

COLESHILL TENNIS & SPORTS CLUB

Minutes of Committee Meeting on Monday 14th May 2018

Present : Pauline Hoskin : *Chairperson*; David Arrand: *Treasurer*; David Wood : *Secretary*; Tina Wiggin: *Social*; Michael Wood: *Membership*; Jane Breeden: *Tennis Manager*; Rebecca Breeden: *Communications*; Sam Peace; *Matchpoint Sportz*

Apologies: None

Minutes of last meeting. Agreed, circulated and put on notice board.

MATTERS ARISING FROM LAST MEETING.

• **External paving renewal.** Dave W has now measured up all of the external paving areas and has produced a plan for the purpose of getting quotes for the refurbishment works. Chris House has expressed an interest in carrying out the work and has agreed to provide a firm quotation. The work will be split into three distinct areas, which will be priced separately, being: (1) the main paving adjacent the clubhouse and lawn, (2) paving adjacent court 2 and (3) paving at back of clubhouse adjacent court 1 and BBQ area. It was agreed that area (1) should be given priority, as there is a potential safety issue with the existing unevenness of the slabs. Dave will also ask Steve Daniel to get a second quote, from another contractor, for comparison. It was discussed that work to area (3) may be put on hold as there is consideration being given to build a 'garage type' extension, to the corner of the clubhouse where the green shed currently resides. This would afford better storage facilities for equipment, furniture and the like. This would also mean redesigning the surrounding area and removing the existing BBQ, which has not been used very much in recent years.

• **Interior décor schemes.** Pauline recently had a meeting with Lynne Ward to gather some thoughts and ideas. It was agreed that initially the clubhouse floor should be prioritised as there are now several areas of delamination, causing potential trip hazards. In this respect Lynne has arranged for a contractor to visit the club, on Friday 25th May, to discuss options for replacing the floor surfacing. It was noted that some remedial works to the under screed may be required, especially to areas adjacent to the bar counter. Several other aspects of updating the club décor will be considered such as replacing all wooden doors, the electric cupboard doors, kitchen shutter; as well as furniture, lighting, etc. The bar area will also be included in the overall refurbishment plans. Once schemes are produced the cost aspect will be taken into consideration to see what is feasible.

• **Resurfacing works to courts 3 & 4.** Following the very disappointing refurbishment work, carried out by Astrocare, the committee met on Monday 30th April 2018 to discuss the way forward. (See minutes of meeting attached herewith). Billy Jayes, of KPA Tennis

Services Ltd. has now been given the go ahead to carry out the necessary work and this will commence on Saturday 19th May 2018. The additional 2 * 32m rolls of red tiger Turf and the sand will be delivered just prior to this date. It is hoped that the work can be completed over the weekend dependent on having dry weather. Ian Berry is looking into disposal of the old carpet, currently deposited on our car park. On a separate note Jane has been advised that the carpet, on 'The Rock' , still has a good depth of pile and would benefit from a rejuvenation process which would potentially extend its life for another 4 or 5 years. Jane will get further details and price for consideration.

- **Survey questionnaire response.** Unfortunately, the proposed online 'Survey Monkey' questionnaire proved problematical and a paper based method only was used. The overall response was disappointing with only 20 replies in total representing about 25% of the senior membership. The majority did not think we should have a Sky Sports subscription, due to the high cost. Various comments were received regarding social events and using the bar facilities, etc. and these will be taken into consideration, by the committee, in future. Becky will email all members thanking them for the responses received.

- **Social events profit / loss summary.** Tina asked Dave A. to produce a profit / loss summary, of social events over the last 12 months or so, to see if they had been viable financially. The conclusion was that ticket sales generally covered the costs of hiring acts, with the exception of New Years Eve where a loss was made. However, the profit made from bar income made each event worthwhile overall. The information gained will be of assistance when gauging the price of tickets for future events.

PRIORITY MATTERS.

- **Data protection regulations.** The rules governing the storage and use of personal data are being updated on 25th May 2018. We need to have a new policy in place by this date and appoint a data protection manager. Mike W has agreed to take up this position as he currently holds members details. We are required to have the updated policy available to all members to view, by placing a copy on the noticeboard and on the website. We need to inform members of this policy, of our arrangements to protect their data and that they can opt out of receiving information, from them club, if they so desire. Mike W and Dave W will look into this. We will also have to consider the holding of personal details of non-club members, who hire our facilities, to ensure we comply fully in that respect. Dave A., in his capacity as Treasurer, is the only other person who needs to record information about room hire, but this can be limited to non-personal details, so this should not be a problem.

- **Friday junior & cardio sessions.** Pauline was of the opinion that there is a need to review the whole structure of the Friday evening junior session. It was felt that, instead of Multi Sports, it is made more tennis orientated, which may attract more juniors to

take part. Sam was in agreement with this and suggested possibly having a tennis clinic, focusing on something different each week. Pauline will arrange a meeting with Ian Poole, Sam, Jack and Jane to discuss this matter further and to include the cardio sessions as well. Sam is still looking into potential indoor venues, for wet weather junior coaching, as several sessions were cancelled this winter.

FORWARD DIARY REVIEW :

Sun 1 July 2018 : Anwen Thomas – Christening : 80 people; 1pm onwards)- approved

Sat 13 October 2018 : Diane Woodcock : 80th Birthday party. 60 people 2 – 7pm - approved

CAPEX : none.

COMMITTEE REPORTS.

- **Tennis Manager.** Jane asked Mike to let her know of any current team players who have not yet paid up and renewed their membership. It was confirmed that the cut off date for renewal of subscriptions, in accordance with club rules, is 31st May and this date will be used for a final check. We propose to hold the next American tournament on Sunday 27th May, providing courts 3 & 4 are back in use.
- **Social.** Sales of tickets for the Queen tribute night are currently around 50 with the hope we can sell some more in the meantime. Live band 'Off The Hook' has been booked for Sat 14th July 2018 at a cost of £330 with no deposit requested. Tina has booked a Soul & Motown act, for Saturday 29th September 2018, at a cost of £325 with a £75 deposit to be paid asap.
- **Treasurer.** Latest financial report was presented to the meeting. Dave has visited Maxstoke Golf Club to discuss holding this years dinner dance there. They have two different menus available both offering two choices for each course. The overall cost, including hiring a DJ, is within our expected budget and will enable us to keep ticket prices at £35 per head. Drink prices are also reasonable and the bar is open until 12.30am. The venue has been booked for Saturday 24th November 2018 and a decision will be made, regarding the menu choice, soon.
- **Communications.** Becky is keeping the Facebook page up to date with our social and tennis events and is linking items with B46. We have the opportunity to place an advert in the Curdworth Crier, a local news booklet, for a very small cost and Becky / Jane will look into this.

- **Coaching / Junior rep.** It was agreed that, at the end of May, the list of all junior members will be updated. Sam confirmed that advertising junior tennis on B46 has been very useful in making people aware of the various sessions. Some juniors have been moved from Thursdays to Saturdays, due to low numbers, but Sam is hoping to reverse this when possible.
- **Secretary.** Dave wanted to record the committees thanks to Roger Cox for the excellent work in fitting the loft access ladder and boarding out part of the loft space. Also for arranging to fill in the missing flooring around the gents toilet and beneath the cooker in the kitchen.
- **Membership.** A total of £9,680 in membership renewals received to date. We have received 6 pairs of tickets from the Wimbledon ballot and the draw will be held on Friday 18th May 2018.
- **Chairperson.** Pauline has had a communication from the Town Council regarding signage to the club. However, this appears to be not what we thought it was as the intention is to have a finger post indicating 'Tennis Courts'. Pauline will clarify this by visiting the Town Clerk in person. We had an inspection visit, from the Environmental Health, on Weds 9th May, which Pauline and Dave W attended. This went quite well with just a few minor items to update. We will be notified of our latest rating in due course.
- **Maintenance.** Position vacant
- **A.O.B.** None

Meeting closed at 10.40 pm.

Refreshments £9.60

Next meeting – Monday 11th June 2018 @ 7.00 p.m.

Minutes of Meeting of Committee on : Monday 30th April 2018 : Regarding the recent remedial works to courts 3 & 4.

Present : All current committee members

Purpose of meeting. To discuss the way forward to rectify the ongoing problems with the repairs recently carried out by Astrocare to courts 3 & 4.

□ The committee were unanimous in expressing their extreme disappointment with the quality of the remedial works carried by Astrocare. Apart from inaccurate cutting and joining together of seams, in the Tiger Turf carpet, it was later established that the dimensions of both courts were wrong, mainly in relation to overall lengths. Astrocare were made aware of this additional problem, as soon as it was discovered, and Ian Berry stated that he would put it right. However, the poor quality of work achieved so far has left the committee with major doubts as to whether Ian has the ability to produce a satisfactory standard.

□ **Proposals.** In view of our concerns, Jane made contact with two sports surface contractors, by recommendation, and asked them both to inspect the courts and see if they could help to satisfactorily repair them. Jane & Dave W met with a representative from Chiltern Sports Contractors who commented on the poor quality. He stated that, whilst it would be possible to put the errors right, they would rather start again and relay the courts, as their reputation was at stake. We have not heard back since so we assume that they are not interested. Jane, Dave W and Mike W also met an independent carpet fitter, Billy Jayes of KPA Tennis Services Ltd. He seemed much keener in helping solve the issues and spent some time marking out the correct court sizes to see where the differences were. He was confident that the playing surfaces could be cut to the correct lengths but recommended to replace the patches of red carpet, between the baselines and perimeter, with a 4m wide continuous roll with no lateral joins. KPA later forwarded a quote of £1.588 for the necessary work which basically includes everything except supplying the Tiger Turf and sand.

□ **Conclusions & Agreement.**

The committee felt that we should now get KPA to carry out the work as their quote seemed very reasonable and Billy Jayes is highly recommended. Jane has told Ian Berry to alter the order of red Tiger Turf to 2 rolls of 32m long * 4m wide and this should be manufactured by 11th May 2018. On this basis Billy Jayes is available to carry out the repairs over two weekends so, hopefully, they will be completed by no later than the

end of the month. Upon completion the sand dressing needs to be applied and, if required, KPA would be able to do this. The purchase of sand needs to be arranged in the meantime.

Jane stated that we should consider getting KPA to take over the cleaning regime, of our courts, as they have provided a very competitive quotation for this too.