

## **COLESHILL TENNIS & SPORT CLUB**

### **Minutes of committee meeting Thursday 17 February 2011**

#### **Present**

Kit Bramley: Chairperson; Vici Morris: Bar Manager; Pauline Hoskin: Secretary;

Steve Judd: Tennis Manager/Coach; Dave Arrand: Treasurer; Roger Cox: Maintenance; Scott Lilley: Social Secretary; Jennie Downton: Communications and Tina Wiggins: Membership Secretary

#### **Minutes of last meeting**

The minutes were agreed and signed as a true copy. All actions were either completed or covered later in the meeting. Minutes of last meeting to be circulated to all members (Action KB) and copy to be posted on notice board (Action KB –done).

#### **Main Agenda**

#### **Priority Matters**

##### **Junior Coaching**

Questions prepared for Steve Judd (Head Coach) following complaint received via email from Scott Lilley: Steve provided written answers to the questions – these are attached. Steve was concerned that his coaching ability was in question but he was assured that it was not the issue and was not part of the complaint made. Members of the committee that had children taking part in the coaching (Scott Lilley and Jennie Downton) confirmed that the discipline and quality of the junior sessions had improved greatly since Steve had taken over. Discussion regarding forthcoming attendance by SJ to local schools. SJ reported that last year it had been decided by the committee that schools further afield i.e. Castle Bromwich, Water Orton and Kingsbury should be targeted as the previous coach Stuart Maidment had visited the Coleshill schools continually but response from them had fallen off. It was now decided that more local schools should again be the focus with emphasis on year 7 at Coleshill school. Leaflet targeting was discussed with suggestion from SL that some junior members may be able to assist in covering their local area plus asking Jack Walton if whilst delivering the local gazette he could also deliver flyers.

An increase in coaching sessions were discussed to a possible two per week, however SJ pointed out that this may incur the use of two or more courts. It

was decided that a notice would have to be placed on the board instructing members that coaching takes priority in court usage. SJ also pointed out that he believed that there was a club rule that stipulates that no more than one coach was allowed on the courts at any one time, **(KB to research) (Action :KB)** EGM to be considered if a rule change is necessary.

### **Open Day advertising**

It was decided that the second edition for March and both April editions of the Gazette (Coleshill and Water Orton) should carry half-page advertisements at a cost of £85.00 per insertion. SJ suggested that a speed gun from the police might prove to be an attraction with a competition to measure the speed of serves – SJ to explore. Equipment has been booked for the day from the ‘Tennis Factory’. All matters for inclusion in the advertisement together with ‘Special membership’

### **Courts 1 & 2**

Enquiries to be made and further quotes obtained re replacement of surfaces on courts 1 & 2. A quote from ‘Sweepfast’ already received at £ 21k plus VAT. **KB and SJ** to discuss and investigate further quotes.

### **Junior Representative**

SJ suggested that Jane Breedon might be willing to assist in the role as he felt that she would be most suitable as she had previously performed the role and ceased only as a result of personal circumstances. **KB agreed to approach Jane.**

### **Capex Expenditure review**

Discussion re purchase of tennis balls- SJ reported that previous supplier Maurice Robinsons were offering six dozen free balls with order – this equates to a discount of 15 % it was therefore agreed to place this order – **Action: SJ.**

Roger Cox has been paid for items purchased as below:

Door locks obtained for the head coach office (£14.83) Letter Box (£21.76) and Audio connection (£4.89)

## **Actions Outstanding**

On Court Bins – ongoing

WiFi – SL reported that it would cost £40.00 per month to run at commercial premises and would also prove difficult to monitor so the proposal was rejected.

The refurbishment of the showers is to be moved down the list of priorities due to limitation of funds

The consensus was to make the decoration of the changing rooms and foyer a priority - the cost to be £540.00 before Easter

Power showers - put on hold for the time being

Trophies – nearly all engraved – two outstanding (**Action SJ**)

Trophy cabinet put on hold for the time being

Letter Box – supplied and to be fitted shortly (**Action RC**)

Cess-Pit – will be reconciled by NWBC in April.

Photocopier – purchase agreed at a cost of £72.00 (**Action SL**)

Possible Junior Open 2012 - on going KB

Kitchen Floor – quote for replacement in accordance with H&S requirements requested from Gary Lloyd (**Action RC**)

18/21 party – following the disgusting state that the club room was left in following the party on 29 January 2011 ( Including blood broken glass within and outside club building – neither of which the cleaner would remove) it was decided that a £200.00 advance deposit should be paid in future in either cash or cleared cheque by the hirer to cover exceptional damage and cleaning costs incurred. The deposit will only be requested at the discretion of the committee.

Signage – VM obtained verbal quote which proved too expensive - other signage on hold currently

Talis & Co corporate court rate – we are still in discussion with the company re this matter.

Keys – 20 sets to be cut for staff and committee members

**Action: VM**

Room hire booking form – payment and deposit requested at time of booking confirmation, (Specifically for 18/21 parties)

**Action: KB**

### **Matters arising from Reports**

**Treasurer** – report attached

**Facilities** – report attached

A gate buzzer for use of visitors without entry code access. Also a sensor light is to be fitted to illuminate sensor pad in darkness.

Rubbish at rear of clubhouse requires removal. Roger will email all members to assist in this

**Head Coach / Tennis manager** – report attached

Spring League fixtures completed at meeting of 9 February 2011. Scoreboards to be replaced on each court; nets in good order; Net measure sticks to be replaced- 3' metal sticks SL to supply.

**Communication** – report attached.

**Social Secretary** – report attached.

Proposed trip to Ladies Day at Ascot on Thursday 15 June 2011 at a cost of £55 - £60 per person. 2 July 2011 Beer / Music festival postponed and to be discussed further and re-arranged.

**Chair-person** – report attached.

Further discussion re Louisa Price and her refusal to accept club's offer of membership for forthcoming year. It was decided that a further offer of a full family membership at a cost of £120.00 per annum would be made to her, to include 6 lessons for Louisa, dates and times to be set. A letter to emphasise that the decision by the committee to cancel last year's group sessions was due to the lack of numbers and that this was not the coach's decision.

**Action: PH**

Room Hire requests received from:-

Julie Gallagher (club cleaner) 50th birthday for 26 March 2011- £90.00 charge bar until midnight. – approved.

Paula Jeffries – 21 May 2011 – £65.00 charge (plus £25.00 for cleaning if necessary) – Ruby Wedding anniversary – approved

Jane Griffiths – **Saturday 14 July 2012** - wedding from midday, The hirer to supply Marquee. Discussion re cost to be charged taking into consideration staff attendance for erection and removal of marquee before and after event. Bar staff costs for daytime and evening and subsequent cleaning costs to be charged. It is also to be emphasised that the hirer is responsible for the provision of electricity by means of a generator. It was decided that the sum of £1000.00 would be charged for the overall hire. Further discussion is to take place re this proposed event.

**KB to write to Jane**

Helen Walton - Saturday 9th July Nicky Kestor School of Dance - approved

Sean Walton - Saturday 13th August - family party - (full member no charge) - approved

### **Any Other Business**

**Nil**

10.50pm meeting concluded; the next meeting is to take place on 17 March 2011 at 7.00pm.