

## COLESHILL TENNIS & SPORT CLUB

### Minutes of committee meeting Thursday 25th November 2010

#### 1. Present

Alan Stevenson, David Arrand, Steve Judd, Scott Lilley, Roger Cox and Kit Bramley.

##### 1a. Apologies

Katie Heath and Louise Davies

##### 1b. Minutes of last meeting

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

#### 2. Priority Matters

##### 1. AGM

The following nominations had been received so far :-

Chair	Steve Judd
Communication Manager	Jennie Downton
Junior Rep	Laura Davis

Steve indicated he believed that the WLTA had previously indicated they had no issues on him taking on the chair position whilst still remaining as club coach - a paid position.

Alan stated that he would add an additional matter to the agenda at the AGM regarding a rule change on voting rights of a committee member in receipt of payment from the club (to protect Steve as well as the club from any concerns over conflict of interest).

##### **Action: AS**

Steve suggested that the Tennis Managers job be supported by someone representing the ladies, and someone representing the mens, neither of which would be on the committee. This would reduce the workload of this role. He indicated that if he became Chairman he would wish to step down as Tennis Manager as quickly as possible, and in any event did not intend to remain Tennis Manager indefinitely.

Kit was to arrange for an email to be sent around the members stating who was being put forward and where there were still vacancies.

##### **Action: KB done**

##### 2. Dinner Dance

The numbers attending are significantly down on last year. It was believed this was due to a combination of the changing membership profile and the removal of the formal presentation of trophies (the trophies having now been presented on the day). There was no conclusion as to whether this should be changed next year.

The DJ was costing £140.00. Fortunately Maxstoke Park Golf Club were only charging £1.00 per head against last years room hire cost of £125.00, so the club would still make a sensible profit from the event.

The "jar of change" on the bar had been counted by Vici (and the answer placed in a sealed envelope), and for £1 a guess, the nearest to the total amount was to be rewarded with a bottle of champagne.

##### 3. Tournaments

Rory McCutcheon from WLTA had requested that we submit the dates of our open tournaments next year to him by December 17th 2010. Steve was to take this years diary home and come up with these dates for next year, including our closed tournaments. Steve to email details to the Committee asap. **Action: SJ**

It was suggested by Scott that the closed singles be run over 3 weeks instead of 2, with the finals on a Saturday followed by a do. Agreed.

Chris Maclaren had been asked by Rory if we wanted to run a junior open tournament in 2011. The committee decided that we were too stretched in man power to organise this event, even though the dates (3/8 to 6/8) they had suggested did not clash with any other club.

Alan to reply to Rory directly, copy to Chris.

##### **Action: AS**

#### 3. Forward Diary Review

Bookings for December

Under 12 Football Colehill United December 4th £85.00 paid in. Still awaiting £50 deposit for pool table use.

December 11th - Sweepfast

December 18th - Stacey Reed no fee yet received Vici to follow up.

December 27th Christmas Left Over party (after long walk) pool comp and quiz

December 31st New years Eve party - pay on entry. More news from Scott nearer the date

#### 4. Capex/Expenditure

Roger presented the final capex proposal form for the new club furniture of £3758.83 for formal sign off (previously agreed).

Scott put forward a number of proposals for discussion:

There was an inconclusive discussion on the attraction of a trophy cabinet (appearance vs security). Scott to investigate prices etc to allow further discussion.

It was agreed to spend up to £100.00 on Christmas decorations for the club. Jo and Jennie had volunteered to organise.

##### **Actions: SL**

Concerns had been expressed over the amount of leaves on courts. Although Sweepfast are clearing the courts they are not removing the leaves, so it was agreed that the gardener (Derek) was to be approached to clear the leaves and generally tidy up the club grounds over the next 2/3 weeks. Louise/John to speak to him.

##### **Action: LD**

It was proposed that put some salt on court 1 to allow play when near freezing, but Steve reminded the meeting that court 1 was the most worn, so a lack of play vs the other courts would benefit it. Agreed to leave as is.

Scott (with his engineer) is to look into the possibility of running electric power showers from our existing board.

The photocopier in the entrance hall was thought by the committee to be an eye sore. Scott to get prices for a desk top type and the old one to be put on ebay - collect for free?

#### 5. Actions Outstanding

Payment of LTA registration fee had been requested by BACS. This was not possible and a cheque would be sent. Alan to contact WLTA. **Action: DA/AS**

Kit reported that following several conversations with NWBC regarding payments for the emptying of the cesspit, there seems to be differing stories about dates. Stan Lloyd had been asked to speak again to his original contact who had agreed we were being charged for more emptying than we had been getting since April 2007.

#### 6. Reports

**1. Secretary**

Jennie Downton has requested to hire the club on Sunday June 26th 2011 for Jude and Kieran's Holy Communion celebration. The same weekend this year had been one of our closed tournaments. Steve confirmed he would not use this date. Trevor and Jade are getting married on June 3 in Greece. A large number of the club members had been invited and could be away from the club for up to 2 weeks. Care needs to be taken when arranging league matches/tournaments.

**2. Chairman**

No report

**3. Treasurer**

Key Performance Indicator - attached

David had written to Investec to close the PICA (current) account, and transfer the balance of £2,323.90 to the main Direct Reserve Account. He has also requested a transfer of £8,000 to our Lloyds current account (requires 30 days notice) to cover the immediate payments due for the furniture £3,758.83) and the fencing £2,426.38) plus a couple of thousand for working capital over the winter. Due to the state of the Lloyds current account, and in order to ensure scheduled delivery, he has paid for the furniture on his own credit card, to be reimbursed upon receipt of the Investec funds.

The Annual Accounts have been completed, and show a disappointingly small profit of just £399.00. They are currently with Patrick Maclaren for audit.

**4. Facilities**

Furniture is in and looking good, fencing is due next week. The sound ratan furniture will have to stay for the time being.

Roger has measured up for the changing rooms and will obtain prices to upgrade the showers. Gary Downton has been asked to quote for decorating the changing rooms. He has quoted a figure of £540.00 which will also include the foyer area. The club to pay for the paint. Although it was agreed this should be done, it was also agreed that the showers needed to be sorted (with cubicles for Ladies changing room, and potentially electric showers – Scott to get his engineer to check ability to get power in).

**Action: SL**

On Tuesday last Roger found the heating to be on "constant" and the clubhouse like a sauna. He has now changed the programme to come on at 6pm and go off at 10pm weekday evenings. A programme for weekends needs to be done.

All the committee have been shown how to use the heating controller and are all requested to check it is being operated properly whenever they are at the club.

**5. Membership**

Attached monthly subs report and name and shame list.

It was thought that the bar staff could challenge non payers when they feel it appropriate, and as there were now few members being an issue, the name and shame list would be overkill at this point.

With the new fencing being erected with a code entry system, it was felt that if members continued to let in non members disciplinary actions would be taken by the committee against that member. Scott requested this be raised at the AGM.

The website has now been tidied up and is up and running. [www.coleshilltennisclub.com](http://www.coleshilltennisclub.com)

It is important that we advise all members of the site address and the benefits of using it.

**6. Tennis/Coach**

No report

**7. Junior**

No report

**8. Social**

Report attached

Scott to prepare a 'grid' for Kit to fill in names of winners of the singles and doubles competitions since 1982 to date, a draft for prices/ further discussion on an Honours Board.

Yvonne has very kindly agreed to do the bar New Years Eve. She will be paid double time for this event.

**5. AOB**

Cost of refreshments for this meeting was £35.75

Meeting closed at 9:50pm

**6. Date of next meeting**

**TBA following the AGM.**