

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 Friday 3 January 2025 at 1.00pm

Committee Members Present:

Rik Balfour (RB) (Chairman)
Craig Broadley-Naylor (CBN) (Welfare Officer)
Jane Hale (JH) L & C Playing Field Committee Chairman

In Attendance via remote means: None

In Attendance: Emily Curtis (Clerk)

Members of the Public in Attendance: Two, including Ross Wilson (Tennis Coach).

Absent: Rob Atkinson (RA), James Preston (JP)

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 Carolyn Frosdick (CF) as she was unwell and Elaine Spencer (EP) as she was also unwell.

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 and JH declared an interest if the Jubilee Hall is discussed as they are a Trustee.

4. **Minutes of the meeting held on the 4 October 2024:**

It was **resolved** to approve the minutes of the meeting held on the 4 October 2024 as a correct record.

Cllr JH abstained.

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

5.1: Norfolk LTA Floodlight:

Norfolk LTA approved the loan of £2,500.00 in August 2024. Funds were received on the 11 November 2024. The loan repayment monthly standing order of £52.00 was set up on the 25 November 2024 and the last repayment of £56.00 will be paid on the 29 October 2028.

5.2: First Aid Training

This item was deferred as JP was not present to give an update.

5.3: LTA Registration

The Clerk completed the LTA registration on the 3 December 2024 and paid the annual fee of £280.

6. Public forum:

It was reported that the Walking Tennis is going well.

7. Finance:

7.1: Separate Entity:

This item was deferred due to time constraints and an informal discussion will take place after the meeting closed.

7.2: LED Floodlight Costs:

The new LED floodlights cost £1.80 per hour in energy usage. Other costs for consideration are annual servicing, structural surveys/repairs to the columns, five-year fixed wire electrical test and building financial reserves for replacement floodlights. It may be necessary to consider an increase to the current £2.00 charge.

Pay and Play pay £2.00 per hour for the floodlights at the point of booking. Going forward, Teams will pay floodlight costs via their match fees. Coaches to pay a monthly invoice for floodlight usage. Floodlight usage by the club sessions will be paid for by the club as part of membership benefits. **Action:** RFO to invoice.

7.3: Coach fees and coach agreements:

The current coaches are Ross Wilson and Beth Drinkell. Mark Websdale runs the walking tennis sessions.

RB proposed that Coaches should pay a court hire cost of £2 per hour if coaching non-members. Ross is an admin on ClubSpark so that he can make reoccurring bookings, but that means he will not be charged at the point of booking for coaching non-members. Beth needs to be set up on ClubSpark as a Coach. **Action:** RB.

7.4: Update on Direct Debit payments for Membership:

The GoCardless account has been created by the RFO, and the Clerk has liaised with ClubSpark to link the accounts. **Action:** Clerk to complete process.

7.5: Norfolk Community Foundation Grant:

LTC/Club's application for a Saracen's Grant has been successful and £5,000 has been received to support three tennis programmes: isolation, Parkinson's and Dementia. This information has been forwarded to Loddon's Chet valley Medical Practice. 40 coaching sessions will be split between the three groups. There will be ten free sessions for each participant, thereafter each session will cost the participants £5 to ensure future sustainability. The sessions will start in March/April 2025 and the funds need to be spent by the end of 2025. The coaches will invoice monthly to be reimbursed for the coaching sessions.

A press release has been drafted. **Action:** CBN to send to Clerk for Council approval.

Parkinsons UK will also help to advertise the sessions.

Cllr JH suggested liaising with the Community Gym.

7.6: Finance Report:

The finance reports had been circulated prior to the meeting. RB reported that some costs had been coded incorrectly.

7.7: Draft 2025/26 Budget:

Item deferred.

8. Safeguarding:

8.1: Update from the Welfare Officer:

Nothing to report.

Photo consent has been added at the point of registration on ClubSpark.

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

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's DBS has not yet been completed. **Action:** Clerk.

9. Coaching and Club Sessions:

9.1: Update from Heads Up Coaching:

The timetable remains the same.

An interclub tournament will be organised between Southwold, Loddon and Beccles clubs.

Heads Up are looking into taking card payments in future.

9.2: Junior coaching:

The sessions continue to be well attended.

9.3: Parkinsons:

Discussed during 7.5.

9.4: Walking Tennis:

The session is still running successfully with Heads Up Tennis. Participants pay the coach directly for sessions.

9.5: Club Sessions:

Ross will be attending a few club sessions free of charge.

9.6: Cardio Tennis:

All going well.

9.7: Pickleball and Hall Only Membership

Pickleball sessions are held in the Jubilee Hall. Sessions are run by Beth.

Half price membership for Loddon Tennis Club as they only use the Jubilee Hall and have no ability to book club's courts on ClubSpark.

9.8: Rackets Club

A discussion was had regarding a cross promotion with the Loddon Squash Club.

9.9: Club Communications:

Spond will be rolled out for all sessions. **Action:** RB.

WhatsApp community is working well.

9.10: ClubSpark Homepage Update

The homepage needs updating with photos of the painted courts. **Action:** JP.

10. Club Membership and Committee Roles:

10.1: Membership:

Currently around 80 adults.

Coaches need to ensure that people that attend sessions are club members or pay non-member prices.

Membership for young People (under 12) is free, but it is important to check they are Club members before attending sessions. **Action:** Coaches to check.

10.2 Subcommittees Roles and Requirement for Additional Committee Roles:

Elaine Spencer, Club Captain received LTC approval at their meeting on the 13 November 2024.

Jo Fisher has offered to cover the role of Membership Secretary.

Ross Wilson has offered to take the role of Club Coach.

Action: Clerk to obtain Council approval for both new members of the Subcommittee (LTC February agenda).

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: Tennis Club Telephone Number:

The benefits of a virtual landline for the Tennis Club were discussed as it would ensure that the club has its own bespoke telephone number. Access to the phone number can be shared with nominated Subcommittee members and LTC. The cost is £5.42 excl VAT per month. As new signage is being drafted, it was resolved to proceed with the Virtual Landline. **Action:** Add to L & C PFC Agenda.

11.2: Consumer Panel Cover:

The Parish Warden has strived for quotes. A quote will be presented to the L & C PFC meeting.

11.3: Repairs to Windbreaks and Fencing:

RB to check that after the storms. **Action:** RB.

11.4: Jubilee Hall Changing Rooms and Toilet Access:

The Jubilee Hall- Loddon are assessing the costs, and an update will be received in due course.

11.5: Club Signage (including road sign):

JP drafting new signs.

11.6 Umpire Chair

A chair was borrowed for the matches and the club are discussing the idea of a sponsored umpire chair. **Action:** CBN.

11.7: Sponsorship Hoarding:

Hoarding could be an excellent fundraiser and promote local businesses.

11.8: Extension of Tennis Courts:

Deferred.

12. Club Competitions and Leagues:

12.1: Club Competitions and Leagues:

Deferred.

12.2: Future Competitions:

Mixed singles ladder.

13. Fundraising/Social Events:

13.1: Tennis Social Event:

The Christmas event was successful.

A quiz has been proposed, likely to be held in April.

13.2: Fundraising Proposals:

Deferred.

14. Correspondence:

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

15. Items for a future agenda:

None.

16. 2025 Meeting Dates:

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

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

A discussion was had regarding moving the daytime meetings to an evening to ensure higher attendance. The staff are available on Wednesday evenings for meetings.

The meeting closed at 2.09pm