2024, 4 October 2024

L & C PFC Meetings (quarterly 3rd Wed at 7.00pm)

17 July 2024, 16 October 2024

19. 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.

20. Tennis Club Grants

An update was given on the grants.

The meeting closed at 2.55pm