

## CROSS IN HAND LAWN TENNIS CLUB – COMMITTEE MEETING MINUTES – JANUARY 2018

Held on Monday 15<sup>th</sup> January 2018 at 19:00

Committee: Chris Groom - Chairman (CG), John Tetzlaff - Treasurer (JT), Paul Dent (PD) of South Coast Tennis (SCT), Rob French – Acting Secretary and Joint Membership Secretary (RF), Helen French – Joint Membership Secretary (HF), Martin Stringell - Provisions Manager (MS), Danielle Cruickshank – Social Secretary (DC), Corrie Huntley – Welfare Officer (CH), Bryan Hamblin – Match/Tennis Secretary (BH)

### 1. Apologies for absence

- BH and JT

### 2. Minute of last meeting

- The minutes for the Committee meeting of Monday 16th October 2017 and the AGM of Tuesday 14th November 2017 were unanimously approved by the committee and have been posted on the Club website.

### 3. (Acting) Honorary Secretary's Report, including Member-related matters – RF

- The remaining 2017 Club Tournaments will be closed out by end March, and planning 2018 will then begin.
- The updates to the Constitution agreed at the AGM were presented unanimously approved by the Committee.
- As required by forthcoming data privacy regulations, the Club Privacy Policy was presented and the options for putting it into place were discussed and agreed. It will be finally signed off at the February meeting and launched alongside the new membership year.
- The Club risk assessment has been updated to renew membership with, and insurance from, the LTA. The Committee agreed to complete electrical equipment testing by the summer and to an annual "Walk the Club" format for one Committee meeting, from which the risk assessment will be updated each year.
- The 2018 Fit and Proper Persons declaration has been produced and is in the process of being signed by the relevant Committee members.

### 4. Honorary Treasurer's Report – JT (via e-mail)

- JT covered the club's finances, including receipts and payments. Outgoings, subs and other income in general are on track to meet the budget projections.

### 5. South Coast Tennis – PD

- The coaching blocks are progressing well, with Cardio very well supported post-Christmas!
- Planning and advertising e.g. via the Heathfield community college network, is well underway for the Summer camps, which this year will return to a multi-sport format with extended hours to allow parents more flexibility. Work is ongoing on the exact format that will be used and the corresponding court bookings.

### 6. Membership Secretary's Report - HF/RF

- As expected at this time of the year, no new members have joined the club or are currently on trial.
- A discussion was held on fees for the 2018/19 membership year which begins on 1st April, including reviewing the fees charged by other local clubs compared to their facilities. It was agreed that fees would be held at 2017/18 levels, with the early renewal structure which proved successful last year extended to all the categories. The new form will be circulated towards the end of February.

### 7. Information, Advertising and Communications – CG + All

- Following the launch of "Heathfield News", for which the Club provided advertising material, it was agreed to continue to work on ways of spreading the word and attracting new members including via Facebook and discussing further with SCT how the Club can best exploit its work with local schools.

### 8. Maintenance and Utilities – All

- Due to wet weather in November, access was only possible to one of the two floodlight bulbs that need replacing on the astro courts. This work will be completed during the summer and for now playability is acceptable.
- New items added to the maintenance board are being cleared as they come up, and thanks go to everyone who has helped including Dave Eyres who has repaired the broken clay court leveller.
- The Committee agreed to focus on finding 1) an electrician, 2) a roofer to re-seal the air vents and 3) a general maintenance person e.g. someone semi-retired who can do occasional work for the Club.
- A number of utilities have been renewed at acceptable or reduced cost, including the Club insurance and public performance license. Waste collection and processing charges continue to be under watch as costs increase to meet more stringent recycling rules.

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### 9. Social Activities - DC

- After lots of great feedback from the members who attended the Christmas party, for which the Committee thanked Danielle, the new year is launching with Bring a Dish on Saturday 27th Jan and Curry Night on Tuesday 6th Feb. An e-mail has gone to members.

### 10. Match/Tennis Secretary's Report – BH

- All courts are booked and the matches continue to be held despite the winter weather.

### 11. Welfare Officer's Report – CH

- No issues reported and medical supplies up to date.
- Whether or not to install a defibrillator at the Club was discussed, however it was felt that if more funds were to be allocated to health and safety, then the first priority would be to reduce the possibility of slips and trips on pathways where water or mud might accumulate.

### 12. Provisions Manager's Report – MS

- The bar is fully stocked and open for post-Christmas business!

### 13. Chairman's report – CG

- No-one has as yet volunteered to be a member of the committee, and particularly to fill the vacant Hon. Secretary position. The committee continues to feel that we need to add at least one more member to the team to make sure no one person feels overburdened. Even agreeing to allocate a few hours twice per year to meet service contractors would be greatly appreciated.
- To date the Hardy Roberts' meeting, where CG expects to get more details of the rugby club development and how it impacts the drive and parking area, has not been re-scheduled.

### 14. Any Other Business

- The next meeting is set Monday 19th February 2018 at 19:00.
- The meeting closed at 20:45hrs.