

## COLESHILL TENNIS & SPORTS CLUB

### Minutes of Committee Meeting on Monday 8th January 2019

**Present :** Pauline Hoskin : *Chairperson*; David Arrand: *Treasurer*; Michael Wood: *Membership*; Michael Palmer: *Communications*; Laura Davis - Harrison: *Tennis Manager*; Jack Crossley : *Coaching (part of meeting)*

**Apologies:** None.

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

#### **MATTERS ARISING FROM LAST MEETING.**

- **External paving renewal.** Unfortunately, a number of delays meant that the agreed work did not commence as previously anticipated. Chris House has recently confirmed a revised start date within the next 2 -3 weeks.

- **Interior lounge décor.** The re-plastering, of the lounge ceiling, was completed on Monday 7<sup>th</sup> January 2019. The plasterer has been asked to repair the damaged plasterwork adjacent to the lobby side of the main lounge doorframe. Work to the lounge floor refurbishment starts this weekend, with members removing the old covering. The contractor will commence the laying of the new floor covering on Monday 14 January, which should take about four days. Some samples of the new flooring, paint colours and soft furnishing proposals were shown to the committee. Gary Downton has been asked to provide a quotation for the redecorating of the lounge. Derek Hopkins has offered to carry out the boxing in of pipework, etc. Roger Cox and Gary Heaton will provide and fix new doors to the lounge area. Dean Williams has now removed all trunking, from the roof space, and the old lights from the ceiling. Roger Cox has offered to carry out the replacement of the work surfaces to the bar counter. Consideration is also being given to replace the bar shutters, which are not in a very good condition. Dean Williams will fix the LED spotlights, to the lounge ceiling, and Lynne Ward is sorting out new wall lighting. It was decided to keep the existing TV screen and look into the possibility of upgrading the existing projector to a more modern one.

- **PAT testing.** As indicated, at previous meetings, the PAT testing of electrical equipment, at the club, is now well overdue. Pauline will speak to Roger Cox and Dean Williams to see if this can be carried out as a matter of priority.

- **Car Park lines repainting.** Michael Palmer stated that he could arrange to carry out the repainting of the car park lines, using some materials he has in stock. There would be very little or possibly no cost, to the club, for carrying out this work

## **PRIORITY MATTERS.**

• **Committee vacancies and social sub committee.** The committee were pleased to have received offers, from members, to cover two of the three vacant committee positions; ie. Karen Morris as social organiser and Lisa Sales as secretary, both unanimously accepted. At the AGM, in December, some members stated that they would be willing to form a social subcommittee and in this respect, the members involved, will be asked to liaise with Karen when she takes on the role of social organiser. Claire and Maria Jolly agreed to organise an event, such as a BBQ alongside a tennis event.

## **FORWARD DIARY REVIEW:**

Tina Wiggin has enquired about a non-member booking a 60th birthday party, on 2<sup>nd</sup> March 2019. Whilst this is not a problem, it will be pointed out that the club lounge refurbishment may not be completed and the room hire will be offered on this basis.

**CAPEX:** None

## **COMMITTEE REPORTS.**

• **Coaching.** Jack stated that Friday evening junior multi sports has now ceased, due to problems of getting coaching staff to cover the sessions. Katie Heath, who was present at this meeting stated that, with the committee's permission, she will investigate the possibility of getting a qualified coach to take over the Junior sessions and making them more tennis orientated. This person might be sourced within the current club membership or externally. Cardio will continue as usual, however, Pauline stated that cancelling sessions, at short notice due to low numbers attending, is problematical in maintaining members interest. In order to ensure that cardio sessions continue it is proposed to offer a guarantee to Sam that any shortfall in the minimum fee of £20 per session will be made up by the club. An incentive to try and encourage non-members to come along and join in cardio sessions will be looked into, possibly by charging a minimum of a visitor's fee, or the like, each time. Jack is also looking into starting a regular Thursday evening junior / adults tennis session to try and reinvigorate social tennis at the club. Jack was keen to arrange for the club to take part in one or both of the Great Tennis Weekend event open days during this year.

• **Tennis Manager.** Laura has stated that she will sort out all dates for tennis tournaments and team matches and put them in the club diary. She will liaise with Ian Pool regarding current adult coaching and Sam and Jack regarding Junior coaching. Eddie Payne has recently attended the Birmingham league fixture meeting. A tennis subcommittee will be formed so that feedback from members, on tennis matters, can

be obtained and Jane Breeden will be asked to lead this with Eddie Payne and others. The membership will also be approached to ask for volunteers willing to help in the running of tennis tournaments. The American tournament format may be reviewed together with possibly more tournaments being added to the programme. The cancelled 2018 over 40s mixed doubles competition will be played sometime in March. The format for the singles competitions will also be reviewed, following the problems experienced last year. Introducing an entry fee, for the singles competitions, will be considered. The current handicap system will also be looked into and possibly altered. Further tennis competitions, such as box leagues for all ages and formats, will be considered, together with ways of revising social tennis at the club. The presentation of trophies for 2018, will be arranged to coincide with a celebration of the completion of the clubhouse refurbishment during April.

- **Communications.** Maria Jolly has offered to assist Michael Palmer by keeping the club's social media up to date with current news, etc. Likewise David Wood will continue to update the website until further notice.
- **Membership.** No changes to report since last meeting other than gaining one new junior member. Concerns were raised that members who have opted in to the LTA Wimbledon ballot are very low and the cut off date is 22<sup>nd</sup> February 2019. An email will be sent out asking members to opt in before this date.
- **Chairperson.** A quote has been forwarded to Bell Skips for replacement costs of the metal gate, to the car park, which their lorry damaged. We have received some correspondence, from the Information Commission Office, stating but we need to inform them that we have CCTV on our premises. Michael Wood will complete the necessary registration and this process may incur a cost. A working party will be arranged for Saturday 16<sup>th</sup> February, concentrating on trimming hedges and tidying up outside generally. The pest control man has revisited and found no evidence of further rat activity, since his last visit. Keeping the area clear of debris has assisted this greatly.
- **Treasurer.** A current financial report was presented to the meeting. Pauline asked Dave if it was possible to have a budget for the cost of replacing furniture items in the lounge. Dave stated that he would prefer for proposals and costings to be presented to the committee, for discussion and subsequent agreement. Having recently completed our corporate tax return a problem has arisen regarding declaration of the value of overall rent we receive exceeding £5,000 per year. This was due to the assumption that the mobile mast rental increase would have taken place as envisaged. Dave stated that we may have to employ an independent accountant to go through the process of completing the necessary forms in order to comply.
- **Secretary.** Position vacant at time of this meeting.

- **Social.** Position vacant at time of this meeting
- **Maintenance.** Position vacant.
- **A.O.B.** Pauline wanted to record that the New Years Eve party was a great success and wished to thank all involved in the organisation and running of the event. It was agreed that Groove Collider will be asked to provide the entertainment again this New Years Eve, however, the cost will be higher at £1,000 and ticket prices will be reviewed at a later stage.

*NB: Minutes of this meeting were taken by David Wood.*

Meeting closed at 10.00 pm.

Refreshments £9.80

Next meeting – Monday 11<sup>th</sup> February 2019 @ 7.00 p.m.